



FACULTY SENATE

Est. 1991

Brian Ring
President

Eric Howington
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Mike Holt
Past President

**November 16, 2017, 3:30 pm
University Center Magnolia Room**

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

Special Request: At the request of the Senate's Executive Committee, any actions sent to the President for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as Word.doc attachments to fsec@valdosta.edu.

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.

1. Call to Order – Brian Ring
2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Crystal Randolph.

Note: Please send an email to Crystal Randolph (crandolph@valdosta.edu) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.

3. **Approval of the minutes of the October 19, 2017 meeting of the Faculty Senate.** <http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Vice President for Finance & Administration, Traycee Martin: Updates on OneUSG and Q&A.
6. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett
 - ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Catherine Bowers

- iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Bob Spires
- iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Marty Williams
- v. Institutional Planning Committee (fs-stat-ipc@valdosta.edu) – Jennifer Beal

b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph (crandolph@valdosta.edu)) to be uploaded to the Faculty Senate website **AND** to the library (archives@valdosta.edu) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:

- i. Technology_Minutes_04-29-2015
- ii. Academic_Honors_and_Scholarship_Minutes_08-28-2015

Thank you for your assistance in getting and keeping our records up to date. ☺

c. Continued vote on prior resolutions brought forth from the last October meeting:

i. Vote on proposed resolution brought forth by Senator Andy Ostapski regarding request for Administrators to teach courses at VSU to meet the needs of our students (see Attachment A).

ii. Vote on proposed resolution brought forth by Senator Andy Ostapski regarding a request for the President to recognize and resolve access of faculty to VSU facilities during the recent Hurricane Irma landing in our region (see Attachment B).

7. New Business

a. Standing Committee Reports:

- i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Neena Banerjee
- ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Jacque Wheeler
- iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Heidi Gonzalez
- iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Tamara Hardesty
- v. Educational Policies (fs-stand-ep@valdosta.edu) – Kendrick Coleman
- vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Deborah Hall
- vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Roger McIntyre
- viii. Internationalization and Globalization Committee (fs-stand-igc@valdosta.edu) – Rebecca Gaskins
- ix. Library Affairs (fs-stand-la@valdosta.edu) – Shaunita Strozier
- x. Student Affairs (fs-stand-sa@valdosta.edu) – Gabrielle Stellmacher
- xi. Technology Committee (fs-stand-tc@valdosta.edu) – Marc Pufong

b. Request to revise current attendance policy guidelines for inclusion in next year’s 2018-2019 catalogue (see Attachment C, remand to Educational Policies). Note: Any updated language from the Senate is requested by February or March of 2018 in order to include in next year’s catalogue.

c. Request to change the current grade assignment policy for students successfully completing a late withdrawal appeal for documented medical or hardship situations (see Attachment D, remand to Educational Policies).

8. General Discussion

a. Continued discussion on potential recommendations toward improving faculty retention and morale.

Prior Areas of Discussion (August - September 2017 Meetings; no discussion in October):

1. Lengthy Purchasing Process
2. Salary Study
3. Retention of Faculty
4. Faculty Work Load

More areas? How shall we the Senate proceed with our recommendations?

9. Adjournment

Attachment A:

FACULTY SENATE RESOLUTION

WHEREAS, the Goal at Valdosta State University is to increase Student Retention

WHEREAS, Teachers at Valdosta State University already engage in teaching, research, administrative, and other service duties and cannot be reasonably asked to assume more teaching responsibilities

WHEREAS, Administrators, with terminal degrees, who are qualified to teach, but currently do not do so represent an underutilization of resources

WHEREAS, this underutilization of resources does not effectively contribute to student retention which, in part, relies on course availability

NOW, therefore, BE IT RESOLVED by the **Valdosta State University Faculty Senate**, to urge the **President of Valdosta State University** to initiate a policy behooving administrators with terminal degrees to annually teach a course, as adjuncts, either online or face-to-face.

BE IT FURTHER RESOLVED by the **Valdosta State University Faculty Senate**, to urge the **President of Valdosta State University** to pursue expeditiously this policy to increase course offering in furtherance of **Student Retention**, a directive initiated by the **University System of Georgia**.

SO RESOLVED, this ____ day of _____, 2017

Attachment B:

FACULTY SENATE RESOLUTION

WHEREAS, Valdosta State University is committed to promoting the safety of its students, teachers, staff and other personnel.

WHEREAS, Teachers at Valdosta State University engage in teaching, research, administrative, and other service duties and, to accomplish these responsibilities, are given institutional keys and passes for 24/7 access even during times when the university is officially closed.

WHEREAS, certain LCOBA teachers and their immediate families, sought shelter from Tropical Storm Irma at HSBA because of its massive structure and safe distance from the tall pine tree line.

WHEREAS, on September 10, 2017, Valdosta University Police evicted said teachers and their families despite a city declared curfew and dangerous weather conditions.

NOW, therefore, BE IT RESOLVED by the **Valdosta State University Faculty Senate,** to urge the **President of Valdosta State University** to reprimand in writing the officials responsible for making this imprudent, unethical decision.

BE IT FURTHER RESOLVED by the **Valdosta State University Faculty Senate,** to urge the **President of Valdosta State University** to require aforesaid decision-makers to participate in an ethics program to reaffirm ethical considerations which are fundamental principles pursued by the **University System of Georgia.**

SO RESOLVED, this _____ day of _____, 2017

Attachment C: Revised Attendance Guidelines

PROPOSAL FOR REVISED ATTENDANCE GUIDELINES PROPOSED CATALOG INCLUSION FALL 2018*

***Special Note: These guidelines were intended to be reviewed last year for inclusion in the 2017 catalogue. Please provide your committees review by February or March 2018 for inclusion in the 2018 catalogue.**

These proposed attendance guidelines seek to provide further guidance for both faculty and students in both face-to-face and online classes.

Current Absence Regulations (from 2015-2016 Undergraduate Catalog)

<http://catalog.valdosta.edu/undergraduate/academic-affairs/>

Absence Regulations

The University expects that all students shall attend all regularly scheduled class meetings held for instruction or examination. Although independent study is encouraged at Valdosta State University, regular attendance at class is expected. Instructors are required to maintain records of class attendance. The unexcused absence or “cut” is not regarded as a student privilege.

It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for the satisfactory make-up of work missed by absences. When students are compelled for any reason to be absent from class, they should immediately contact the instructor.

A student who misses more than 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.

Absence problems which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Discontinuance of class attendance without officially withdrawing from a course is sufficient cause for receiving a failing grade in the course. It is assumed that students will consult with their instructor in a given course before initiating procedures for withdrawing from that course. Students officially withdrawing from a course prior to the designated withdrawal date will receive a “W” for the course. After that point, in cases of hardship, students may complete a Petition for Withdrawal form, which is available in Centralized Advising. If the petition is approved, it is the instructor who determines whether the grade awarded is “W” (withdrew passing) or “WF” (withdrew failing). The grade of “WF” is equivalent to an “F” and is calculated in the grade point average as “F.”

Off-campus activities, appropriately supervised and sponsored by faculty members, which appear to justify a student’s absence from scheduled classes, must be approved by the academic dean or director responsible for the activity. Such activities must be justifiable on grounds consistent with the educational program of the University as interpreted by the Vice President for Academic Affairs. Instructors determine if a student is excused from class to participate in sanctioned activities, either off-campus or on-campus.

ATTENDANCE GUIDELINES

For students, success in class, whether face-to-face or online, begins with regular attendance/participation. Instructors must clearly outline their absence/participation expectations in their course syllabus, including any penalties for absence or non-participation and any procedures for missed work. All students are responsible for knowing the specific attendance/participation requirements as prescribed by their instructors and for the satisfactory make-up of missed work. When students are compelled for any reason to be absent from or unable to participate in class, they should immediately contact the instructor.

ATTENDANCE VERIFICATION: During a designated period each term, instructors are required to verify student attendance for disbursement of Financial Aid. If a faculty member reports that a student has not attended a class, the Registrar's Office will assign "W" for that student.

FOR ONLINE CLASSES: To comply with Federal Financial Aid regulations for considering "attendance" in an online class, instructors:

- Must not count students' logging into a course's learning management system (e.g., BlazeVIEW, Google Apps Sites) as participation in that course.
- Must count any "academically related" activity in a given course as participation in that course. For online classes, the activities in the following categories are considered "academically related":
 1. Participating in any assigned activity (e.g., attending a synchronous teleconference or video conference class session, submitting prepared material, taking examinations, engaging in an assigned study group, providing a self-introduction to the class in a discussion forum designated for this purpose);
 2. Completing interactive tutorials or interactive, computer-assisted instruction; or
 3. Discussing the course's subject matter (e.g., online with other students, by email with the instructor)

Whether online or face-to-face, a student who misses or does not participate in more than 20% of the scheduled course or course activities could be subject to receiving a failing grade in the course.

The University does not issue an excuse to students for class absences. In case of absences as a result of illness, representation of the University in athletic and other activities, or special situations, instructors may be informed of reasons for absences, but these are not excuses.

STUDENTS PARTICIPATING IN AUTHORIZED ACTIVITIES AS AN OFFICIAL REPRESENTATIVE OF THE UNIVERSITY (I.E., ATHLETIC EVENTS, DELEGATE TO REGIONAL OR NATIONAL MEETINGS OR CONFERENCES, PARTICIPATION IN UNIVERSITY-SPONSORED PERFORMANCES): These students will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) not fewer than 10 days prior to the date for which the student will be absent from the class. The student is responsible for all material presented in class and for all announcements and assignments. When possible, students are expected to complete these assignments before their absences. In the event of a disagreement regarding this policy, an appeal may be made by either the student or the instructor of record to the department head.

STUDENTS WITH MILITARY OBLIGATIONS that require their absence from class may seek an exemption from the class attendance policy. Students requesting an exemption should provide their military

orders to the college Associate Dean, along with a request for an exemption prior to the start of the first week of classes. Working with the appropriate college Associate Dean, the student's instructors are contacted and made aware of the request for an exemption. Instructors will carefully consider all such requests and base their decision upon the course attendance policies and the student's ability to catch up on missed course materials upon his or her return.

RELIGIOUS OBSERVANCES: The University permits students, faculty, and staff to observe those holidays set aside by their chosen religious faith. The faculty should be sensitive to the observance of these holidays so that students who choose to observe these holidays are not seriously disadvantaged. It is the responsibility of those who wish to be absent to make arrangements in advance with their instructors.

APPEALS PROCESS FOR ATTENDANCE DISPUTES: Attendance issues which cannot be resolved between the instructor and student should be referred immediately to the department head responsible for the course. Students who stop attending or participating in a course without officially withdrawing from a course will receive the penalties indicated in the instructor's syllabus.

WITHDRAWALS: If students wish to withdraw, they should consult with their instructors. Students officially withdrawing from a course prior to the designated withdrawal date will receive a "W" for the course (unless the withdrawal exceeds the number allowed under the limited withdrawal policy). After the designated withdrawal date, students experiencing a documentable medical or hardship situation may complete a Petition for Withdrawal form, which is available in office of the Dean of Students. If the petition is approved, the grade awarded is "W" (withdrew passing).

Attachment D: Change of Current WP/WF grade policy

Current Policy

Students withdrawing prior to the midterm deadline receive a default grade of Withdraw Passing (WP). Students who withdraw after the midterm deadline via the Medical/Hardship Withdrawal process are assigned a grade of Withdraw Passing (WP) or Withdraw Failing (WF) by faculty.

Explanation: A student who has an injury, illness, or other emergency after the midterm withdrawal date, which prevents the completion of all classes for the term, may request a Medical or Hardship Withdrawal. This includes undergraduate and graduate students enrolled in face-to-face classes, VSU on-line, eCore, eMajor, and Camden Center (formerly King's Bay).

Students applying for a Medical/Hardship Withdrawal must provide appropriate documentation, and they must withdraw from all courses. Partial withdrawal may be considered only in cases in which the issue impacts individual courses, e.g., a broken leg preventing a student from completing a KSPE course. Once an application for Medical/Hardship Withdrawal has been approved, each instructor is contacted via email with a request to assign a grade of Withdraw Passing (WP) or Withdraw Failing (WF). The WP does not impact a student's GPA, whereas the WF is calculated the same as a grade of F.

Requested change

Grade for Medical/Hardship Withdrawal will default to Withdraw Passing.

Explanation: The current policy of permitting the assignment of a grade of WF as part of the Medical/Hardship Withdrawal process penalizes students who must withdraw due to circumstances that occur after the midterm withdrawal deadline. Students applying for the Medical/Hardship Withdrawal must provide supporting documentation from a physician, counselor, or other official as applicable as part of the application packet. To ensure consistency across all withdrawals, a grade of WP should be the default assignment for those who have an approved Medical/Hardship Withdrawal.

Therefore, in the future, the Registrar's Office will thus assign WF's only in the following circumstances:

- (1) The student has exceeded the allowed withdrawals in VSU's Limited Withdrawal Policy (a 6th withdrawal triggers a WF); or
- (2) The student withdraws online prior to midterm as a result of an academic dishonesty violation. The faculty member can contact the Registrar's Office to change the regularly assigned W to a WF.