



FACULTY SENATE

Est. 1991

Chairperson
Patrick J. Schloss

Vice Chairperson
Philip Gunter

Executive Secretary
Peggy L. Moch

Parliamentarian
Ed Walker

Agenda May 19, 2011

The Faculty Senate will meet on Thursday, May 19, 2011 in the University Center Magnolia Room at 3:30 p.m.

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 Executive Secretary 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.

1. Call to Order by Dr. Patrick J. Schloss.
For the benefit of record keeping, senators and visitors will 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
2. **Approval of the minutes of the April 21, 2011 meeting of the Faculty Senate.**
<http://www.valdosta.edu/facsen/meeting/minutes/index.shtml>
3. New business
 - a. Report from the Academic Committee – Philip Gunter pgunter@valdosta.edu
See **Attachment A** for Minutes of May 2, 2011 Academic Committee meeting.
No document was provided prior to the finalization of this agenda. Should some action be needed prior to the September 2011 Faculty Senate meeting, the Senate will vote as to whether the item may be added to the agenda.
 - b. Report from the Committee on Committees – Diane Holliman dhollim@valdosta.edu
 - c. Report from the Institutional Planning Committee – Said Fares sfares@valdosta.edu
See **Attachment B** for IPC's Annual Report.
 - d. Report from the Faculty Affairs Committee – Shani Gray spgray@valdosta.edu
 - e. Report from the Faculty Grievance Committee – Theresa Thompson tthompson@valdosta.edu
 - f. Report from the Senate Executive Secretary – Peggy Moch plmoch@valdosta.edu
 1. **Election of the General Faculty Representative to the Planning and Budget Council (PBC)** for the July 1, 2011 to June 30, 2013 term. Dr. Brenda Dixey, chair of the Senate Nominations Committee, will provide the senate with a ballot and conduct the election for this PBC seat. Thank you to Drs. Peggy Moch, Aubrey Fowler and Said Fares for graciously agreeing to serve on this committee.
 2. The Environmental Issues Committee (EIC) wants to present a resolution to the Faculty Senate for their consideration regarding Sustainable Energy Resources (Dr. Jason Allard, Chair). See **Attachment C**.
 3. Presentation of the latest draft of the Strategic Plan along with a reference guide to subcommittee input with regard to the main document (see separate attachments below the agenda).

4. Report from Mr. John Crawford regarding funds raised at the last senate meeting and to date for the Dr. J. Temple Scholarship, including matching funds from the foundation.
5. Special Task Force lead by Dr. Peggy L. Moch and Dr. Tracy Woodard-Myers will be put together to look into recent incidences regarding faculty members having difficulties with students in their classrooms. The task force will examine current policies and procedures, see what other similar institutions' policies and procedures might have in place, and will report back to the senate their findings and recommendations.
6. **Standing Committee Yearly Reports** from the 11 Faculty Senate Standing Committees. At the May 19, 2011 Senate meeting, each standing committee chair should be prepared to give a brief oral summary of their report to the Senate.

Academic Scheduling/Procedures: Ashok Kumar. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment D.

Academic Honors & Scholarships: Jason Kassel. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment E. No document was provided prior to the finalization of this agenda. Should the report be received prior to the May 2011 Faculty Senate meeting, the Senate will vote as to whether the item may be added to the agenda or held for the September 2011 meeting.

Athletics: Chuck Conner. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment F.

Educational Policies: Eric Nielson. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment G.

Environmental Issues: Jason Allard. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment H.

Faculty Scholarship and Research: Attila Cseh. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment I.

Library Affairs: Lars Leader. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment J.

Minority & Diversity Issues: Alicja Rieger. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment K.

Student Activities: Bradley Finson. This committee was renewed in May 2010, and will be reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment L.

Student Services: Katharine Adams. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment M.

Technology: Nathan Elliot. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2011. See Attachment N.

4. Old Business
5. Discussion
6. Adjournment

Attachment A: May 2, 2011 AC meeting minutes

VALDOSTA STATE UNIVERSITY
ACADEMIC COMMITTEE MINUTES
May 2, 2011

No document provided as of the time of the finalization of the agenda.

Attachment B: Institutional Planning Committee Annual report

MEMORANDUM

To: Peggy Moch, Executive Secretary of Senate
From: Said Fares, Chair, Institutional Planning Committee
Date: May 2, 2011
Subject: 2010-2011 Annual Report of the Institutional Planning Committee

Committee members: Said Fares (A&S Chair), Arlene (Haddon) Corbitt (CON Chair Elect), Brian Day (COS Past Chair), Steven Kohn (COE), Aubrey Fowler (COB), Michael Schmidt (COA), Alice Kolakowska (A&S), Mike Holland (COB), David Seiler (COE), Stephen Shirlock (CON), Emily Rogers (SW/LIB)
ex officio: Philip Gunter (Provost/Vice President for Academic Affairs), Sue Mitchell (Vice President for Finance and Administration), Russ Mast (Vice President for Student Affairs), Kristina M. Cragg (Assistant to the President for Strategic Research and Analysis), Sherri Adams (COSA), Terence Sullivan (COSA), SGA representative.

The Institutional Planning committee convened five times during the 2010-2011 academic year. At each meeting, the minutes of the previous IPC meeting were presented and approved, with corrections added if necessary. The following presents a brief summary of the IPC activities during 2010-2011.

1. Electing a representative of the Institutional Planning Committee to serve as voting member on the Planning and Budget Committee.
2. Electing a representative of the Institutional Planning Committee to serve as a voting member on the Space and Facilities Committee.
3. Electing a representative of the Institutional Planning Committee to serve as a voting member on the Parking and Transportation Advisory Committee
4. Participating in discussing and forming the university five-year master plan. On October 12, 2011, President Schloss presented VSU Master Plan for campus building construction. The plan considers the environment; historic neighborhood; and office, laboratory, classroom, and residence hall needs while fulfilling anticipated annual student population growth over the next 5 years.
5. Crafting a new Leave of Absence document. The Committee discussed and approved a new policy that increases the number of annual awards on campus from about 1 to 12 slots. It considered a combination of factors in allocating the slots to different colleges and division. Also, it included 2 at large slots to be awarded to excellent proposals regardless of college or division. After two Committee and Senate meetings, the senate approved the new policy with the following highlights:

Each academic College/ Division may award academic leave each year in proportion to the ratio of full-time, tenured/tenure track faculty members, number of majors and hours. That ratio will currently result in 4 awards per year for the College of Arts and Sciences, 1 for the College of Arts, 3 for the College of Education, 1 for the College of Business Administration, 1 in alternate years for the College of Nursing, 1 each 3 years for the Division of Social Work, and 1 each 3 years for Library/MLIS. Review of the enrollment basis for this distribution will be annual. An additional 2 “at large” leaves will be considered for exceptional proposals from any College / Division and vetted through the Deans’ Council.

Attachment C: EIC Resolution

A Resolution Defining “Renewable” Electricity Sources for Potential Adoption as a Tangible Action to Reduce Valdosta State University’s Carbon Footprint Under its 2009 Climate Commitment

WHEREAS, Valdosta State University became a signatory to the American College and University Presidents’ Climate Commitment (ACUPCC) in May 2009, after a supportive resolution passed the VSU Faculty Senate unanimously; and,

WHEREAS, one of seven “tangible actions” that ACUPCC signatories may undertake in their long-term plan to achieve carbon neutrality is “purchasing or producing at least 15% of our institution’s electricity consumption from renewable sources”; and,

WHEREAS, biomass combustion/incineration to produce electricity has until recently been regarded as, and may be defined under state and federal tax codes as a *renewable source* of electricity; and,

WHEREAS, the incineration of woody biomass and other organic debris to produce electricity has been identified recently by the American Lung Association, the American Heart Association, and the American Cancer Society as a significant source of air pollutants including but not limited to nitrogen oxides and fine particulates, causing increased risks of a variety of illnesses, some life-threatening; and,

WHEREAS, biomass incineration for base-load electricity generation produces more nitrogen oxides and fine particulates per unit of power than existing coal-burning power plants, meaning it is not *clean energy*; and,

WHEREAS, recent studies indicate that biomass incineration for base-load electricity generation produces more carbon dioxide per unit of power than existing coal-burning power plants and may lead to unsustainable forestry practices and a net increase in global greenhouse gas emissions, meaning it is not *green energy*;

THEREFORE BE IT RESOLVED, that the Valdosta State University Faculty Senate, meeting at its _____ 2011 meeting, urges that, if and when VSU decides to adopt as a ACUPCC tangible action a renewable energy portfolio for its electricity use, that it not include biomass combustion as part of that renewable portfolio, due to the above stated detrimental environmental and health effects, and instead urges investments in improved energy efficiency and truly green energy sources such as solar and geothermal, and other non-combustion, non-polluting methods as may be available.

This resolution does not necessarily represent the views of the administrators, faculty, or staff of Valdosta State University or the Georgia Board of Regents.

References

American College & University Presidents’ Climate Commitment (ACUPCC). (2007-2011).

<http://www.presidentsclimatecommitment.org/about/commitment>

Brook et al. (2004). Air pollution & cardiovascular disease. American Heart Association.

<http://circ.ahajournals.org/cgi/content/full/109/21/2655>

Luyssaert et al. (2008). Old-growth forests as global carbon sinks. Nature 455:213-215.

<http://www.nature.com/nature/journal/v455/n7210/abs/nature07276.html>

Manomet Center for Conservation Sciences (2010). Biomass sustainability and carbon policy study. <http://manomet.org>

Searchinger et al. (2009). Fixing a critical climate accounting error. Science 326:527-528.

<http://www.openmarket.org/wp-content/uploads/2010/04/searchinger-science-oct-09.pdf>

US EPA “Tailoring Rule,” 40 CFR. <http://www.epa.gov/nsr/documents/20100413final.pdf>

VSU Faculty Senate meeting minutes for May 21, 2009:

http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-05-21.pdf

Attachment D: Academic Scheduling/Procedures: Ashok Kumar.

2010-2011 Annual Report
Academic Scheduling and Procedures Committee

Membership of the Committee:

| | | |
|-------------------------------|----------|-----------|
| Ashok Kumar C, Sen. (A&S) | | 2009-2012 |
| Yahya Mat Som, PC, Sen. (COE) | | 2008-2011 |
| Maren Hyer, CE, Sen. (A&S) | | 2010-2013 |
| Jim Shrader | (COA) | 2010-2013 |
| Emily Cantonwine | (A&S) | 2010-2013 |
| David Buehrer | (A&S) | 2009-2012 |
| Ed Walker | (COB) | 2009-2012 |
| Robert Bauer | (COE) | 2008-2011 |
| Tonja Root | (COE) | 2009-2012 |
| Arlene Haddon | (CON) | 2010-2013 |
| Allison Curington | (SW/Lib) | 2008-2011 |
| Sherrida Crawford | (SW/LIB) | 2008-2011 |

Student Members:

Helen Burkett and Jeffrey Brown

ex officio:

Stanley Jones, Registrar

Walter Peacock, Director of Admissions & Enrollment Management

Honey Coppage, Assistant to the Vice President for Academic Affairs

Bobby Tucker, Athletics, Academic Services and Faculty Athletics Representative

Rob Kellner, Director of Auxiliary Services

Thomas Hardy, Director of Housing and Residence Life

Richard Hammond, Chair of COSA

The Academic Scheduling and Procedures Committee of the Faculty Senate met on October 7th, November 4th, and February 3rd during the 2010-11 school year. Minutes of these meetings and this report have been placed on file in the archives at Odum Library.

During the 2010-2011 academic year, the committee addressed the following issues:

1) Academic calendar for 2012-2013

At the February meeting, the committee unanimously approved a calendar for the academic year 2012-2013. This calendar was then submitted to the senate and was approved by the senate at its March meeting. The approved calendar is included with this report.

2) Friday Evening Exams

1. The committee discussed the continuing business from the last year about a request from the Department Head council to consider the possibility of changing future exam week schedules so as to move the Friday evening exams to the dead day (after 5 PM). The committee discussed this matter at length during its November 4th meeting and then during its February 3rd meeting. It was the opinion of the committee that given the current starting and ending dates of the academic calendar, too many conflicts of schedule would arise to consider this option. Because of the conflicts, SGA representatives also disliked the idea. The starting and ending dates of the academic calendar would need to be changed in order for finals week to be altered.

Respectfully submitted April 04, 2011
Ashok Kumar, Chair

Calendar for 2012 - 2013

FALL 2012

| | |
|-------------------------|-----------------------|
| Mon, Aug 13 | First Class Day |
| Mon, Sept 3 | Labor Day Holiday |
| Thurs, Oct 4 | Midterm |
| Mon-Tues, October 15-16 | Fall Break |
| Wed- Fri, Nov 21 – 23 | Thanksgiving Holidays |
| Mon, Dec 3 | Last Class Day |
| Tues, Dec 4 | Exam Prep Day |
| Wed-Fri, Dec 5-7 | Exams |
| Sat, Dec 8 | Graduation |

SPRING 2013

| | |
|-------------------------|-----------------|
| Mon, Jan 7 | First Class Day |
| Mon, Jan 14 | MLK Holiday |
| Thurs, Feb 28 | Midterm |
| March 18-22 | Spring Break |
| Mon, Apr 29 | Last Class Day |
| Tues, Apr 30 | Exam Prep Day |
| Wed- Fri, May 1 – May 3 | Exams |
| Sat, May 4 | Graduation |

SUMMER 2013

| | |
|------------------------------|-----------------------------|
| Maymester (Summer I) | |
| Thurs, May 9 | First Class Day – Maymester |
| Mon, May 20 | Midterm |
| Mon, May 27 | Memorial Day- Holiday |
| Thurs, May 30 | Last Class day |
| Fri, May 31 | Exams |
| Summer II (full term) | |
| Wed, Jun 5 | First class day |
| Thurs, Jun 27 | Midterm |
| Thurs, Jul 4 | Holiday |
| Fri, Jul 5 | No Classes Meet |
| Tue, Jul 23 | Last Class Day |
| Jul 25 – 26 | Exams |
| Sat, Jul 27 | Graduation |
| Summer III | |
| Wed, Jun 5 | First class day |
| Fri, Jun 14 | Midterm |
| Wed, Jun 26 | Last class day |
| Thurs, Jun 27 | Exams |
| Summer IV | |
| Tues, Jul 1 | First class day |
| Thurs, Jul 4 | Holiday |
| Fri, Jul 5 | No Classes Meet |
| Fri, Jul 12 | Midterm |
| Wed, Jul 24 | Last class day |
| Thurs, Jul 25 | Exams |
| Sat, Jul 27 | Graduation |

Attachment E: Academic Honors & Scholarships: Jason Kassel.

No document provided as of the time of the finalization of the agenda.

Attachment F: Athletics: Chuck Conner.

**Athletics Committee
Chair, Chuck Conner
End-of-Year Report 2010-2011**

The charge for this committee for the academic year 2010-2011 was as follows:

To continue to serve as a liaison as needed, tasked with reporting NCAA graduation rates of student/athletes, and working with the athletic department on the NCAA Institutional Self-Study Guide (ISSG).

Our goals for the academic year 2010-2011 were as follows:

- 1 – Prepare the end-of-year report on NCAA graduation rates of student/athletes.
- 2 – Provide assistance as needed by the Athletics Department regarding the ISSG.

NCAA graduation rates and academic success rates have been updated for information on athletes entering colleges and universities as of 2003. Official reports are all available on the NCAA website. The NCAA provides athletes six years to earn a degree from the time they enter as freshman when calculating if they graduated or not. The NCAA then takes a year of lag time to process and post all data nationwide. The most recent cohort graduation information has been compiled and the reports are now available at the NCAA site.

The following table will provide information regarding the freshman-cohort graduation rates. Percentages are based on calculations of the 2003 Graduation Rate, the Four-Class Average (based on Federal Graduation Rates), and Student-Athlete Academic Success Rates. The Federal Graduation Rate is determined by all freshmen getting any athletic related aid. Even if they transfer, they are still counted in our rate. The Student-Athlete Success Rate (ASR) includes walk-ons that do not receive any aid and it includes transfers that do receive aid.

| T1: Valdosta State University | | |
|---------------------------------------|--------------|-------------------|
| FRESHMAN-COHORT GRADUATION RATES | All Students | Student-Athlete # |
| 2003 Graduation Rate | 43% | 58% |
| Four-Class Average | 42% | 57% |
| Student-Athlete Academic Success Rate | | 64% |

| T2: Division: Division II | | |
|---------------------------------------|--------------|-------------------|
| FRESHMAN-COHORT GRADUATION RATES | All Students | Student-Athlete # |
| 2003 Graduation Rate | 47% | 56% |
| Four-Class Average | 47% | 55% |
| Student-Athlete Academic Success Rate | | 71% |

| T3: Valdosta State University / Division II | | |
|--|--------------|-------------------|
| FRESHMAN-COHORT GRADUATION RATES | All Students | Student-Athlete # |
| 2003 Graduation Rate | 43% / 47% | 58% / 57% |
| Four-Class Average | 42% / 47% | 57% / 55% |
| Student-Athlete Academic Success Rate | | 64% / 71% |

Table 1, which involves Valdosta State University, indicates that within the university, the student-athlete percentage was higher than that of all students when comparisons were made between 2003 Graduation Rate and Four-Class Average. Table 2, which involves Division II, indicates that again, the student athlete percentage was higher than that of all students when comparisons were made between the 2003 Graduation Rate and Four-Class Average. Table 3, which involves a comparison between Valdosta State and Division II, indicates, when comparing student-athletes only for 2003 Graduation Rate and Four-Class Average, that Valdosta State University had higher percentages when compared to Division II student athletes only. Table 3 also indicates that Valdosta State fell below Division II regarding Student-Athlete Academic Success Rate. The Valdosta State University Athletic Department Director of Compliance and the Director of Athletics indicated that Valdosta State University may have a lower percentage for a number of reasons. Division II institutions with football programs tend to cause the rates to decrease when compared to like schools without football program. There are Division II institutions that do not have as high of a transfer student-athlete population when compared to like schools.

The Valdosta State University Athletics Department had a successful year. In football, VSU claimed a share of the 2010 Gulf South Conference title and earned a number 3 seed in the NCAA Division II playoffs. The team finished with an 8-3 record. The football team had several honors and awards: 6-All GSC Honors, 3-All Region Honors, 2-All American Honors, 2-GSC All Academic Honors, David Dean named AFCA Region Coach of the Year, Larry Dean played in the Cactus Bowl (Division II All-Star Game). The men's basketball team finished the season with a 21-9 overall record. Two players from the team received All GSC Honors. The women's basketball team finished with a 14-13 overall record. The volleyball team finished the season with a 21-11 overall record. Four players from the team received All GSC Honors and five players made Academic Honor Roll. The men's and women's cross country teams finished the season with a 36-43 record and 49-33 record respectively. Spring sports are still competing. Men's tennis currently has a 12-1 record, Women's tennis currently has a 3-11 record, Baseball currently has a 15-19 record, Softball currently has a 25-6 record, and the Golf team currently stands at 62-61 for the year. Currently, the football and soccer field at the field house are under construction. The addition of the practice fields for the football team and the practice/game field for the women's soccer team will enhance the athletics field house nicely.

The Division II Institutional Self-Study (ISSG) is nearing completion. Jennifer Grubbs (former Jennifer Head), the Athletic Department Senior Women's Administrator, has been compiling information for the ISSG, along with other members of the athletic department. To date, I have only been asked to provide Jennifer with committee members' names and their positions on the committee.

Submitted by: **Chuck Conner**
Chuck Conner, Chair-Athletics Committee

Date: April 21, 2011

Attachment G: Educational Policies: Eric Nielson.

**Annual Report of the Educational Policies Committee (EPC)
Academic Year 2010-2011**

Committee Charge

The EPC is charged with reviewing and recommending policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation.

Members

| | | | | | |
|--------|--------------------|--|-----------|-----|-----------|
| COA | Eric Nielson | enielsen@valdosta.edu | C | Sen | 2009-2012 |
| A&S | Richard Carpenter | racarpenter@valdosta.edu | PC | Sen | 2008-2011 |
| COA | Dennis Conway | dpconway@valdosta.edu | CE | Sen | 2010-2013 |
| A&S | Susan Barron | sbarron@valdosta.edu | | Sen | 2009-2012 |
| COA | Suzannah Patterson | spatters@valdosta.edu | | | 2008-2011 |
| A&S | Tolulope Salami | tosalami@valdosta.edu | | | 2008-2011 |
| A&S | Andreas Lazari | alazari@valdosta.edu | 2010-2013 | | |
| COB | Ed Walker | edwalker@valdosta.edu | 2010-2013 | | |
| COE | Gerald Siegrist | siegrist@valdosta.edu | 2008-2011 | | |
| CON | Jean Temple | atemple@valdosta.edu | 2009-2012 | | |
| SW/Lib | Mike Sanger | msanger@valdosta.edu | 2009-2012 | | |
| SW/Lib | Jeffery Gallant | jwgallant@valdosta.edu | 2010-2013 | | |

Ex officio members:

Walter Peacock, Director of Admissions and Enrollment Management, Bill Muntz, Director of Public Services, Stanley Jones, Registrar, James La Plant, Associate Dean, College of Arts and Sciences, Tracy Meyers, Director of Women's Studies

Activities

The committee met three times September 22, 2010, November 22, 2010, March 2, 2011

Issues Addressed

- 1) Reviewed the committee's bylaws. Approved/reaffirmed current language with no changes or alterations.
- 2) Discussed the proposal from Dr. Richard Carter regarding whether VSU should return to an official "Advising Week" prior to the start of pre-registration or whether an "Advising" Month" makes more sense for departments with Designated Advisors. The committee felt there was no need for a university policy since each department handles advising differently according to their needs.
- 3) Discussed a proposal from the Athletics Committee regarding a university-wide policy on make-up assignments. We remand this to Sheri Gravett to include certain language in her syllabi recommendations that are posted on the VSU Academic Affairs website. Because of a recent action that the administration took with regards to a student appeal, the committee highly recommends the senate to be sensitive to this issue. The suggested statement was an appropriate example which faculty might consider for their syllabi.

The policy example states: **Make-Up Work:** Make up work or alternative assignments will be **determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situations.**

- 4) The committee unanimously agreed that the 30 year limitations should be discontinued and has requested the following statement be considered as a possible policy change in the undergraduate catalogue for students returning to finish their degree:

The academic department and college of your major may require an undergraduate course to be repeated for credit, if the course is evaluated to be out of date.

The senate approved the elimination of the policy and agreed to adding catalogue information concerning departments having the option to request additional course work for certain transferred credits where the content in the course was out of date.

5) The committee discussed and recommended that the Admission Appeals Committee remain as a subcommittee under the Educational Policies Committee. The Committee on Committees should continue listing it under the roster of subcommittees. No change in the bylaws was necessary.

6) The issue on using non-University Social Media web systems as it pertains to university and federal policies was remanded to the Educational Policies Committee by the Web editorial Board. The committee felt that they were not in charge of recommending a policy and as a whole did not see a need for such a policy. We have included a policy for reference from the University of Florida, which might be relevant but the committee felt such web issues that were professionally oriented, should be dealt with by the department, and any code of conduct issues should be dealt with by the Dean of Students.

7) The committee recommends that the issue of student extra credit for completing SOI evaluations be deliberated by the Department Heads Council. There are too many variants for the committee to recommend a policy for the entire university.

The committee also felt that the issues of having SOI's after grades was not appropriate as well as having instructors of the course handle the evaluations in a computer lab.

Respectfully submitted,

Eric Nielsen
Educational Policies Chair, 2010-2011

Attachment H: Environmental Issues: Jason Allard.

2010-2011 Annual Report of Environmental Issues Committee (EIC) Valdosta State University Faculty Senate

The EIC met as follows:

September 24, 2010 – attending: 11 faculty/staff, 3 *ex officio*, 3 student rep., 0 visitors
October 21, 2010 – attending: 15 faculty/staff, 3 *ex officio*, 2 student reps., 1 visitors
November 18, 2010 – attending: 10 faculty/staff, 4 *ex officio*, 2 student rep., 0 visitors
February 10, 2011 – attending: 11 faculty/staff, 2 *ex officio*, 1 student reps, 0 visitors
March 9, 2011 – attending: 10 faculty/staff, 3 *ex officio*, 0 student rep., 0 visitors
April 7, 2011 – attending: 11 faculty/staff, 2 *ex officio*, 0 student reps., 0 visitors

Members/Visitors (# meetings attended):

J. Allard (Chair 2010-2011; 6), S. Andrews (4), M. Benton (4), B. Bergstrom (6), H. Brasell (4), C. Caldwell (4), D. Conway (3), B. Flowers (5), C. Glock (4), J. Grable (4), L. Most (6), J. Nienow (3), B. Ring (4), G. Rogers (Chair Elect 2010-2011, 6), A. Santas (4); *ex officio* R. DeLong (4), T. Martin (3), S. Mitchell (3), R. Sable (4); Student reps./SAVE members J. Holmes (1), E. Hurley (1), L. Linahan (2), J. Smith (1); *others* M. Lancaster (3), K. Noll (1).

EIC Monthly Meeting Summaries:

September 2010

The main purpose of the September 24, 2010 meeting was to establish subcommittee chairs, to assess the charges of the EIC, and to establish goals for the 2010-2011 academic year. B. Bergstrom was appointed as the chair of the Campus Beautification and Stewardship subcommittee; C. Caldwell (replaced by B. Ring) was appointed as the chair of the Energy Conservation and Facilities subcommittee; and M. Benton was appointed as the chair of the Recycling subcommittee. At this time, the Traffic and Parking Planning subcommittee will remain inactive until a decision is made on the composition of the campus-wide parking committee.

The EIC outlined its goals for the 2010-2011 academic year (specific subcommittee charges and goals are in Appendix A):

1. Revise Bylaws

- The EIC bylaws were last amended in 2005. The bylaws will be emailed to the EIC members for review.
- ‘Article V, a)’ be amended from ‘September 1’ to ‘October 1’ so that the timeframe of the submission of the charges and goals of the EIC coincide with the Committee on Committee requirements.
- ‘Article IV, c), 4. be reviewed concerning its fourth subcommittee charged with addressing parking and transportation issues—which is currently inactive—in lieu of the new University Campus Parking & Transportation Committee, on which the EIC will have a voting member.

2. Route Outdoor Lighting Policy

- This policy was amended during the 2009-2010 academic year, and needs to be routed through the proper constituent groups on the Policy Routing Form. Particularly due to advances in technology, the policy needed to be reviewed and updated. J. Allard will continue to present the amended policy through the proper constituent groups. *Note that the University approved Outdoor Lighting Policy is included in Appendix B to this Annual Report.*

3. Energy Conservation Competition

- This competition will happen again this year under the direction of the Energy Conservation and Facilities subcommittee.

4. Recycling Competition

- This competition will happen again this year under the direction of the Recycling subcommittee.

5. University Outreach

- Work with the President’s Climate Council for the full implementation of the Campus Climate Commitment signed in spring 2009.
- Coordinate with COSA/SGA/SAVE/VSU about campus environmental programs and activities.

The committee discussed how to make best use of the longleaf pine lumber now on hand. Noting that this lumber is not being used, the Campus Beautification and Stewardship subcommittee resolved to determine exactly how much is on hand, alert the campus Executive Committee of its availability, to solicit usage from relevant campus agencies, and to use the information gathered from these actions to recommend best usage of this lumber to the VSU President

October 2010

The Recycling subcommittee reported that planning had begun on the annual recycling contest. B. Ring took over as chair of the Energy Conservation and Facilities subcommittee. The Campus Beautification and Stewardship subcommittee announced that it had approved the expenditures of funds to install a pinetum between Odum Library and the creek.

M. Benton reported that the VSU Parking & Transportation Committee had met, during which it disseminated draft bylaws. The EIC reviewed the draft language, and suggested two changes to its language: 1) In the fourth bullet point under "Charge," to include the phrase "mindful of the campus and community environment"; 2) In the first bullet point under "Membership," to alter the language so that it indicates the EIC representative will be appointed by the EIC rather than by the Faculty Senate.

K. Noll, College of Education, gave a presentation concerning the Biomass incinerator proposed by Wiregrass LLC. The presentation informed the EIC members of the health and environmental issues related to the incinerator, and asked the EIC to endorse a resolution opposing the biomass plant. B. Bergstrom volunteered to work with others to create a resolution opposed to the biomass plant.

November 2010

The Campus Beautification and Stewardship subcommittee reported that the subcommittee met with engineers and administrators on the site of the new Health Sciences and Business Administration Building to discuss its placement. The Recycling subcommittee reported that the Recycling Contest was approved. The VSU Parking & Transportation Committee accepted the EIC recommendations to its bylaws that the EIC suggested in the previous meeting. The amended Outdoor Lighting Policy was endorsed by COSA, SGA, the Deans' Council, and the President's Cabinet, and has been submitted to the Executive Committee of the Faculty Senate for consideration in the Faculty Senate.

The voting status of the SGA representative was discussed. Before voting on whether or not the SGA representative could vote in the EIC, it was suggested that the committee needs to consider 1) the opinions and advice of the Committee on Committees, and 2) the voting status of students on other Senate Faculty committees. Discussion broadened to consider clarifying the voting status of all members listed in Section 2 of the Bylaws.

February 2011

The Recycling subcommittee will hold the annual Recycling Contest from February 25 through March 11, 2011. The Energy Conservation and Facilities subcommittee continued its planning of the third annual Energy Conservation Contest, and will start discussion with R. Sable to monitor campus-wide energy use. The Campus Beautification and Stewardship subcommittee reported that the pinetum below Odum Library, incorporating six of the seven local Georgia pine species, had been planted. Students helped with planting the trees, and students will assist with the maintenance of those trees.

B. Bergstrom reported on meeting with R. Sable to examine the footprint of the new residence building to be constructed in the northern sector of the University Center, and to discuss ways to preserve existing trees, which include several magnolias and pines.

J. Allard provided an update on the status of the EIC Biomass Resolution, which had been forwarded to the Executive Committee of the Faculty Senate. The Executive Committee determined that the EIC resolution lay beyond the scope of the Faculty Senate, and returned it to the EIC. EIC members discussed means of rewording the resolution so that it referred specifically to the language of the current VSU Campus Climate Commitment plan and make it more directly pertinent to the operations of the University.

Proposed amendment to the EIC Bylaws concerning the voting status of student members: J. Allard reported on the bylaws of the eleven standing Faculty Senate committees, including EIC. Of these, six (including EIC) currently make no mention of student voting status, four explicitly name students as voting members, and one explicitly bars students from voting. EIC members discussed the problem of reaching a quorum, and noted that students have trouble attending EIC meetings regularly, partly because of class schedules. A motion that students not be considered voting members was passed.

March 2011

The Energy Conservation and Stewardship subcommittee reported that the Energy Conservation Contest would be held from April 4 through April 7, 2011, and that the winning residence hall would be announced at Earth Day on

April 22, 2011 in Drexel Park. Members of that subcommittee also discussed the need to establish a baseline measure of campus-wide energy use, and to examine whether best energy practices were mandated in the construction of new campus buildings. The Campus Beautification and Stewardship subcommittee, reported that new trees are still being planted on campus, especially around the Bailey Science Center.

Members of the Campus Beautification and Stewardship subcommittee have met with the Brookwood Housing team to discuss preservation of most of the significant trees now standing on the site.

J. Allard indicated that he would send the modified EIC biomass resolution, as revised and passed by the EIC in electronic vote, to the Executive Committee of the Faculty Senate for consideration.

The committee voted to amend the bylaws under Article II Section 2b) to state that the SGA representative would not have voting status. Article II Section 2a) and 2c) would also be clarified in the bylaws as voting members. The committee voted to amend the bylaws under Article V Section a) so that it will submit its annual goals on October 1 rather than September 1.

April 2011

The Energy Conservation and Facilities subcommittee reported that the Energy Conservation Competition winner would be announced at the Earth Day festivities at Drexel Park on April 22, 2011. Georgia Power donated \$250 to be spent on a party for the winning dorm.

The Campus Beautification subcommittee reported on the problem of notices affixed to trees. The EIC will consult with the campus Environmental Management Plan about this issue.

The Recycling subcommittee reported that Reed Hall won the Recycling Competition. This year sixty-two bags of recyclable material were collected—a significant gain over last year’s total of forty-one bags.

Subcommittee Membership Summary

I. Campus Beautification and Stewardship Subcommittee

B. Bergstrom (Chair), H. Brasell, R. Carter, D. Conway, L. Most, R. DeLong, B. Flowers, J. Grable, A. Santas.

II. Recycling Subcommittee

M. Benton (Chair), J. Allard, S. Andrews, A. Fowler, C. Hardy, L. Linahan, M. Lancaster, L. Most, J. Muzzey, J. Nienow.

III. Energy Conservation Subcommittee

B. Ring (Chair), C. Caldwell, C. Glock, C. Hardy, E. Hurley, K. Noll, G. Rogers, R. Sable, R. Vodde.

APPENDIX A

Subcommittee Charges and Goals:

I. Campus Beautification and Stewardship Subcommittee

- Installation of specimen trees for One-mile Branch “Pinetum” (design completed and approved earlier in 2010).
- Replacement tree plantings (e.g. for longleaf pines lost to ongoing attrition, within existing groves; possibly adding native midstory species in same areas).
- Design of bedded areas around pine-tree clusters in campus groves (especially where grass does not grow well) to protect trees from mower damage, and to enhance appearance.
- Proactive involvement in pre-design of North Campus Health Sciences developments, to ensure maximum preservation of existing trees.
- Post-construction oversight of tree re-planting around the Ed Center Auditorium.
- Plans for invasive species removal (e.g., Chinese Tallow tree), especially along campus creeks.
- Consideration of amendments to Tree Preservation and Maintenance Policy, prohibiting destructive sampling (e.g., coring) and placement of signs or other attachments.
- Outreach to campus units involved with current and future construction and renovation, urging use of our growing stockpile of heart-pine lumber from VSU trees, using it for flooring, paneling, furniture, etc.

II. Recycling Subcommittee

- Educate the Campus Community about the VSU recycling program.
- Engage the VSU administration toward full implementation and development of the campus-wide recycling program begun during spring semester 2007.
- Plan and hold the Second Annual Recycling Contest.

III. Energy Conservation Subcommittee

- Work with the University administration toward full implementation of a campus-wide energy conservation program, especially as it relates to educating the campus community about the VSU's Energy Policy.
- Identify general and specific areas of concern about energy usage on campus and strategies for reducing energy consumption.
- Evaluate energy usage on campus and make recommendations for ways in which energy conservation can be attained.
- Promote the use of public transportation by VSU faculty, staff and students.
- Plan and hold the Third Annual Energy Conservation Competition.

APPENDIX B

Last Revision: Spring 2011
Valdosta State University
Outdoor Lighting Policy
Effective March 1, 2011

PURPOSE

This policy is predicated on the need to balance the following objectives and concerns:

- 1) To ensure nighttime safety and security for VSU students and personnel, and to provide optimum nighttime visibility on the VSU campus.
- 2) To avoid unnecessary hazards to motorists and pedestrians created by lateral glare from building, street, or parking lot light fixtures. Lateral glare is defined as a light beam projecting from a fixture more than 70 degrees above straight downward.
- 3) To minimize undesirable light trespass and illumination of Valdosta's night sky.
- 4) To conserve energy, for both environmental and economic reasons.
- 5) To minimize adverse effects of artificial nighttime illumination on local nocturnal animals.
- 6) To restore and preserve a suitable level of night-sky darkness to ensure adequate visibility of celestial objects from the VSU Observatory, a scientific and educational facility of regional importance.

POLICY

It is the University's policy to provide optimum nighttime campus lighting for maximum security, while minimizing risks to safety and adverse effects on the environment and night sky.

PROCEDURES

- 1) Specifics of design and installation of new lighting and retrofitting of existing lighting should be done after a survey and consulting the IDA Outdoor Lighting Code Handbook Version 1.11, including the USA Pattern Lighting Code and the EPA Green Lights Program (<http://es.epa.gov/partners/green/green.html>).
- 2) Any currently existing lighting fixture that does not satisfy these guidelines should be removed, redirected, or shielded within a reasonable period of time, budget permitting, to minimize light trespass, light pollution of the night sky, and over-illumination within the VSU campus area. The Environmental Issues Committee, working with the SGA and COSA, will present needs to the Planning and Budget Committee with regards to the design and retrofitting of campus outdoor lighting fixtures to be in compliance with this policy. It is recommended that an annual after-dark, walk-through of existing lighting fixtures should be conducted by a committee during the fall semester to determine compliance with this Outdoor Lighting Policy, and a summary of recommendations for actions to be taken be submitted to the Space and Facilities Committee. The walk-through committee should consist of, but is not limited to, a representative from each of the following: Plant Operations, Environmental Issues Committee, and Environmental Issues Sub-committee on Energy Conservation, Environmental Safety Committee, University Police, Student Government Association, and a member of Students Against Violation of the Environment (S.A.V.E.).
- 3) Full consideration should be given to the appropriate placement, density, and elevation of lights, to avoid over-illumination of any given area and to minimize glare and light trespass. As an example, a higher density of lower-elevation, lower-intensity light fixtures might be chosen over a smaller number of high elevation, high-intensity fixtures providing comparable illumination. High-elevation lights particularly should be adequately shielded to minimize lateral glare. Properly shielded and well-placed fixtures should allow adequate illumination of the ground generally not exceeding 200,000 net lumens per acre for parking lots, and 20,000-

100,000 net lumens per acre for other campus areas, depending on level of use; sport field lighting levels will be higher (exception 7c).

- 4) No single lamp should exceed 1800 lumens unless housed in a “full cutoff” fixture (i.e. it is fully shielded) so that all light is directed downward with no lateral glare. Full cutoff fixtures are recommended for all outdoor lighting. A recommended maximum per fixture of 180 watts Low Pressure Sodium (LPS), 250 watts High Pressure Sodium (HPS) or Metal Halide (MH), and 400 watts Mercury Vapor (MV, see 7c below) should provide adequate brightness for most campus uses (this equals 20,000 to 33,000 lumens per fixture depending on lamp type), especially when proper design and placement of fixtures is considered.
- 5) Because energy conservation is and will increasingly be an important consideration, preference should be given to the most efficient lamp type (highest lumens/watt) that is feasibly and effectively used in a given lighting situation. For light intensities typical of large scale outdoor uses, LPS is the most efficient lamp type, followed by HPS, and then MH; MV lamps are substantially less energy efficient; these and MH also produce potentially toxic mercury waste when disposed of, and should therefore be avoided, except in special circumstances where a case can be made for their necessity. Compact fluorescent is very energy efficient and may be feasibly used for some smaller-scale lighting needs. LPS lamps may be effectively used where true color rendering is not deemed important for security or other purposes (or where the latter could be provided for by additional individual lights of other types) and are particularly advantageous near the astronomical observatory. Although somewhat true of all lamp types, MH and especially MV lamps fade in intensity over time, providing less luminance and sometimes altered quality while drawing the same wattage.
- 6) In campus areas that experience very little nighttime usage, it is suggested that illumination be triggered by motion detectors or manual on/off switches wherever feasible. This could be done on an experimental basis.
- 7) Exceptions
 - a) Any state or federal laws and/or regulations that may take precedence.
 - b) Temporary emergency or construction situations that may require additional lighting for performance of specific tasks.
 - c) Sporting or other special events, where the special lighting is used only during the event.
 - d) Illumination of monuments, structures, or flagpoles, providing every
 - e) Effort is made to direct the illumination to minimize light trespass and lateral glare.
 - f) Any other situation in which the VSU Administration can make a special case for a variance, subject to consultation with the Environmental Issues Committee of the Faculty Senate.

Unless mandated by changes in state or federal laws and/or regulations, this policy shall be reviewed every five years with a date of last revision being noted on the bottom of the document.

Attachment I: Faculty Scholarship: Attila Cseh.

Faculty Scholarship and Research Committee Annual Report 2010-2011

Committee Chair: Attila Cseh

The Faculty Scholarship and Research Committee met monthly. As of April 18th, the committee met four times in Fall 2010 and three times in Spring 2011.

Scholarship Funding:

Beginning Funds: \$280,000

Total number of Awards made for FY11: 265

Awards granted by College and Division are:

| | |
|------------------------------------|----|
| College of the Arts | 46 |
| College of Arts and Sciences | 99 |
| College of Business Administration | 20 |
| College of Education | 72 |
| College of Nursing | 12 |
| Odum Library | 13 |
| Social Work | 3 |

*Updates to guidelines to begin on July 1, 2011: (1) No resume required with application (to reduce paper use).
(2) International funding increased to \$1,500 from \$1,000 (to equal same amount allowed for US travel).

Research Seed Grant Funding:

One competition for Fall semester and one for Spring semester.

Total number of Awards made for FY11: 21

Total amount of awards: \$99,248

Awards granted by College and Division are:

| | |
|------------------------------|----|
| College of the Arts | 1 |
| College of Arts and Sciences | 15 |
| College of Education | 4 |
| College of Nursing | 1 |

Attachment J: Library Affairs: Lars Leader.

Library Affairs Committee
Annual Report 2010-2011

The Library Affairs Committee held two meetings this year, one on Nov. 9, 2010, and the other on April 26, 2011. A total of \$100,000 was available in the Library Reference and Special Collections Pool this fiscal year. At our fall meeting, the 11 members attending reviewed requests for funding from \$50,000 available in the Pool. Of nine requests, the six approved to receive funding were submitted by the History, Chemistry, and Music departments and Odum Library.

At our spring meeting, the 10 members attending reviewed requests for funding from approximately \$61,000 remaining in the Pool for this year. All seven of the requests submitted were approved to receive funding. A total of \$61,174 was funded to the Art, History, and Music departments, the MLIS program, and Odum Library.

Respectfully submitted,

Lars Leader
Chair, Library Affairs Committee

Attachment K: Minority & Diversity Issues: Alicja Rieger.

**Minority and Diversity Issues Committee (MDIC)
Year End Report**

The Minority and Diversity Issues Committee held six meetings during the 2010-2011 academic year (September, 9, 2010; October 14, 2010; November 4, 2010; February 10, 2011; March 24, 2011; April 7, 2011). Minutes of these meetings have been placed on file in the archives at Odum Library.

Committee Members included; Alicja Rieger, Chair, Cristobal Serran-Pagan, Past Chair, Paula McNeill, Chair- Elect, Nancy Redfern-Vance, Secretary, Clyde Edwards, Sherlyn Freeman, Moses Hardin, Fred Knowles, Miryam Espinosa-Dulanto, Eric Howington, Deb Briihl, Dawn Lambeth, Darlene Pirkle replaced in 2011 by Kynthia James, Wallace Koehler, Parliamentarian.

Ex-Officio Members included Maggie Viverette, Director of Equal Opportunity Programs/Multicultural Affairs, Shelia Wakely, representative for the Director of Counseling, and Denise Bogart, Director of Human Resources, Yannick Gill, student representative: Kelton Morgan, student representative, Jeffrey Brown, student representative, DeAndre Jones, student representative.

Major Charge

During 2010-2011, the major charge and focus of the MDIC was to increase campus awareness related to the issues of prayer at official VSU events. During the previous academic year, MDIC had drafted and passed a recommendation concerning prayer at official VSU events. At the end of last academic year, MDIC submitted its recommendation to the Senate. On May 20, 2010, the Senate voted to accept MDIC's recommendation and charged MDIC to share its recommendation with various constituencies in efforts to increase campus awareness related to the issues of prayer at official events. Those constituencies included Ms. Gaskins (VSU lawyer), the Student Government Association, and the Council on Staff Affairs. On September 9, 2010, MDIC shared its recommendation with the aforementioned constituencies. Based upon feedback from these constituencies, especially Ms. Gaskins, various amendments were made within MDIC as well as a friendly amendment from the Executive Committee of the Faculty Senate. The attached amended version of MDIC's recommendation concerning prayer at official VSU events was submitted to the Senate for Senate consideration. On November 18, 2010, the Senate voted to accept the amended recommendation from MDIC.

Other Issues

The MDIC discussed the assignment of several students, as ex-officio members, to our committee as part of the shared governance initiative. Prior to this year only one student was assigned to the Committee. However, during 2010-2011 four students were assigned to MDIC. According to MDIC by-laws, student members are allowed to vote. With additional members, MDIC was concerned about making quorum. Upon further clarification from the Committee on Committees and Faculty Senate President, Dr. Moch, MDIC was informed that the status of student membership was a matter of MDIC by-laws. MDIC's interpretation of the by-laws is that ex-officio members, including students, are considered voting members. Through a March 8, 2011, motion MDIC voted to reaffirm that student members are voting members.

A student member on the MDIC, Mr. Jones, brought to MDIC's attention an overall student concern that there does not appear to be a strong commitment from VSU administrative leaders to create a diverse campus. The students would like to receive answers to the following sorts of questions: What is VSU doing to create a learning environment that would be more welcoming to diverse populations of students? What is being done to retain professors of minority status? What is the University doing to achieve the goal of recruiting a diverse faculty and administration? The MDIC determined that it would be useful to hear more about student concerns and to gather information concerning actions being undertaken to achieve the University's diversity goals. During 2011-2012, the MDIC plans to focus on what students have articulated and to work to make the University's efforts concerning diversity more available to students.

Respectfully submitted,
Alicja Rieger
Chair of the Minority and Diversity Issues Committee

Recommendation to the Faculty Senate from the Minority and Diversity Issues Committee (MDIC)
Passed on November 18, 2010 (**Final Amended Version**)

Valdosta State University (VSU) is an increasingly diverse community with persons from many social, demographic, and religious backgrounds. In response to the results of the recent diversity audit, the Minority and Diversity Issues Committee recommends the campus community be mindful of the following:

The University may not engage in conduct that advances or inhibits religion. Silent reflections or non-religious inspirational passages are appropriate alternatives to religious based references and practices.

Attachment L: Student Activities: Bradley Finson.

2010-2011 Annual Report
Student Activities Committee

Membership of the Committee:

| | | | |
|------------------------|----------|----------|-----------|
| Bradley A. Finson | C, Sen. | (COA) | 2009-2012 |
| Ofelia Nikolova | PC, Sen. | (A&S) | 2008-2011 |
| Ruth Renee Hannibal | CE, Sen. | (COE) | 2010-2013 |
| Pat McGuire | | (COA) | 2009-2012 |
| Michael Stoltzfus | | (A&S) | 2009-2012 |
| Chet Ballard | | (A&S) | 2009-2012 |
| Chris Sharp | | (A&S) | 2010-2013 |
| John Barbab | | (A&S) | 2010-2013 |
| Leisa Marshall | | (COB) | 2009-2012 |
| Xavier McClung | | (COE) | 2008-2011 |
| Frederick Polkinghorne | | (COE) | 2010-2013 |
| Michelle Gilbert | | (CON) | 2010-2013 |
| Carol Smith | | (SW/Lib) | 2008-2011 |
| Guy Frost | | (SW/Lib) | 2009-2012 |

Ex officio:

Russ Mast, Vice President for Student Affairs

Richard Lee, Assistant Dean of Students for Student Conduct

Patricia Miller, *Spectator* Advisor

Maggie Viverette, Director for Equal Opportunity Programs/Muticultural Affairs

The Student Activities Committee of the Faculty Senate met on September 27, 2010 and October 23, 2010, during the 2010-2011 school year. Minutes of these meetings and this report have been placed on file in the Archives at Odum Library.

During the 2010-2011 academic year the committee addressed the following issues:

1) FAQs.

At the September meeting, the question was posed of the committee whether or not to expend more time, energy and attention on FAQs. Patricia Miller gave a history of the FAQs, and suggested that Richard Lee (in absentia) be contacted regarding these. Russell Mast inquired about sub-committee assignments. Brad Finson stated he would send a list of these via email. Ofelia Nikolova suggested these assignments be handled on a rotational basis. The committee was in agreement on this issue.

2) FAQs.

The October meeting was conducted via email concerning the issue of FAQs. It was noted by Richard Lee that these existed on numerous University websites, and further action/implementation of them would be duplicative. The committee agreed that no further action be taken on development of the FAQs.

Respectfully submitted April 20, 2011

Bradley A. Finson, Chair

Attachment M: Student Services: Katharine Adams.

**Annual Report of the Student Services Committee
Made to the Faculty Senate May 19, 2010
Katharine S. Adams, Committee Chair**

The charge of the Student Services Committee from the By Laws and Statutes: *To review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services.*

The Student Services committee convened twice during the 2010-2011 academic year. The minutes of these meetings are on file at the Odum library.

Student Financial Aid Subcommittee Report

The Student Services Committee has one standing subcommittee, the Student Financial Aid Subcommittee. The subcommittee reviews Financial Aid Appeals and Athletic Scholarship Appeals denied in the first appeals process by the Office of Financial Aid.

Chair: Ericka Parra (A&S) SSC Chair-elect, Sen.

| <u>Dates (meetings)</u> | <u>#of Appeals</u> | <u>Approved</u> | <u>Denied</u> |
|-------------------------|--------------------|-----------------|---------------|
| June 10, 2010 | 7 | 1 | 6 |
| July 22, 2010 | 15 | 2 | 13 |
| August 19, 2010 | 12 | 2 | 10 |
| December, 9 2010 | 19 | 2 | 17 |
| January 13, 2011 | 1 | 1 | 0 |
| <u>April 28, 2011</u> | <u>13</u> | <u>2</u> | <u>11</u> |
| Totals | 67 | 10 | 57 |

Business Transacted by the 2010-2011 Student Services Committee

The Student Services Committee addressed the following issues at its two meetings:

1. Agenda items acted upon at the meeting on October 8, 2010.

- Briefing on progress made toward implementing recommendations submitted to the Student Health Center by the Student Services Committee.
 - Changes include improving website and signage, Saturday hours, and hiring additional service providers at the center.
- Request for Student Services Committee representation on the Dining Services Contract Committee. Volunteer representation secured.
- Approval of Student Affairs Equipment Pool expenditure requests totaling \$44,666.00.
- Briefing on the purpose and procedures of the Student Financial Aid Subcommittee policies. Discussion of need for development of formal procedures for populating the subcommittee.

2. Agenda items acted upon at the meeting on November 19, 2010.

- Development and approval of changes to the Student Services Committee by-laws (*Section 3, Article f*) on populating vacancies on the Student Financial Aid Subcommittee and 3 year terms of service.
 - The Committee on Committees will cooperate with the Student Services Committee and the Financial Aid office to help populate the Student Financial Aid Subcommittee.
 - The subcommittee will be added as a committee that general faculty members could request for 3 year terms of service like any other standing committee.

Concluding recommendations on the concerns about the Student Health Center

The procedures for populating the Student Financial Aid Subcommittee were developed and approved by the Student Services Committee. Implementation of the plan is scheduled as follows:

2011-2012:

- Core administrative appointments will be made by the respective offices/committees as indicated in the Student Services Committee by-laws.
- Committee on Committees will assign six new faculty members to the subcommittee.
- Four currently serving faculty members will rotate off the subcommittee.

2012-2013:

- Remaining three currently serving members will rotate off the subcommittee.
- Three additional members will be added by the Committee on Committees.
- Three of the six members constituted in 2011-2012 rotate off the subcommittee at the end of this year (after two years of service).

2013-2014:

- Three of the six members constituted in 2011-2012 will continue to serve the full three year term.
- All subsequent committee members will serve three year terms of membership.

Respectfully submitted,

Katharine S. Adams, Chair

Student Services Committee Roster:

Katharine Adams (COE) Chair, Sen.
Anita Ondrusek (LIB) Past Chair, Sen.
Ericka Parra (A&S) Chair-elect, Sen.
Jill Geltner (COE) Secretary

Kyoung-Im Park (COA)
Karen Jacobsen (A&S)
Pat Miller (A&S)
Ken Smith (LIB)
Michael Smith (A&S)
Dixie Haggard (A&S)
James Holland (CON)
Hasson Tavossi (A&S)
Sean Lennon (COE)
Hanae Kanno (SW)
Laura Carter (CON)
Student: Erika McCoy
Student: Janelle Scott

Ex officio:

Rob Kellner, Director of Auxiliary Services
Mark Williams, Coordinator of Alcohol & Other Drug Education
Douglas Tanner, Director of Financial Aid
Scott Doner, Director of University Police
Tom Hardy, Director of Housing and Residence Life
Kimberly Tanner, Director of Access Office for Students with Disabilities
Russell Mast, VP for Student Affairs & Dean of Students

Student Financial Aid Subcommittee Roster:

Ericka Parra (A&S) Chair, Sen.
Douglas Tanner, Director of Financial Aid
Wanda Stracener, Administrative Coordinator, Financial Aid
Richard Hammond, Division of Student Affairs
Kenneth Smith (LIB)
Duke Guthrie (COA)
Molly Stoltz (COA)
Deborah Hall (A&S)
Steven Kohn (COE)
Lori Howard (COE)
Rozelle Slaymon (COB)
Terri Gayle Taylor (CON)

Attachment N: Technology: Nathan Elliot.
Faculty Senate Technology Committee Report, 2010-2011.
Report compiled and submitted April 21, 2011.
Chair: Nathan R. Elliott

Report: The faculty senate technology committee met twice this school year. As the chair, I also met with former chair Gerry Merwin, and the Director of Information Technology Committee chair Joe Newton.

Refresh Pools. In both meetings Joe gave reports on the refresh pool funding: those funds that go to buy new computers for the university faculty. As a committee we approved a gradual shift to VDI (Video Desktop Infrastructure) that will shift some refresh pool funds into VDI. That shift will allow the school to begin taking desktop hard drives out of offices, and instead pooling information on a main server. This will be more cost effective in the long term. According to my minutes, we devoted \$40,000 of the \$250,000 available to us from the fund to begin setting up the VDI system. In a subsequent meeting we were asked to increase the level of funding to VDI to \$50,000.

In regard to the refresh pools, there was some question, coming from the school of nursing, about whether or not PCs or Macs were actually more economic. For various reasons the Nursing department prefers Macs. A subcommittee was formed to explore needs issues, and work with Joe Newton. That sub-committee consisted of: Dr. Lenny Brockmeier, Dr. Whyte, Dr. Weaver, Ms. Freeman, and Alan Hillgurt. As of the date of this report, I have received no word from this sub-committee.

Acceptable Use Policy. Changes to the Acceptable Use Policy were also discussed by the committee. I am attaching a document that was made available to the committee via email. One of the main issues in the Acceptable Use Policy was PII—Personally Identifiable Information. As the attached document suggests, we, as committee members, were asked to inform our respective departments about changes to the Acceptable Use Police. This discussion was taken up at both meetings.

APPENDIX: ACCEPTABLE USE POLICY DOCUMENT PROVIDED BY JOE NEWTON

The following notes are provided to inform discussion of the PII issue and the AUP. The goal of this discussion is to take these questions back to the programs, departments, and colleges to raise awareness of PII and to begin identifying how and where PII is used and stored and the impact of policies and procedures on the processes and activities performed by faculty and staff. IT will provide best practices and mechanisms for handling PII.

Our Acceptable Use Policy (AUP) on page 9 states:

10. Personally Identifiable Information

Personally Identifiable Information (PII) is defined by **federal**¹ and state laws as a combination of two or more of the following: e.g., full name, **birthdate**², SSN, driver's license number, **birth place**³, personal identification numbers. The combinations of these data are used to uniquely identify individuals. When two or more of these data types exist within the same data structure the data becomes confidential and will not be stored on individual user's desktop computers. Confidential and PII data must be securely stored on **centrally managed server resources**⁴ with designated **Data Custodians**⁵.

1. **JAN1:** Specific federal law citation being reviewed
2. **JAN2:** Spelling should be two words: birth date
3. **JAN3:** Birth place may not be included as PII element; requires research
4. **JAN4:** My Documents and shared network storage drive V or I may qualify
5. **JAN5:** AKA Data Stewards, i.e. IT Systems Administrator, in contra-distinction to the Data Owner, e.g. Registrar, department head, business unit director, etc.

See below the definition of PII by the breach notification law Senate Bill 236 amended Article 34 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated, O.C.G.A. § 10-1-911 (2011). It includes personal identification numbers, account numbers, PINs, access codes, etc, and so the Student and Employee ID numbers would meet these criteria.

(6) "Personal information" means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are **not encrypted or redacted**⁶:

6. **JAN6**: If we encrypt or redact (mask) on a report or printout then there is no PII

(A) Social security number;

(B) Driver's license number or state identification card number;

(C) Account number, credit card number, or debit card number, if circumstances exist wherein such a number could be used without additional identifying information, access codes, or passwords;

(D) Account passwords or **personal identification numbers**⁷ or other access codes; or

7. **JAN7**: Includes Student IDs (870#s)

(E) Any of the items contained in subparagraphs (A) through (D) of this paragraph when not in connection with the individual's first name or first initial and last name, if the information compromised would be sufficient to perform or attempt to perform identity theft against the person whose information was compromised.

[O.C.G.A. § 10-1-911](#)

<http://web.lexisnexis.com/research/xlink?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=O.C.G.A.+%A7+10-1-911>

This has a potential impact on faculty in their use of grade books, class rosters, etc., requiring them to use centralized databases instead of spreadsheets on their desktops.

For example:

Banner forms

(Used by deans, department heads, and secretaries)

- Input: Overrides WFAREGD, setting advisors in banner SGAADV, putting in test data and non course requirement data SOATEST, SHANCRS, adding athletic information to banner SGASPR, entering grades when Professors cannot or is not available WFA LSD
- Query: Looking up class rosters WFASLST, looking up courses to see information SSASECT, looking up student information, general SGASTDN, academic SHATERM, subject data SHASUBJ
- Lists: Major lists, honors lists, applied for graduation lists, advising lists, graduated lists, scholarship lists, withdrawn from school lists, address and phone lists for contacting students
- File loads: Load to Blackboard's ConnectEd, data tables for use in the Portal, DegreeWorks, 1Card, Pyramed, LiveText, Digital Measures, Survey systems (outside of ours upon request), Persona, Student Affairs external databases (3 different ones (Maxient, Collegiate, another to be named when I can remember it), GradesFirst