

MEMORADUM

To: William McKinney, President
From: Tracy Woodard-Meyers, Faculty Senate President
Date: May 14, 2013

Subject: Faculty Senate Annual Report 2012-2013

The Faculty Senate convened seven times during the 2012-2013 academic year. During each meeting, the statutory committees updated the Senate on their activities. At each meeting, the minutes of the previous Senate meeting and the minutes of the Academic Committee were presented and approved, with no more than minor corrections. Several issues were remanded to committees for consideration. The following is a brief summary of the major activities during the 2012-2013 year. For more detail, please see the official agendas and minutes of each Senate meeting: <http://ww2.valdosta.edu/facsen/>

MAJOR ISSUES:

Faculty Senate Meeting, October 18, 2012:

- 1) **Informational Item:** Request from Dr. Karla Hull, Interim Provost to update Faculty Handbook. *Remanded to the Faculty Affairs Committee.*
- 2) **Informational Item:** Request from Sue Fuciarelli to approve Payment Card Security Policy. **Motion passed.**

Faculty Senate Meeting, November 15, 2012:

- 1) **Informational Item:** Request from Faculty Affairs Committee to assign the updating of the Faculty Handbook to an ad hoc committee---**motion passed.** Ad hoc committee co-chairs: Peggy Moch and Gardner Rogers.

Faculty Senate Meeting, February 21, 2013:

- 1) **Policy Item: Recommendation from Educational Policies Committee: Recommendations Passed.**

Language to be inserted on page 87 of the VSU Undergraduate Catalog (2012-2013). The following language would replace the current language in the catalog:

FINAL EXAMINATIONS

In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing

courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

In online courses, final exams are to be completed during the final exam time period scheduled, generally a “window of time” such as a 24-48 hour period. On rare occasions, exceptions to this rule are permitted at the discretion of the college dean. Final exams may or may not be comprehensive of the entire semester.

Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student’s choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

Language to be inserted on page 55 of the VSU Faculty Handbook (1997). The following language would replace the current language in the handbook:

FINAL EXAMINATIONS

The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations. In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

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Faculty Senate Meeting March 28, 2013:

- 1) *Informational Item:*** Library Affairs Committee requested the Faculty Senate vote on the recommendation that persons requesting allocated funds from LAC should not remain in the meeting while the committee votes on the request. **Recommendation passed.**

- 2) **Information item:** Academic Scheduling and Procedures Committee—Revised 2013/2014 calendar. **Recommendation Passed.**

Faculty Senate Meeting April 18, 2013:

- 1) **Informational Item:** Recommendations from the Institutional Planning Committee: **Recommendations remanded back to the Academic Scheduling Committee for further investigation.**

a) **FINALS WEEK RECONSIDERATION**

In order to provide students with a schedule much more conducive to multiple final exams; faculty with additional time to grade exams, papers, and other projects; and the entire university with a more effective schedule during final exam week; we, the faculty senate, recommend the following change to the week of finals beginning the Fall Semester of 2014: Remove the designated “dead day” (Tuesday of finals week) from the schedule and move the Monday (a teaching day) from finals week to another day in the semester schedule (e.g., the beginning of the semester), extending the finals week to a true week of Monday through Friday. Such a recommendation includes the following secondary recommendation: Move the start of the semester to the Wednesday before the traditional Monday start which will allow for that extra teaching day that has traditionally occurred during finals week and allows for two extra days that can be removed from elsewhere in the schedule. **Faculty Senate voted to remand issue to the Academic Scheduling Committee for further investigation.**

b) **FACULTY GRADES DUE DATE RECONSIDERATION**

Currently, the due date for student grades to be turned in to the registrar’s office is 9:00 AM on the Monday following finals week. We, the faculty senate, recommend the following change to that time that final grades are due: Move the time that final grades are due from Monday at 9:00 AM to Monday at 3:00 PM. So doing will provide enough time for faculty with a considerable number of papers and projects to grade the time to do so appropriately. Additionally, it will provide an additional opportunity for those faculty who are too busy grading to attend graduation to actually attend graduation. **Faculty Senate voted to remand issue to the Academic Scheduling Committee for further investigation.**

- 2) **Policy Item:** Recommendation from Environmental Issues Committee (EIC): **Recommendation Passed.**

For the VSU Environmental Management Plan page 64. The last sentence of the first paragraph under the heading “Policy” currently reads “Long-term plans should promote new plantings that will increase the diversity of native species, contain more canopy species, and enhance fall color.” This should change to

“Long-term plans should promote new plantings that will increase the diversity of native species (See Table 1), contain more canopy species, and enhance fall color.”

Table 1: Valdosta State University List of Recommended Native Trees & Shrubs

Election of Officers:

At the April 18, 2013 meeting, the Faculty Senate voted the following members as their 2013-2014 officers:

- a. Vice President/President Elect: Aubrey Fowler
- b. Secretary: Diane Holliman
- c. Parliamentarian: Michael Noll

Other Officers:

President: Ed Walker
Past President: Tracy Woodard-Meyers

Other Faculty Senate Elections:

Planning and Budget Committee Representative: Said Fares

Faculty Senate Meeting May 16, 2013:

- 1) ***Informational item:*** Recommendation from the Academic Scheduling and Procedures Committee to accept 2014-2015 Academic Calendar (See Faculty Senate Agenda for Calendar). **Recommendation Passed.**
- 2) ***Policy Item:*** Recommendation from the Faculty Scholarship and Research Committee: **Recommendation Passed.**

“Committee was asked by Faculty Senate to look at the amount of money that is awarded to travel grants for faculty scholarship and to see if it could be increased since some of the funds are not being used. Also to look at and expand the types of activities funded – such as chairing a committee instead of just presenting only being funded. Current wording is:

Funding is subject to availability of monies and the proposals are accepted for review in order of received date. Currently, there is a \$750 (effective July 1, 2007) maximum award per grant. A faculty member may apply for two grants for U.S. travel during the fiscal year, not to exceed \$1,500. In special cases such as attending an overseas conference there is a one time limit of \$1,500 (effective July 1, 2011). In other words, a faculty member who receives the \$1,500 award is not eligible for additional funding during that fiscal year. There are other grants available for international travel through the Office of International Programs (<http://www.valdosta.edu/cip/VSUInternationalizationFund.shtml>).

Committee voted to make the following changes: Funding is subject to availability of monies and the proposals are accepted for review in order of received date. Currently, there is a ~~\$750~~ \$1000 maximum award per grant (effective July 1, ~~2007~~ 2013). A faculty member may apply for two grants for ~~U.S.~~ travel during the fiscal year, not to exceed ~~\$1,500~~ \$2000 ~~in special cases such as attending an overseas conference there is~~ OR a one-time grant of ~~\$1,500~~ \$2000 (effective July 1, ~~2011~~ 2013). In other words, a

faculty member who receives the one-time ~~\$1,500~~ \$2000 grant is not eligible for additional funding during that fiscal year. There are other grants available for international travel through the Office of International Programs (<http://www.valdosta.edu/cip/VSUInternationalizationFund.shtml>). No changes were made as to the types of proposals that would be funded. They stand as Professional Presentation, Course Curriculum & Instructional Improvement.”

MAJOR ISSUES THAT WILL CARRY INTO THE 2013-2014 ACADEMIC YEAR:

1. Updating and improve the current VSU Faculty Handbook (Ad Hoc Committee, Co-Chaired by Gardner Rogers and Peggy Moch)---October 18, 2012 & November 15, 2012 Senate meeting.
2. Statutes regarding Faculty Senate will be updated by a subcommittee consisting of Ed Walker, Diane Holliman, and Aubrey Fowler—with additional senators and faculty who wish to volunteer---November 15, 2012 Senate meeting.
3. Redistributing faculty senate seats and/or adding seats to make representation proportional per college, Ed Walker and members of Committee on Committees—November 15, 2012 Senate meeting.
4. Special committee to look into the issue of moving to a two day a week teaching schedule (chaired by Aubrey Fowler)---February 21, 2013 Senate meeting.
5. Special committee to look into Faculty rights and safety issues, Michael Noll accepted the chair position and will recruit members to serve---February 21, 2013 Senate meeting.
6. Faculty Affairs was remanded a request to clarify and investigate the 12 month teaching faculty and mandatory leave policy (see attachment D in the February 21, 2013 agenda)—February 21, 2013 Senate meeting.
7. Academic Procedures and Scheduling committee was remanded a request to look at the final exam schedule. They were asked to look to see if the final exams could be changed from Tuesday-Friday to Monday-Thursday with Friday off for grading. This would eliminate dead day. They were also asked to invite members from Institutional Planning Committee to attend the discussion and meetings. April 18, 2013 Senate meeting.
8. Academic Procedures and Scheduling committee was remanded a request to look at the due date (and time) that final grades have to be turned in to the Registrar’s office at the end of each semester. April 18, 2013 Senate meeting.
9. Faculty Affairs committee was remanded a request to look at the SOI procedures. April 18, 2013 Senate meeting.

10. Faculty Affairs committee was remanded a request to “revisit” the VSU Annual Faculty Evaluation form to determine if the two assessment standards of “satisfactory” and “unsatisfactory” provide a fair assessment of faculty accomplishments and performances. Michael Schmidt volunteered to assist with this issue. April 18, 2013 Senate meeting.