



FACULTY SENATE Est. 1991

Chairperson
Patrick J. Schloss

Vice Chairperson
Louis Levy

Executive Secretary
Barney "Jay" Rickman

Parliamentarian
Vesta Whisler

Agenda September 17, 2009

The Faculty Senate will meet on Thursday, September 17, 2009 in the 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 and **General Faculty Meeting on Statutes Revision**
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 May 21, 2009 meeting of the Faculty Senate.**
http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-05-21.pdf
3. New business
 - a. Report from the Academic Committee – Louis Levy llevy@valdosta.edu
 - b. Report from the Committee on Committees – Peggy Moch plmoch@valdosta.edu
See Attachment A for 3 items:
2009-10 Senate Roster <please note your committee assignment as well as the members of your committee if you are a 2009-2010 committee chair>,
2009-10 Standing Committee Roster,
2009-10 Statutory Committee Roster
 - c. Report from the Institutional Planning Committee – Danielle Harmon dharmon@valdosta.edu
 - d. Report from the Faculty Affairs Committee –Paul Neal paneal@valdosta.edu
 - e. Report from the Faculty Grievance Committee – Theresa Thompson tthompson@valdosta.edu
 - f. Report from the Senate Executive Secretary – Jay Rickman bjrickma@valdosta.edu

1. Announce room change for the Senate's April 15, 2010 meeting. Because another group needs the entire UC Magnolia Room on this date, the Senate will have to meet elsewhere. The exact location will be announced later.

<http://www.valdosta.edu/facsen/documents/Schedule2009-10.pdf>

2. Proposed name change of the Faculty Development & Research Committee to the Faculty Scholarship Committee. Committee Chair Brenda Dixey bpdixey@valdosta.edu will report on the deliberations of this committee on this issue during its August 31, 2009 meeting.

3. Introduce 2009-2010 SGA President Kelli Cody kmcody@valdosta.edu to Senate and encourage Standing Committee chairs to contact her regarding getting SGA representatives to serve on Standing Committees.

4. See Attachment B on how some Senate committees will now serve as advisory groups for Special Funding Pools. Attachment B is from the following document <http://www.valdosta.edu/finadmin/financial/documents/BudgetProcess.pdf> and an email dated August 31, 2009 sent to faculty by Christy Yates

5. See Attachment C from Dr. Sheri Gravett regarding possible revisions to the process for a withdrawal after midterm. *Remand to Educational Policies Committee for review and encourage the EPC to consult with Dr. Gravett.*

6. Standing Committee Chairs: Please remember the following (See *Bylaws of Faculty Senate* <http://www.valdosta.edu/facsen/documents/bylaws2008.pdf> Section 6):

Before *October 1* all standing committees will

-- set a schedule of their regular meetings & inform the Committee on Committees Chair

-- submit to the Executive Committee a report with an assessment of their charge and their goals for the coming year.

-- submit written rules governing committee procedures to the Executive Committee

Each standing committee will meet at least twice a year.

Copies of all meetings minutes, etc. must be placed on reserve at Odum Library within two weeks of committee meetings

All committees will submit an annual written report by April 22, 2010 for inclusion in the agenda for the Senate meeting on May 20, 2010.

- (1) Academic Scheduling and Procedures – Yahya Mat Som
- (2) Academic Honors and Scholarships – Michael Davey
- (3) Athletics – Cindy Prater
- (4) Educational Policies – Richard Carpenter
- (5) Environmental Issues – Clifford Lipscomb
- (6) Faculty Development and Research – Brenda Dixey
- (7) Library Affairs – Ranson Gladwin
- (8) Minority and Diversity Issues – Cristobal Serran-Pagan
- (9) Student Activities – Ofelia Nikolova
- (10) Student Services – Anita Ondrusek
- (11) Technology – Jerry Merwin

7. All Senators, please be aware of the following from the *Statutes*: Chapter 4, Article VI, Section 3, that empowers Senate committees to be pro-active and initiate action <http://www.valdosta.edu/legal/statutes.shtml>

“The committees, in their respective jurisdictions, are empowered by the Statutes of the University and the Bylaws of the Senate to:

- a. formulate and recommend policies and procedures governing the administration of the University for approval by the Senate;
- b. be available to consult with and advise the President of the University;
- c. study and make recommendations on matters assigned to them by the President of the University or the Senate; and
- d. act as a liaison between the Senate and the administrative officers of the University.”

8. All Senators, please be aware of the information in Attachment D on “HOW THE VSU SENATE WORKS.”

9. All Senators: Please remember the requirements for Senators to attend the seven (7) Senate meetings during 2009-10 as stated in the *Bylaws of Faculty Senate* <http://www.valdosta.edu/facsen/documents/bylaws2008.pdf>) Section 2:

“Elected Faculty Senate members are expected to attend all Faculty Senate meetings.

Two (2) absences by a member of the Faculty Senate from Senate meetings within one (1) academic year shall automatically remove the member from the Senate.

A member of the Faculty Senate who duly designates a proxy for a Senate meeting shall not be counted as absent if the proxy is in attendance at the meeting. Faculty senators must attend a minimum of four meetings per year.

Faculty senators on a leave of absence beyond one semester will be removed from their position.

Section 8: Proxies will be allowed for Senators who are unable to attend Faculty Senate meetings and will be given only to another Senator. Proxies must register with the Executive Secretary prior to the meeting. No person may represent more than one (1) other Senator at a meeting. [Note: if a proxy is needed, it is the responsibility of the senator to find a proxy; it is not the responsibility of either the Senate Executive Secretary or Lisa Copeland in the VPAA’s office to find a proxy for a senator who has to miss a Senate meeting.]

7. Old Business (from the Senate’s Annual Report for 2008-2009)

1. At its November 20, 2008 meeting, the Senate reviewed a number of documents from the Senate Executive Committee and the Faculty Affairs Committee (FAC) in considering whether (a) faculty without terminal degrees or (b) in non-tenured track positions should be allowed to vote on such issues as (1) curriculum changes, (2) faculty hires, & (3) peer evaluations. FAC Chair Renee Hannibal reported on a conference call between the FAC with BOR personnel during the week of October 20, 2008. As a result of that conference call, the FAC learned that the email by VSU Attorney L. Gaskins (included in Attachment B of the Senate agenda for November 20, 2008) was consistent with BOR policy that FT Instructors can be part of the governance process within a department. The Board of Regents concurred that FT

instructors can be part of the governance process within a department. It is up to the department or institution for assignments to committees.

On November 20, there was a lengthy discussion regarding this policy. Marty Williams proposed that Bruce Caster write up his concerns regarding the policy and that the FAC seek clarification from the Board of Regents Legal Office regarding the email by VSU Attorney L. Gaskins in Attachment B. A motion was approved for Faculty Affairs Committee to follow up with the Board of Regents. Dr. Caster sent his comments for the FAC to the Executive Secretary on November 23, 2008, but the FAC has had difficulty setting up a conference call with the BOR Legal Office to fully resolve this issue.

2. At its February 19, 2009 meeting, the Senate asked the Senate Technology Committee to consider a university-wide standard for “clickers” on campus. The Technology Committee and Director of IT Joe Newton have been working on this issue, but the issue’s complexity has prevented a rapid resolution.

3. At its February 19, 2009 meeting, the Senate remanded to the Faculty Affairs Committee (FAC) whether VSU should insert a policy in the *VSU Faculty Handbook* on guidelines for promotion from Lecturer to Senior Lecturer.

4. At its April 16, 2009 meeting, the Senate requested that the Educational Policies Committee during the 2009-2010 academic year review policies and procedures regarding Academic Dishonesty to determine if VSU should create a faculty committee to hear student complaints when a student is sanctioned because of academic misconduct.

5. At the May 21, 2009 Senate meeting, the Educational Policies Committee was asked to evaluate priority registration for AA degree students.

6. At its May 21, 2009 meeting, the Senate requested the Minority & Diversity Issues Committee discuss with the university attorney a possible policy on prayer at university functions, and that the results of these discussions then be submitted to the new Policy on Policies process endorsed by the Senate at its February 19, 2009 meeting.

8. Discussion

9. Adjournment

ATTACHMENT A:

FACULTY SENATE VALDOSTA STATE UNIVERSITY 2009-2010

Chairperson

Patrick J. Schloss
VSU President

Vice Chairperson

Louis Levy
Provost/VP for Academic Affairs

Executive Secretary

Barney "Jay" Rickman

Parliamentarian: Vesta Whisler

Handbook Editor: David Boyd

Ex Officio Senators

Interim VP for Finance and Administration
Vice President for Student Affairs
Vice President for University Advancement
Dean of the College of the Arts
Dean of the College of Arts and Sciences
Interim Dean of the College of Business Administration
Dean of the College of Education
Dean of the College of Nursing
Interim Dean of the Graduate School
Dean of Faculty, King's Bay Center
The University Librarian
Director of the Division of Social Work

Traycee Martin
Kurt J. Keppler
John D. Crawford
John Gaston
Connie Richards
Wayne Plumly
Phil Gunter
Anita Hufft
Karla Hull
Nolan Argyle
George R. Gaumond
Marty Giddings

* finish unexpired term

** elected to second term

PC = Past Chair, C = Chair, CE = Chair Elect

Faculty Senators College of the Arts -- 8

Michael Savoie	(Committee on Committees)	2007-2010
Michael Elliott	(Educational Policies - PC)	2007-2010
Karen Sodowsky	(Minority & Diversity Issues – PC)	2007-2010*
Paul Neal	(Faculty Affairs -- C)	2008-2011
Danielle Harmon	(Institutional Planning - C)	2008-2011
Lai Orenduff	(Academic Committee)	2008-2011
Bradley Finson	(Student Activities -- CE)	2009-2012
Eric Nielson	(Educational Policies-- CE)	2009-2012

Faculty Senators - College of Arts and Sciences -- 22

Marvin Smith	(Academic Committee)	2007-2010
John Elder	(Academic Scheduling & Procedures - PC)	2007-2010
Brad Bergstrom	(Environmental Issues – PC)	2007-2010**
Michael Davey	(Academic Honors & Scholarships – C)	2007-2010**
Luis Bejarano	(Student Services – PC)	2007-2010
Jennifer Lambert-Shute	(Faculty Development & Research – PC)	2007-2010*
Barney "Jay" Rickman	(Executive Secretary)	2008-2011**
Peggy Moch	(Committee on Committee -- C)	2008-2011**
Jerry Merwin	(Technology -- C)	2008-2011
Ofelia Nikolova	(Student Activities - C)	2008-2011
Cristobal Serran-Pagan	(Minority & Diversity Issues – C)	2008-2011
Richard Carpenter	(Educational Policies - C)	2008-2011
Ranson Gladwin	(Library -- C)	2008-2011
Theresa Thompson	(Grievance -- C)	2009-2012**
Ashok Kumar	(Academic Scheduling – CE)	2009-2012**

Jason Allard	(Environmental Issues -- CE)	2009-2012
Daniel Baracsckay	(Academic Honors & Scholarships -- CE)	2009-2012
Said Fares	(Institutional Planning-CE)	2009-2012
Shani Gray	(Faculty Affairs – CE)	2009-2012
Nathan Elliott	(Technology – CE)	2009-2012
Jason Kassel	(Educational Policies)	2009-2012
Susan Barron	(Educational Policies)	2009-2012

Faculty Senators - College of Business Administration -- 5

Fred Ware	(Institutional Planning Committee)	2007-2010**
Bruce Caster	(Academic Committee)	2007-2010**
Clifford Lipscomb	(Environmental Issues - C)	2008-2011
Atilla Cseh	(Faculty Development – CE)	2009-2012
Ed Walker	(Committee on Committees)	2009-2012

Faculty Senators - College of Education -- 16

Steven Kohn	(Committee on Committees -- PC)	2007-2010
Ruth Renee Hannibal	(Faculty Affairs - PC)	2007-2010
Vesta Whisler	(Institutional Planning - PC)	2007-2010
Scot Raab	(Athletics - PC)	2007-2010
Charles Talor	(Library- PC)	2007-2010
Gina Doepker	(Student Activities – PC)	2007-2010
Mary Gorham-Rowan	(Technology – PC)	2007-2010
Nanci Scheetz	(Academic Honors & Scholarships - PC)	2008-2011**
Lucia Lu	(Academic Committee)	2008-2011
Yahya Mat Som	(Academic Scheduling & Procedures – C)	2008-2011**
Cindy Prater	(Athletics -- C)	2008-2011
Brenda Dixey	(Faculty Development & Research – C)	2008-2011
Lars Leader	(Library Affairs – CE)	2009-2012**
Katherine Adams	(Student Services – CE)	2009-2012
Alicja Rieger	(Minority & Diversity Issues – CE)	2009-2012
Chuck Conner	(Athletics – CE)	2009-2012

Faculty Senators - College of Nursing – 2

Arlene Haddon	(Committee on Committees)	2009-2012
Deborah Weaver	(Academic Committee)	2009-2012

Faculty Senator - Division of Social Work – 1

Diane Holliman	(Committee on Committees, CE)	2009-2012
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Faculty Senators - Odum Library – 2

Anita Ondrusek	(Student Services -- C)	2008-2011
Laura Wright	(Academic Committee)	2009-2012

Planning & Budget Council: General Faculty Representative: Michael Davey (2009-2011)
IPC Representative: Fred Ware (2009-2010)

University Council Representatives (will change if UC is merged w/ Planning & Budget Council):

Danielle Harmon (Institutional Planning – C);
Clifford Lipscomb (Environmental Issues – C)

Council on Staff Affairs (non-voting): Richard Hammond

Student Senators (non-voting)

President of the SGA: Kelli Cody

Student appointed by SGA President:

(Statutes adopted January 2007 General Faculty vote)

**FACULTY SENATE
VALDOSTA STATE UNIVERSITY
STANDING COMMITTEES OF THE SENATE AND THEIR SUBCOMMITTEES
2009-2010**

Academic Scheduling and Procedures

Ashok Kumar	(A&S) CE, Sen	2009-2012		
Yahya Mat Som	(COE) C, Sen.	2008-2011		
John Elder	(A&S) PC, Sen	2007-2010		
Robert Bauer	(COE)	2008-2011**	David Buehrer	(A&S) 2009-2012
Tonja Root	(COE)	2009-2012	Arlene Haddon	(CON) 2007-2010
Ed Walker	(COB)	2009-2012	Brad Finson	(COA) 2007-2010
Marc Pufong	(A&S)	2007-2010	Sherrida Crawford	(LIB) 2008-2011
Carol Hart	(SW)	2008-2011		

ex officio:

Stanley Jones, Acting Registrar
Walter Peacock, Director of Admissions & Enrollment Management
Honey Coppage, Assistant to the Vice President for Academic Affairs
Rob Kellner, Director of Auxiliary Services
Bobby Tucker, Athletics, Academic Services & Faculty Athletic Representative
Tom Hardy, Director of Housing and Residence Life
Bobby Flowers, COSA [Council of Staff Affairs] representative
Students:

Academic Honors and Scholarships

Daniel BaracsKay	(A&S) CE Sen.	2009-2012		
Nanci Scheetz	(COE) PC, Sen.	2008-2011		
Michael Davey	(A&S) C Sen.	2007-2010		
David Wasieleski	(COE)	2009-2012	Janice Norton	(A&S) 2007-2010
Jen Breneiser	(COE)	2008-2011	Jimmy Bickerstaff	(COA) 2009-2012
Laura Wright	(LIB)	2008-2011	Anne Marie Smith	(COE) 2009-2012
Tim Reisenwitz	(COB)	2009-2012	Linda De La Garza	(A&S) 2009-2012**
Karen Sodowsky	(COA)	2008-2011	Barry Hojjatie	(A&S) 2007-2010
Laura Carter	(CON)	2007-2010		

ex officio:

Jean Temple, Assistant Dean, College of Nursing
John Gaston, Dean, College of the Arts
Ann Lacey, Director of Special Events
Students:

Athletics

Chuck Conner	(COE) CE, Sen.	2009-2012		
Cindy Prater	(COE) C, Sen.	2008-2011		
Scot Raab	(COE) PC, Sen.	2007-2010		
Louis Schmier	(A&S)	2008-2011	Michael Holland	(COB) 2007-2010**
Shirley Andrews	(COE)	2007-2010	Brian Day	(COA) 2008-2011
Bill Meehan	(LIB)	2009-2012	Deborah Robinson	(A&S) 2009-2012
Lantry Brockmeier	(COE)	2008-2011	Andreas Lazari	(A&S) 2009-2012

ex officio:

Herb Reinhard, Director of Athletics
Bobby Tucker, Athletics, Academic Services & Faculty Athletic Representative
Students:

Educational Policies

Eric Nielson	(COA) CE, Sen.	2009-2012			
Richard Carpenter	(A&S) C, Sen.	2008-2011			
Michael Elliott	(COA) PC, Sen.	2007-2010			
Jason Kassel	(A&S), Sen.	2009-2012	Susan Barron	(A&S), Sen.	2009-2012
Mike Sanger	(SW)	2009-2012	Ed Walker	(COB)	2007-2010
Cliff Landis	(LIB)	2007-2010	Hill Harper	(A&S)	2007-2010
Gerald Siegrist	(COE)	2008-2011	Jean Temple	(CON)	2009-2012
Tolulope Salami	(A&S)	2008-2011	Suzannah Patterson	(COA)	2008-2011

ex officio:

Walter Peacock, Director of Admissions & Enrollment Management

Bill Muntz, Director of Public Services

Stanley Jones, Acting Registrar

James LaPlant, Associate Dean, College of Arts and Sciences

Tracy Meyers, Director of Women's Studies

Students:

Subcommittees: *Admissions Appeals Review Committee:* W. Peacock (Chair), J. Temple (CON), V. Hinkle (COE), F. Ware (COBA), L. Scully (COA), D. Gosnell (COAS), V. Morgan (Student Affairs)

Environmental Issues

Jason Allard	(A&S) CE	Sen.	2009-2012		
Clifford Lipscomb	(COB) C	Sen.	2008-2011		
Brad Bergstrom	(A&S) PC	Sen.	2007-2010		
Jinda Young	(COE)		2009-2012	Judith Grable	(A&S) 2009-2012
Green Waggener	(COE)		2007-2010**	Allison Curington	(SW) 2009-2012
Jim Bickerstaff	(COA)		2007-2010	Brian Ring	(A&S) 2008-2011
Charmaine Caldwell	(COE)		2008-2011	Donna Cunningham	(COB) 2008-2011
Melissa Benton	(CON)		2007-2010	Jack Fisher	(LIB) 2008-2011**
Jim Nienow	(A&S)		2009-2012	Richard Carpenter	(A&S) 2007-2010
Bobby Flowers	(COSA)		2008-2011	Ari Santas	(A&S) 2008-2011
TBA	(COSA)		2009-2012		

ex officio:

Traycee Martin, Interim VP for Finance and Administration

Ray Sable, Director of Plant Operations

Bob DeLong, Environmental Officer

Scott Doner, Director of University Police

Jill Ferrell Rountree, Director of Parking and Transportation

Students:

TBA SAVE, SGA representative

TBA SAVE representative

Subcommittees

Campus Beautification and Stewardship (CBSS): M. Benton, A. Santas, B. Bergstrom, S. Thompson, R. Carter, J. Grable, R. Carpenter, B. Flowers, D. Hedgepeth, M. Pufong, G. Waggener, ex officio M. Griffin.

Recycling Subcommittee: M. Benton, Chair – Fall semester, J. Fisher, Chair – Spring semester, B. Flowers, C. Denizman, D. Holliman, E. Yontz, G. Waggener, G. Gordon, J. Bickerstaff, M. Lancaster, M. Sanger, R. Yokeley, S. Dasinger.

Energy Conservation Subcommittee (ECS): C. Lipscomb, B. Bergstrom, C. Caldwell, D. Cunningham, N. Fast (SAVE student), S. Gunning (SAVE student), J. Murray (SAVE student), B. Ring, R. Sable, M. Sanger

Faculty Development and Research

Atilla Cseh	(COBA)	CE, Sen	2009-2012		
Brenda Dixey	(COE)	C, Sen.	2008-2011		
Jennifer Lambert-Shute	(A&S)	PC, Sen.	2007-2010		
Linda Young	(COE)		2009-2012	TBA	(COA) 2007-2010*
Maura Schlairet	(CON)		2007-2010	Donna Sewell	(A&S) 2007-2010
Nicole Gibson	(COE)		2009-2012	Shani Gray	(A&S) 2009-2012
Duke Guthrie	(COA)		2009-2012	Jin Wang	(A&S) 2008-2011
Deborah Davis	(LIB)		2008-2011	Courtney Droms	(COB) 2009-2012

ex officio:

Louis Levy, Provost/VP for Academic Affairs
 Karla Hull, Interim Dean of the Graduate School
 George Gaumond, University Librarian
 Barbara H. Gray, Director, Grants and Contracts
 John D. Crawford, Vice President for University Advancement
 Students:

Library Affairs

Lars Leader	(COE)	CE, Sen	2009-2012		
Ranson Gladwin	(A&S)	C, Sen.	2008-2011		
Charles Talor	(COE)	PC, Sen.	2007-2010		
Chunlei Liu	(A&S)		2009-2012**	John Dunn	(A&S) 2007-2010
Lai Orenduff	(COA)		2007-2010	Emily Rogers	(LIB) 2009-2012**
Susan Wold	(CON)		2009-2012	Frances Paterson	(COE) 2009-2012
Jesse Spencer	(A&S)		2008-2011	Stacey Walters	(COE) 2008-2011
Todd Royle	(COB)		2009-2012**		

ex officio:

George Gaumond, University Librarian
 Students:

Minority and Diversity Issues

Alicja Rieger	(A&S)	CE, Sen.	2009-2012		
Cristobal Serran-Pagan	(A&S)	C, Sen	2008-2011		
Karen Sodowsky	(COA)	PC, Sen.	2007-2010*		
Paula McNeil	(COA)		2009-2012	Jen Breneiser	(COE) 2007-2010*
Wilson Huang	(A&S)		2007-2010*	Cathy Oglesby	(A&S) 2007-2010*
Nancy Redfern-Vance	(CON)		2009-2012**	Eric Howington	(COB) 2008-2011
Clyde Edwards	(COA)		2008-2011	Deb Briihl	(COE) 2009-2012*
Rich Vodde	(SW)		2007-2010**	Moses Hardin	(A&S) 2008-2011

ex officio:

Maggie Viverette, Director for Equal Opportunity Programs/Multicultural Affairs
 Sheila Wakeley, Student Affairs Counselor
 Denise Bogart, Director of Human Resources
 Students:

Student Activities

Bradley Finson	(COA)	CE Sen	2009-2012		
Ofelia Nikolova	(A&S)	C, Sen.	2008-2011		
Gina Doepker	(COE)	PC, Sen.	2007-2010		
Carol Smith	(SW)		2008-2011**	Wing Lee	(A&S) 2007-2010*
Chet Ballard	(A&S)		2009-2012	Michelle Gilbert	(CON) 2007-2010
John Barbas	(A&S)		2007-2010*	Pat McGuire	(COA) 2009-2012
Leisa Marshall	(COB)		2009-2012**	Xavier McClung	(COE) 2008-2011*
Guy Frost	(LIB)		2009-2012**	Marcella Prater	(COE) 2007-2010
Michael Stoltzfus	(A&S)		2009-2012**		

ex officio:

Kurt J. Keppler, 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/Multicultural Affairs
 Students:

Student Services

Katherine Adams	(COE)	CE Sen	2009-2012		
Anita Ondrusek	(LIB)	C, Sen.	2008-2011		
Luis Bejarano	(A&S)	PC, Sen.	2007-2010		
Kyoung-Im Park	(COA)		2009-2012	Karen Jacobsen	(A&S) 2008-2011
Lori Howard	(COE)		2007-2010	Pat Miller	(A&S) 2007-2010
Ken Smith	(LIB)		2008-2011	M. Puffer-Rothernberg	(LIB) 2007-2010
Jill Geltner	(COE)		2009-2012	Dawn Cadogan	(LIB) 2009-2012
Michael Smith	(A&S)		2008-2011	Dixie Haggard	(A&S) 2009-2012**
James Holland	(CON)		2008-2011	Hasson Tavossi	(A&S) 2009-2012

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
 Students:
 Student Financial Aid Subcommittee *ex officio: Russ Mast*

Technology

Nathan Elliott	(A&S)	CE, Sen.	2009-2012		
Jerry Merwin	(A&S)	C Sen.	2008-2011		
Mary Gorham-Rowan	(COE)	PC, Sen.	2007-2010		
Chen Li-Mei	(A&S)		2007-2010	Joe Brasheer	(COA) 2009-2012
Lawrence Etling	(COA)		2007-2010**	Maria Whyte	(CON) 2008-2011**
Fatih Oguz	(LIB)		2009-2012**	Michael Sanger	(SW) 2008-2011
Kelly Heckaman	(COE)		2009-2012**	Carolyn Cox	(COE) 2007-2010
J. Mohammed-Awel	(A&S)		2007-2010	Diane Judd	(COE) 2007-2010**

ex officio:

Andy Fore, Webmaster
 Joe Newton, Director of Information Technology
 Bill Moore, Chief Information Security Officer
 Lisa Baldwin, Assistant Director of Information Technology for Enterprise
 Students:

* finish unexpired term ** appointed to second term PC = Past Chair, C = Chair, CE = Chair Elect

**FACULTY SENATE
VALDOSTA STATE UNIVERSITY
STATUTORY COMMITTEES OF THE SENATE
2009-2010**

Academic Committee

ex officio

Louis Levy, Provost/Vice President for Academic Affairs, Chair

Stanley Jones, Acting Registrar, Secretary

Faculty Senators

College of the Arts	Lai Orenduff	(2008-2011)
College of Arts and Science	Marvin Smith	(2007-2010)
College of Business Administration	Bruce Caster	(2007-2010)**
College of Education	Lucia Lu	(2008-2011)
College of Nursing	Deborah Weaver	(2009-2012)
Division of Social Work/ <u>Library</u>	Laura Wright	(2009-2012)

General Faculty+

College of the Arts	William Faux	(2007-2010)
	Linda Jurczak	(2009-2012)
College of Arts and Sciences	Frank Flaherty	(2007-2010)**
	Kathleen Lowney	(2008-2011)***
College of Business Administration	Ray Elson	(2009-2012)**
	Donna Cunningham	(2009-2012)
College of Education	James Ernest	(2008-2011)**
	Iris Ellis	(2008-2011)**
College of Nursing	Melissa Benton	(2009-2012)
	James Humphrey	(2007-2010)***
Division of Social Work	Mike Meacham	(2009-2012)
Odum Library	Deborah VanPetten	(2008-2011)

Committee on Committees

Faculty Senators

College of the Arts	Michael Savoie	(2007-2010)
College of Arts and Sciences	Peggy Moch – C	(2008-2011)
College of Business Administration	Ed Walker	(2009-2012)
College of Education	Steven Kohn -- PC	(2007-2010)
College of Nursing	Arlene Haddon	(2009-2012)
Odum Library/ <u>Division of Social Work</u>	Diane Holliman -- CE	(2009-2012)
ex officio		
Anita Hufft, Dean, College of Nursing		(2007-2010)
Phil Gunter, Dean, College of Education		(2007-2010)

Executive Committee

Chair: Executive Secretary	Barney “Jay” Rickman
Faculty Senate Chair	Patrick J. Schloss
Academic Committee Chair	Louis Levy
Committee on Committees Chair	Peggy Moch
Faculty Affairs Committee Chair	Paul Neal
Faculty Grievance Committee Chair	Theresa Thompson
Institutional Planning Committee Chair	Danielle Harmon
Past Executive Secretary	Christine James

PC = Past Chair, C = Chair, CE = Chair Elect

+Note: No limit exists as to the number of consecutive terms a General Faculty/non-Senator can be elected to a Statutory Committee

*** finish unexpired term ** elected to second term ***elected to third term, etc.**

Faculty Affairs Committee

Faculty Senators

Shani Gray – CE	(A&S)	(2009-2012)
Paul Neal -- C	(COA)	(2008-2011)
Ruth Renee Hannibal – PC	(COE)	(2007-2010)

General Faculty+

College of the Arts	Pat McGuire	(2009-2012)
College of Arts and Sciences	Can Denizman	(2007-2010)
College of Business Administration	Don Seat	(2008-2011)***
College of Education	Jim Reffel	(2007-2010)
College of Nursing	Sandie Delk	(2007-2010)***
<u>Odum Library/</u> Social Work/Lib Sci.	Ken Smith	(2007-2010)*

Faculty Grievance Committee

General Faculty Elected at Large+

1. A&S Bartholomew, Sarah	(2006-2009)
2. A&S Santas, Aristotelis	(2006-2009)*
3. Odum Yontz, Elaine	(2006-2009)
4. A&S Lazari, Andreas	(2006-2009)
5. COB Cunningham, Donna	(2007-2010)
6. A&S Martha Leake	(2008-2011)
7. COE Mark Kasper	(2008-2011)
8. COE Larry Wiley	(2008-2011)

General Faculty Elected by Units+

1. COA Carl Cates	(2007-2010)
2. A&S Martha Laughlin	(2007-2010)**
3. COB James Muncy	(2008-2011)
4. COE Evan Ortlieb	(2008-2011)*
5. CON Linda Floyd	(2008-2011)***
6. Carol Rossiter	(2008-2011)
Odum/ <u>SW</u>	
Chair: Theresa Thompson, Sen.	(2009-2012)

Institutional Planning Committee

Faculty Senators

A&S Said Fares --CE	(2009-2012)
COB Fred Ware	(2007-2010)**
COE Vesta Whisler – PC	(2007-2010)
COA Danielle Harmon – C	(2008-2011)

General Faculty Elected by Units+

COA Michael Schmidt	(2008-2011)
A&S Mark George	(2008-2011)
COB Mike Holland	(2007-2010)**
COE David Seiler	(2009-2012)
CON Arlene Haddon	(2007-2010)**
<u>Odum/SW</u> Emily Rogers	(2008-2011)

ex officio

Vice President for Academic Affairs	Louis Levy
Vice President for Finance and Administration	James L. Black
Vice President for Student Affairs	Kurt J. Keppler
Assistant to the President for Strategic Research and Analysis	Kristina M. Cragg
COSA	Richard Hammon
SGA	TBA

Note: On the five Statutory Committees, seats listed as “Odum/SW” **rotate** b/t the two units. For example, if a SW person is holding the seat, upon completion of the SW person’s term, the seat goes to the Library/Library Science. If a Library/Library Science person is holding the seat, upon completion of the Library/Library Science person’s term, the seat goes to SW. The exception is the General Faculty Seats on the Academic Committee which has a seat for Social Work and a seat for Library/Library Science.

ATTACHMENT B:

<http://www.valdosta.edu/finadmin/financial/documents/BudgetProcess.pdf>

Special Funding Pools Requiring Advisory Committees – The last facet in budgeting the Education and General Fund is the establishment of several special funding pools designed to move resource allocation closest to the mission. The types of pools and their total allocation amounts were identified through historical analysis of requests for funding from the Planning and Budget Council. Analysis of these requests indicated that they were typically operating expenditures that could best be allocated by advisory groups already in place across campus. The following chart indicates the pools established to handle these routine requests; their purpose, budget manager, allocation amounts per semester, and their advisory bodies who will manage the open budget process within each pool. Please refer to the same guidelines previously provided for open processes when participating in these pools:

Although not all-inclusive, this list should be utilized to ensure each group fulfills its budgetary responsibilities.

- Ensure that each group has written guidelines addressing the following general responsibilities:
- Hold meetings according to a publicized schedule, maintaining the spirit of decision-making in the “sunshine.”
- Establish a process to collect requests for funding from your particular pool.
- Establish criteria for prioritizing requests.
- Review requests and establish an initial prioritized list for the fiscal year by the Fall deadline established on the budget calendar.
- Notify submitters of the prioritization of their project, whether they may receive funds in the Fall or Spring Release, and the appropriate processes to follow in securing funds (purchasing deadlines, account codes, etc).
- Convene committee on an as-needed basis to address new priorities or needs that arise throughout the year, which were not previously considered in the initial submission of funding requests.
- Document the allocation of all funds from the pool, including implementation and results, to submit annually as an information item to the Planning and Budget Council by the Spring deadline established on the budget calendar.

Budget Pool and Purpose	Budget Manager	Advisory Body
Graduate Stipends Recommends funding allocation levels for graduate student stipends. Establishes criteria for award of stipends to attract and retain increased graduate student enrollment (ie, graduate student performing work in their field).	VP, Academic Affairs	Graduate School Strategic Assistantship Committee (subcommittee of the Graduate Executive Committee which will include student membership) recommends to Graduate Dean
Academic Equipment/Maintenance Prioritize requests for new equipment, equipment repair/maintenance, annual maintenance fees, etc. which directly enhance the instructional and/or research mission of the university.	VP, Academic Affairs	Deans Council (does not include student membership) recommends to VPAA
Library Reference & Special Collections Prioritize requests for library acquisitions which directly enhance the instructional and/or research mission of the university.	VP, Academic Affairs	Library Affairs Committee of the Faculty Senate (includes student membership) recommends to Head Librarian
Faculty Scholarly Travel Prioritize requests for faculty travel (ie conference presentation, fieldwork, etc.) which directly enhance the research mission of the university.	VP, Academic Affairs	Faculty Development and Research Committee of the Faculty Senate (includes student membership) recommends to VPAA
Reassigned Time for Research Prioritize requests for faculty release time to engage in scholarly research appropriate to their discipline.	VP, Academic Affairs	Deans Council (does not include student membership) recommends to VPAA

Instructional Setting Renovation Prioritize requests for classroom renovation, repair, or redesign which directly enhance the instructional mission of the university. Particularly in regards to increasing enrollment and retention.	Director of Facilities Planning	Facilities Advisory Committee (will include student membership) recommends to Director of Facilities Planning
Campus-Wide Renovation/Maintenance/ADA Prioritize requests for renovation, repair, or redesign outside the classroom setting and beyond the normal Facilities Planning and Plant operating budget; including infrastructure improvements.	Director of Facilities Planning	Facilities Advisory Committee (will include student membership) recommends to Director of Facilities Planning
Student Affairs Equipment Prioritize requests for new equipment, equipment repair/maintenance, annual maintenance fees, etc. which directly enhance the student development and leadership mission of the university.	VP, Student Affairs	Student Services Committee of the Faculty Senate (includes student membership) will review proposals by Students Affairs Directors and recommend to VPSA
Computer Replacement Recommend allocation levels and replacement cycles for faculty and staff computing needs.	Director of Information Technology	Faculty Senate Technology Committee (includes student membership) expanded to include staff representatives from Advancement, Finance & Administration, and Student Affairs, recommends to Director of IT
IT Infrastructure Prioritize requests for infrastructure upgrades, maintenance and licensing which directly enhance the computing services of the university.	Director of Information Technology	Faculty Senate Technology Committee (includes student membership) expanded to include staff representatives from Advancement, Finance & Administration, and Student Affairs, recommends to Director of IT

From: administrators-bounces@lighthouse.valdosta.edu on behalf of Christy Yates
[cbcyates@valdosta.edu]

Sent: Monday, August 31, 2009 3:06 PM

To: faculty@lighthouse.valdosta.edu; administrators@lighthouse.valdosta.edu;
staff@lighthouse.valdosta.edu

Subject: [VSU Administrators] Overview of Budget Pool Processes (in msg body)

Below, you will find an overview of the Budget Pools in one consolidated document which includes:

- responsibilities of pool advisory groups
- description of each pool, budget manager, and advisory body
- semester allocation amounts proposed for each pool
- process for requesting funding from pools
- budget manager documentation deadline
- pool request submission deadline
- advisory group request prioritization deadline

Questions should be referred to the budget manager and/or advisory body for that specific pool.

Special Funding Pools Overview – FY10 Budget

revised 8-31-09

As part of our new planning and budgeting process, a number of new budget pools have been established to fulfill regularly occurring needs that go beyond units' normal operating budgets but which are not part of the strategic initiative process. These new budget pools will be overseen by advisory committees which will meet and work according to a shared governance model. They will make recommendations to the budget manager of these pools for allocation of the available funds.

Advisory Group Responsibilities:

Each group will provide documentation to the PBC by October 1st, 2009, establishing written guidelines to address the following items:

- Hold meetings according to a publicized schedule, maintaining the spirit of decision-making in the "sunshine."

- Establish criteria for prioritizing requests, once received from the VP's on October 31st, 2009.
- Review requests and establish an initial prioritized list for the fiscal year. Be prepared to present to PBC by November 15th.
- Notify submitters of the prioritization of their project, whether they may receive funds in the Fall or Spring Release, and the appropriate processes to follow in securing funds (purchasing deadlines, account codes, etc).
- Convene the committee on an as-needed basis to address new priorities or needs that arise throughout the year, which were not previously considered in the initial submission of funding requests.
- Document the allocation of all funds from the pool, including implementation and results, to submit annually as an information item to the Planning and Budget Council. Be prepared to present allocation and implementation results to the PBC on May 28th, 2009

Open Process to Request Funding from Special Pools:

- Departments should convene and reach consensus regarding departmental priorities.
- Prioritized requests from departments should be submitted to Deans by October 1st, 2009.
- Dean's prioritized requests should reach Vice Presidents by October 16th, 2009.
- Vice President's prioritized requests should be submitted to the appropriate Advisory Bodies by October 31st, 2009.
- Advisory bodies should have prioritized requests ready for presentation to the Planning and Budget Council by November 15th, 2009.

The following chart lists each budget pool, the proposed semester allocation amount, the pool budget manager, the advisory body and the process flow for each pool.

Budget Pool and Purpose	FY10 Amounts		Budget Manager	Advisory Body	Process
	Fall 2009	Spring 2010			
Graduate Stipends Recommends funding allocation levels for graduate student stipends. Establishes criteria for award of stipends to attract and retain increased graduate student enrollment (ie, graduate student performing work in their field).	\$700,000	no release	Provost/VP, Academic Affairs	Graduate School Strategic Assistantship Committee (subcommittee of the Graduate Executive Committee) recommends to Graduate Dean	Graduate School Defined process
Major Scientific Equipment Pool (Research) Scientific equipment for use in teaching and research with a cost exceeding \$50,000. Priority for items supporting multiple scientific disciplines and likeliness to be used in undergraduate work.	no release	\$250,000	Provost/VP, Academic Affairs	Chairs of departments of Chemistry, Biology, PAGS, Math/Computer Science, Other Physical Sciences, Dean of Arts and Sciences.	Academic Affairs Process: Department to Dean to Vice President
Art Collections Prioritize requests for developing the art holdings of the University in regards to those pieces which would enhance the campus living learning environment.	no release	\$50,000	Provost/VP, Academic Affairs	Art Faculty Advisory Group recommends to the VPAA	Academic Affairs Process: Department to Dean to Vice President
Academic Equipment/Maintenance Prioritize requests for new equipment, equipment repair/maintenance, annual maintenance fees, etc. which directly enhance the instructional and/or research mission of the university.	\$300,000	\$300,000	Provost/VP, Academic Affairs	Deans Council recommends to VPAA	Academic Affairs Process: Department to Dean to Vice President

Library Reference & Special Collections Prioritize requests for library acquisitions which directly enhance the instructional and/or research mission of the university.	no release	\$100,000	Provost/VP, Academic Affairs	Library Affairs Committee of the Faculty Senate recommends to the University Librarian	Academic Affairs Process: Department to Dean to Vice President
Faculty Scholarly Travel Prioritize requests for faculty travel (ie conference presentation, fieldwork, etc.) which directly enhance the research mission of the university.	\$100,000	\$100,000	Provost/VP, Academic Affairs	Faculty Development and Research Committee of the Faculty Senate recommends to VPAA	Existing Faculty process through VPAA office
Reassigned Time for Research Prioritize requests for faculty release time to engage in scholarly research appropriate to their discipline.	no release	\$300,000	Provost/VP, Academic Affairs	Deans Council recommends to VPAA	Existing process through VPAA
Instructional Setting Renovation Prioritize requests for classroom renovation, repair, or redesign which directly enhance the instructional mission of the university. Particularly in regards to increasing enrollment and retention.	no release	\$500,000	Director of Facilities Planning	Facilities Advisory Committee recommends to Director of Facilities Planning	Academic Affairs Process: Department to Dean to Vice President
Campus-Wide Renovation/Maintenance/ADA Prioritize requests for renovation, repair, or redesign outside the classroom setting and beyond the normal Facilities Planning and Plant operating budget; including infrastructure improvements.	no release	\$428,500	Director of Facilities Planning	Facilities Advisory Committee recommends to Director of Facilities Planning	Facilities Advisory Committee will call for proposals
Student Affairs Equipment Prioritize requests for new equipment, equipment repair/maintenance, annual maintenance fees, etc. which directly enhance the student development and leadership mission of the university.	no release	\$50,000	VP, Student Affairs	Student Services Committee of the Faculty Senate review proposals by Students Affairs Directors and recommend to VPSA	Campus wide Process: Department to Dean to Vice President
Computer Replacement Recommend allocation levels and replacement cycles for faculty and staff computing needs.	\$150,000	\$150,000	Director of Information Technology	Faculty Senate Technology Committee expanded to include staff representatives from Advancement, Finance & Administration, and Student Affairs, recommends to Director of IT	Campus wide Process: Department to Dean to Vice President
IT Infrastructure Prioritize requests for infrastructure upgrades, maintenance and licensing which directly enhance the computing services of the university.	\$200,000	\$200,000	Director of Information Technology	Faculty Senate Technology Committee expanded to include staff representatives from Advancement, Finance & Administration, and Student Affairs, recommends to Director of IT	Campus wide Process: Department to Dean to Vice President
Auxiliary Services Recommend approval for mandatory fee increases or new fees to Mandatory Fee Committee. Review budget plan for the Auxiliary Services, including prioritization	fluctuates annually		Director of Auxiliary Services	Auxiliary Budget Committee recommends to Director of Auxiliary Services	Committee will call for proposals

of projects proposed for funding through excess revenues					
<p>Athletics Recommend approval for mandatory fee increases or new fees to Mandatory Fee Committee. Review budget plan for Athletics, including prioritization of projects proposed for funding through excess revenues</p>	fluctuates annually		Athletic Director	Athletic Budget Committee recommends to Athletic Director	Committee will call for proposals
<p>Student Activities Recommend approval for mandatory fee increases or new fees. Review budget plan for the Student Activities, including prioritization of projects proposed for funding through excess revenues</p>	fluctuates annually		VP, Student Affairs	Mandatory Fee Committee, chaired by the VP, Student Affairs	Committee will call for proposals
<p>Technology Fee Recommend approval for mandatory fee increases or new fees to Mandatory Fee Committee. Review budget plan for the Technology Fee, including prioritization of projects proposed for funding through excess revenues</p>	fluctuates annually		Director of IT	Technology Fee Committee, chaired by the Director of IT	Committee will call for proposals

ATTACHMENT C:

From: Sharon Gravett [sgravett@valdosta.edu]

Sent: Wednesday, July 01, 2009 10:53 AM

To: 'Jay Rickman'

Cc: 'Stanley Jones'; 'Russ Mast'; 'Louis Levy'; sgravett@valdosta.edu

Subject: Questions to Consider about VSU's Late Withdrawal Process and Policy

Jay,

Over the past couple of years, Academic Affairs, the Dean of Students Office, and the Registrar's Office have been working together to develop a withdrawal after midterm process that conforms to VSU policy:

Students will not be allowed to withdraw after the mid-term point of the semester as published in the school calendar as required by Board of Regents' policy; however, students may petition an exception to the Board of Regents' withdrawal deadline for cases of hardship by completing a petition for withdrawal form available in the Office of the Registrar. The petition will become a permanent part of the student's file. If the petition is approved, the instructor may assign a grade of "W" or "WF" after mid-term. Note that "WF" is calculated in the grade point average the same as "F." Any student who discontinues class attendance after mid-term and does not officially withdraw may be assigned a grade of "F."

The current process to petition for a late withdrawal is available at the following website:

<http://www.valdosta.edu/academic/WithdrawalProcess.shtml>

In developing this process, several issues of concern have arisen that the Faculty Senate might wish to consider in light of the policy above:

- (1) The VSU late withdrawal process has generally been applied to ALL classes; if students have a legitimate medical or hardship situation, they should withdraw from all classes. However, certain exceptions continue to emerge:
 - a) If a student has a medical condition or injury that may prohibit participation in certain classes (such as certain physical education or clinical courses).
 - b) If a student believes he or she withdrew from a class via BANNER but that withdrawal did not process (students and instructors should both receive email confirmations of the withdrawal), but in a few instances, students and instructors have verified that the student did believe that he or she had withdrawn and stopped attending before midterm.
 - c) If a student does have legitimate medical or hardship documentation, he or she may sometimes seek a partial withdrawal because of having missed a couple of weeks of class. In these instances, some instructors are able to work with the student to

make up missed materials; others, depending on the nature of the class and their attendance policy, are not able to do so.

Should VSU allow partial withdrawals in these instances? Does the policy need to be further defined to help clarify these situations?

- (2) The above policy also states that if a student does produce the appropriate medical or hardship documentation that the instructor then may assign a “WP” or “WF.” This process of contacting all instructors for each student has often been time-consuming and confusing. One possible approach may be to assign a “WF” to any withdrawal after midterm. A number of other institutions use this approach as well as online programs such as GOML and eCore. VSU could then implement an appeals process for that “WF” which would involve producing the appropriate medical or hardship documentation. Should VSU consider this approach?

If you need any further information, please let me know.

Thanks,

Sheri

Sharon L. Gravett, Ph.D.
Assistant Vice President for Academic Affairs
Valdosta State University
Valdosta, GA 31698
(229)333-5950

ATTACHMENT D: HOW THE VSU SENATE WORKS

<http://www.valdosta.edu/facsen/>

The Senate serves as the mechanism for shared governance at Valdosta State University (*Statutes*: Chapter 4, Article I -- <http://www.valdosta.edu/legal/statutes.shtml>).

What the Senate does is to formulate university policy. This is an extremely important function, central to the vitality of VSU. In the words of the *Statutes*, the Senate functions as the representative, deliberative, advisory, and legislative body of the General Faculty.

It includes 56 elected faculty senators (voting), 14 *ex officio* administrator senators (voting), staff participants (non-voting), and student participants (non-voting).

Any faculty member, administrator, staff member, or student can submit an issue for Senate consideration. It must be submitted in writing to the Executive Secretary. [Currently, B.J. Rickman, bjrickma@valdosta.edu], who brings it to the Executive Committee of the Senate. It is strongly recommended that anyone raising an item for the Executive Committee make their report thorough and well-researched. The Executive Secretary is not expected to do any supplemental research or work on your report or item.

The Executive Committee serves as a traffic cop, deciding whether an issue goes to the Senate, and if so, which committee is the appropriate committee to consider an issue.

There are three (3) kinds of Senate committees: statutory committees, standing committees, and special committees. Membership on all committees is either by election or by recommendation of the Committee on Committees to the Senate and the President for approval.

The five (5) statutory committees are permanently established by the *Statutes*. They are major committees - Academic Committee, Committee on Committees, Faculty Affairs Committee, Institutional Planning Committee, and Faculty Grievance Committee. Their chairs, the President, and the Executive Secretary form the Executive Committee.

Standing committees are formed by the Senate, renewable for three-year periods. They are listed in the *Bylaws of the Faculty Senate* <http://www.valdosta.edu/facsen/documents/bylaws2008.pdf>. Standing committees may form subcommittees. Special committees are formed by the Senate, normally for one year.

Senate committees can initiate policy recommendations within their committee. Senate committees do not have to wait for items to be submitted to them by the Executive Committee. (*Statutes*: Chapter 4, Article VI, Section 3).

Committees make recommendations to the full Senate. The Senate then considers the matter (time limit: 30 minutes). It may accept the recommendation, amend it, or remand the matter back to the appropriate committee. If the Senate adopts a recommendation, the Executive Secretary (w/in 10 working days) sends it to the President, who has 60 days to either approve or disapprove the recommendation, or to seek an extension from the Senate. If approved by the President, the recommendation becomes university policy. If disapproved by the President, the recommendation is returned to the Senate for possible override

(requires 2/3 vote) and submission to the General Faculty for its recommendation to the President. The President has the final authority.