



FACULTY SENATE Est. 1991

Tracy Woodard-Meyers Ed Walker Diane Holliman Aubrey Fowler
President President Elect/Vice President Secretary Parliamentarian

Faculty Senate Agenda February 21, 2013 University Magnolia Room

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

1. Call to Order by Tracy Woodard-Meyers followed by a **10 minute Question and Answer session:** President McKinney and Dr. Karla Hull, Acting VPAA. *Questions have been submitted anonymously from the faculty.*

2. **Approval of the minutes of the November 22, 2012 meeting of the Faculty Senate.**
<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml> (See link for minutes from November 22, 2012)

3. New business

a. Report from the Academic Committee –Catherine Schaeffer & Melissa Benton
See minutes from November 2012, December 2012, January 2013 and February 2013

<http://www.valdosta.edu/academics/registrar/academic-committee.php>.

b. Report from the Committee on Committees –Miryam Espinosa-Dulanto
meespinosadulant@valdosta.edu -- Reports of Standing committee's bylaws and descriptions are due to the Committee on Committees, Chair, Miryam Espinosa-Dulanto meespinosadulant@valdosta.edu
February 21, 2013.

c. Report from the Institutional Planning Committee – Aubrey Fowler arfowler@valdosta.edu

d. Report from the Faculty Affairs Committee –Karl Paoletti kppaoletti@valdosta.edu

e. Report from the Faculty Grievance Committee – John Dunn jdunn@valdosta.edu

f. Report from the President–Tracy Woodard-Meyers tmeyers@valdosta.edu

1. **See Attachment A**-Faculty Travel and Faculty Development Criteria –*Remanded to Faculty Scholarship*

2. **See Attachment B** - Look at Final exam schedule and semester structure. Can we change final exams from Tuesday –Friday to Monday-Thursday with Fridays off for grading with no dead day? *Remanded to Institutional Planning Committee.*

3. See **Attachments C** (includes three emails)– *Form a Special Committee to look at Faculty rights and safety.*

4. **See Attachment D**-12 month Teaching Faculty and Mandatory Leave Policy. *Remand to Faculty Affairs Committee.*

4. . Old Business **Report from Educational Policies committee (Standing Committee)** -Lynn Corbin lcorbin@valdosta.edu (See attachment E)

8. Discussion - SGA Smoking policy (**Attachment F**)

9. Adjournment

Attachment A

From: Connie L. Richards
Sent: Wednesday, February 06, 2013 2:52 PM
To: Tracy W. Meyers
Subject: faculty travel \$

Hi, Tracy,

Hi, Tracy,

At Deans Council today the topic of faculty travel money came up and Karla mentioned that much of the budget allocated for faculty travel is not used. I mentioned that often the travel I see is for much more than \$750 and that some departments have hardly any travel money at all. I asked if the money is not being used, can they increase the amount that faculty can get to travel. The comment was then made that the guidelines evidently come from a sub-committee of the Faculty Senate. Would Faculty Senate be interested in pursuing raising the amount of travel money that faculty can access? Several things were mentioned: (1) allowing faculty to access \$1500 per year, perhaps even as a one-time expense; (2) increasing the ceiling on the amount per award. I think more faculty would travel if they didn't have to shell out so much money each time they traveled. Just my 2 cents.

Connie

Also include asking Faculty Scholarship and Research Committee to include funding other activities such as chairing a session i.e. Faculty Scholarship and Research Committee Re-examine the criteria for funding.

Attachment B

Hi Tracy,

You'd asked in Faculty Senate that we document our comments about improving graduation attendance.

I said that I felt I could speak for everyone in the English Department when I said that we as a body rarely if ever attend graduation, and can't conceive how to do so at present, for a very good reason. The nature of assessment in English means that we all have anywhere from 120-200 lengthy, final essay exams to read between our last finals (usually late Friday night) and the grade deadline (9 a.m.) on Monday morning. There have been a number of times colleagues and I have lamented that we can't attend our favorite students' graduations, but we are all in the same predicament -- we're grading into the wee hours and tallying math instead, so we can finish calculating in time for the Monday morning deadline. (Frankly, most of us are lucky to even eat or sleep those three days; even two hours might make me miss Monday's deadline. We consider it our "gauntlet.")

In essence, unless the final exam schedule changes OR the grade deadline moves back by one to two days, none of us is likely to ever attend graduation. Move the deadlines, and more of our faculty may be able to attend graduation.

Thanks for asking,

Maren Clegg Hyer

Attachments C

Michael G. Noll

Inbox

Friday, November 16, 2012 1:32 PM

Dear Tracy and Diane.

Let me briefly spell out the concerns I brought up at the end of the meeting so that there is no misunderstanding.

In the last couple of years rather embarrassing events have occurred at VSU all of which could have been avoided if "the system" would be working properly, if procedures and policies (assuming their are in place) were followed, and/or if members of the faculty, students, administration and the VSU police would behave in a calm and measured fashion instead of overreacting or perhaps not acting at all. Here some examples that come to mind:

1) Dr. Frank Rybicki (assistant professor in mass media) was arrested and charged with assault in March 2011. He was later found not guilty of the charge of injuring a student in a Georgia State Court, but VSU lost him anyway as his contract was not renewed ...

2) I believe in Fall 2010 Steven Thompson (instructor in the biology department) was arrested and briefly went to jail for supposedly assaulting a student, a charge that was later dismissed too. He too lost his position ...

In both cases not only were faculty members ****arrested**** for bogus claims, they were literally left out hanging by an administration and a "system" that failed them and even booted them for all practical purposes ...

3) In April 2012 William Mathews, a senior psychology major, was literally rounded up, arrested and put into jail for, well, supposedly stealing an umbrella ... I am not sure what happened with that case though ...

4) Then there were such things as the Hayden Barnes case back in 2007 when VSU "administratively withdrew" him because he was protesting against the construction of parking decks and his collage and passion seen as a

"threat" ...

In both of these cases the system failed too as neither one situation nor the other warranted such reactionary behavior.

What I would like to request is that the key players at VSU dealing with such issues as safety, law enforcement, civil rights and faculty grievances form an ad-hoc committee to address weaknesses in our system that may have made these situations possible and/or trying to come up with mechanisms and policies plus possibly workshops and better training to avoid them in the future.

Regards, Michael

Michael G. Noll, Ph.D.
Associate Professor of Geography
2011 Nevins Hall
Dept. of Physics, Astronomy & Geosciences

From: Maren Clegg-Hyer
Sent: Friday, November 16, 2012 9:04 PM
To: Tracy W. Meyers
Subject: Senate issue, security

Hi Tracy,

I'm e-mailing you separately for each issue I'd like to put on the discussion agenda for Faculty Senate.

I'd like to request that we begin discussions about faculty and student safety in the event of violent and uncooperative people on campus. I've been worried about this issue for some time, and your comment at the last Faculty Senate meeting (disruptive, almost violent student) reinforces the need to address our preparedness for such events.

For example, I teach in West Hall most of the time. If a disruptive/violent person entered my classroom (as a student or a visitor), what would I do? First of all, what is the protocol the university would have me follow? Do I approach the violent person (who might shoot me)? Do I ask the person to leave? What if the person refuses (which I consider likely, and you have experienced)? Do I contact security? What is the right number to get campus police versus city police? What if my cell phone doesn't work in my classroom? How can I contact anyone for help in that case? What should I have students do?

What if we have a "lockdown" on campus because a disruptive or violent person is roaming at large? I would want to secure my classroom and students safely and keep everyone away from windows and doors. However, even if there were a shooter in the hallway, I have absolutely no way to secure the doors to my classrooms. Once swiped, the doors remain open until the late evening. The doors open outward, and desks would provide little protection for students or for me.

I think we are vulnerable to violent incidents, and our facilities (where I teach, at least) are not currently supportive of security measures. Can we have a "security" button in a secured location in each classroom so we can call for security with or without a cell phone? Can we periodically request or review protocols for emergencies of both types? Can we find a way to "lock down" our classrooms with special keys or codes for doors in event of emergencies?

Thanks for your attention -- I don't want us to address this issue *after* a tragedy occurs -- I'd rather we prevent tragedies where possible.

Maren Clegg Hyer
Department of English

NOVEMBER 16, 2012

Tracy, We had such a good discussion at the very end of Faculty Senate that it prompted three e-mails!

I'd like to request that Faculty Senate continue our discussion of what to do to support our faculty members who are accused by others of wrongdoing on campus.

Our discussion highlighted the experiences of at least two faculty in the last few years who were accused by a student of wrongdoing, and either acquitted or exonerated, but then released by the university.

Without going into the specifics of the past faculty in question, I think we should discuss the disturbing trends suggested by their experiences and those of a (currently) small percentage of faculty within our profession:

- All faculty on all campuses are vulnerable to retaliatory action by disgruntled students and co-workers
- If past instances are any indication, such accused faculty are treated as though they are guilty until proven innocent (being removed from the classroom and workplace, etc.) and then, guilty by association *when* proven innocent (dropped like a "dirty dish" or "released from their contracts" at the university)
- Such scenarios can unfairly and unjustly jeopardize careers of faculty members who have done no wrong, but who lose their positions anyhow

The questions I submit to the Faculty Senate are as follows:

- How can and should Faculty Senate mediate/advocate/support fellow faculty who have been accused of wrongdoing before, during, and after the determination of their guilt or innocence?
- Can we influence administration through support of wrongly accused faculty whose innocence has been demonstrated?
- Are there already policies or possibilities in place for helping such faculty? If so, what are they? (If Senators are aware, we can bring such policies to the attention of such faculty as need arises.)

Thanks for your patience and attention,

Maren Clegg Hyer
Department of English

ATTACHMENT D

December 31, 2012

Dr. Tracy Woodard-Meyers
President of Faculty Senate
Valdosta State University

Dear Dr. Tracy Woodard-Meyers,

I am writing to you today with two concerns about 12-month teaching faculty and mandatory annual leave. As 12-month teaching faculty I have realized that we are treated by our departments, the Dean, and the Office of Academic Affairs as faculty with the responsibilities quite similar if not the same as our 10-month faculty colleagues. We fulfill academic faculty duties as well as extra-curricular duties such as proctor and grade comprehensive examinations, mentor and advise students, serve on committees at all levels, attend graduations, orientations and visitation days, represent the university and department at conferences, as well as conduct and publish research. 12-month teaching faculty undergo annual evaluation and submit for review for promotion and tenure. As you know, many of these extracurricular activities and even academic duties take place outside of the traditional work day and work week. On the whole teaching faculty, whether 10- or 12-month, are quite equal with respect to the duties we perform and the regard we enjoy with academic success.

Unfortunately, human resources and payroll treat 12-month teaching faculty much like staff. Recently, payroll issued a memorandum stating that employees on monthly salary

must submit mandatory annual leave for 5 days when the university is in fact closed. I'm sure that you are aware that 12-month teaching faculty earn a total of 21 days of vacation leave annually. When 5 days are considered mandatory leave, 12-month teaching faculty really only have 16 days annual leave not the 21 that we have contracted for.

According to Dr. Bogart at Human Resources the issue of mandatory annual leave was given to COSA by a previous university president. Every 3 years COSA agrees on a maximum of 5 days of mandatory annual leave and the schedule is posted on the Human Resource website. We are asked to comply with a policy of mandatory annual leave that we were never made aware of (at the time of hire or since). Furthermore, regardless of faculty status we must comply with the mandatory leave schedule generated and approved by COSA, a non-faculty entity. For this reason, we would like for the issue of mandatory annual leave as a policy come before the Faculty Senate. In regard to duties, 12-month teaching faculty are treated much the same as 10-month faculty. Yet 12-month teaching faculty are required to take mandatory leave when the university is closed. This schedule is not consistent with their contracts and not a policy of Faculty Senate. It is our hope that the Faculty Senate address and acknowledge 12-month teaching faculty as full members of the faculty of Valdosta State University allowing us to step out of the void between faculty and staff status that we now endure. And finally, we seek to clarify a leave policy in which 12-month teaching faculty receive the full 21 leave days that are earned annually and are not required to take vacation when the VSU is closed.

Thank you for your consideration of this matter.

Sincerely,

Karen R. Noll

Lila Carson

ATTACHMENT E

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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ATTACHMENT F

From: Reginald E. Merritt
Sent: Monday, November 19, 2012 3:55 PM
To: Tracy W. Meyers
Cc: Amber S. Worthy; Nonyem O. Fagbohun
Subject: SGA- Campus Smoking Policy Proposal

Greetings Dr. Meyers,

The Student Government Association has been fervently working towards creating a Campus-wide smoking policy. In consideration of all students, this proposal includes designated smoking areas for smoking Students, Faculty and Staff- members. This policy is an extension of our current smoking policy, which prohibits smoking within "25 ft. of entrances, exits, operable windows and ground level air intake structures." If this policy passes, designated smoking areas will be established in several common areas convenient for smokers on all campuses, but all other areas on campus smoking would be prohibited. SGA has had several walk throughs in development of a campus map outlining those designated areas. I have attached a copy of the current proposal as well as the current VSU smoking policy. This policy will also be voted on through the VSU web page to ensure that it is widely accepted by the majority of the student body. We have spoken with Dean Mast about possible means of enforcement if this policy came into existence. He has also advised us to contact you. This area is being researched currently. Hopefully, the Faculty-Senate will consider this policy and work with us to help it come into existence for the improvement of our campus!

Your assistance in this endeavor is greatly appreciated,

Reginald E. Merritt, Jr.

VALDOSTA STATE UNIVERSITY POLICY ON SMOKING

POLICY JUSTIFICATION:

The Governor signed a statewide smoking ban that took effect on July 1, 2007. [The Georgia Smoke-free Act of 2005 prohibits smoking in all enclosed facilities owned, leased or operated by an agency of the State of Georgia. \(O.C.G.A. § 31-12a-1\)](#) This banned in state-owned buildings and leased spaces to include all state-owned vehicles and mobile equipment and extended the outdoor distance restriction to 25 feet. The "University

Policy on Smoking" has been written to be consistent with these mandates.

POLICY:

It is the policy of Valdosta State University, to promote a smoke-free environment for our students, faculty, staff and visitors and to encourage non-smoking lifestyles. Therefore:

1. Smoking is prohibited in all university buildings and leased space (including space within buildings shared with others). This prohibition also applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, warehouse and storage space. Atriums, balconies, stairwells, and other similar building features are to be considered "within a building."
2. Smoking is prohibited in state/university-owned vehicles. This prohibition includes passenger vehicles and all other state-owned mobile equipment including utility carts, light and heavy-duty trucks, cargo and

passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.

3. Smoking is prohibited within 25 feet of entrances and exits, operable windows and ground level air intake structures.

4. Smoking is prohibited within stadium seating areas, tennis courts, and other recreational facilities.

1. Smoking is prohibited in outdoor dining areas posted as Smoke-Free.

2. The university will place ashtrays and other smoking litter appliances as well as appropriate signage in designated areas for the purposes of fire safety, litter prevention, and to minimize exposure to secondhand smoke. Consideration of pedestrian traffic patterns, pedestrian safety, ADA accessibility and campus aesthetic will influence the actual placement of receptacles.

Revised January 8, 2008

RESPONSIBILITIES:

1. Human Resources and Employee Development within the frame work of the Wellness Program shall develop and implement vigorous, on-going and well-publicized programs to assist faculty, staff, and students who wish assistance in overcoming their dependency on tobacco.

2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of every member of the University community. Deans and Directors shall periodically review and assess the implementation of this policy in their respective areas to ensure compliance and determine the actions to be taken when conflicts arise. Problems should be brought to the attention of the appropriate supervisor and handled through the existing administrative structure.

3. This policy shall be included in the appropriate University contracts, recruitment information for new employees and other informational publications. Campus visitors shall be informed of the policy through appropriate University signage.

POLICY ADMINISTRATION & ENFORCEMENT:

1. Deans, Directors, Department Heads, and other administrative units are responsible for the administration of this policy. This includes periodic notification of the policy to those who frequent the respective facilities, intervention and notification of Physical Plant Management when problems exist with locations of ashtrays and other smoking litter appliances.

2. All campus entities that contract for the use of campus facilities or who routinely invite visitors to the campus are responsible for insuring that the Policy on Smoking is communicated.

4. The Environmental and Occupational Safety Office is available to assist with policy interpretation and to ensure consistent application.

5. Complaints regarding violation of the policy should be made to the administrator in charge of the facility at

which the violation has occurred.

Approved by the President

Revised January 8, 2008

Student Affairs Committee
1500 North Patterson Street
Valdosta, Georgia 31698
April 9th, 2012

Student Government Association
1500 North Patterson Street
Valdosta, Georgia 31698

Dear Members of Student Government:

The Senators of Student Affairs Committee are writing to request your support to establish a new smoking policy.

Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Valdosta University or those areas leased or controlled by Valdosta State University.

Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events.

Outdoor Smoking Areas.

(1) Reasonable Distance. The building owner, agent, operator, person in charge or Proprietor of Valdosta State University property may designate an outdoor smoking area that is located at a distance minimally of *thirty feet* from any entrance, exit, window, vent, or air intake system of a building where smoking is prohibited.

(2) Smoking Pits. Any smoking pit located in an outdoor smoking area shall be placed a reasonable distance from any entrance, exit, window, vent, or air intake system. Cigarette waste must be properly disposed of in designated receptacles in the outdoor smoking areas to promote a safe, healthy and clean campus. Placing Smoking Pits in a reasonable proximity away from buildings would lower concerns for public health.

Hours of Operation.

A smoke-free public place must prohibit smoking twenty four hours per day in any area that does not meet the requirements pertaining to enclosed areas and smoking areas as specified in the Act.

Enforcement.

(1) Valdosta State University officials, county boards of health, and their duly authorized agents shall enforce the Act.

(a) Any students, faculty/staff member, and or campus guest whom desire to register a complaint under the Act may initiate enforcement with the University and their duly authorized agents.

(2) The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy. Current University officials will be responsible for monitoring compliance with the Campus Smoking Policy within their designated areas. Any problems should be referred to the building managers. At university events where building managers may not be present, those persons responsible for conducting the event are responsible for monitoring compliance with the policy. For situations that may occur outside areas monitored by building and events managers, students, employees, faculty, staff and visitors share the responsibility of following and politely encouraging compliance with the policy.

(3) Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies. Clients, contractors and visitors who fail to comply with this policy may be asked to leave the campus, have access to the campus denied and/or other appropriate measures taken to ensure future compliance with the policy. Should anyone refuse cooperation, Campus Police may be summoned to assist in the matter and respond accordingly, such as placing visitors on trespass notification should they fail to comply and are requested to leave university premises.

Second hand smoking is a danger to public health on the Valdosta State University campus. Littering takes away from the image and standards being upheld for the sake of the beauty of this campus. Following the listed objectives would decrease the negative effects of smoking on campus and ensure health safety to the public.

