



FACULTY SENATE Est. 1991

Chairperson
Patrick J. Schloss

Vice Chairperson
Philip Gunter

Executive Secretary
Barney "Jay" Rickman

Parliamentarian
Vesta Whisler

Agenda March 25, 2010

The Faculty Senate will meet on Thursday, March 25, 2010 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.

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 February 18, 2010 meeting of the Faculty Senate.**
http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2010-02-18.pdf

3. New business

- a. **Report from the Academic Committee** – Philip Gunter pgunter@valdosta.edu
See **Attachment A** for the Minutes from the March 8, 2010 Academic Committee meeting.
- b. Report from the Committee on Committees – Peggy Moch plmoch@valdosta.edu
- 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. Election of the Senate's 2010-2011 Executive Secretary conducted by Nominations Committee Chair Peggy Moch and Parliamentarian Vesta Whisler.

As required by the *Senate Bylaws* (Article I, Section 4), "at the second Faculty Senate meeting of the spring semester, the Nominating Committee will submit at least one name (preferably two names) for the office of Executive Secretary, and, after other nominations have been called for from the floor, the vote will be taken in accordance with Article I, Section 8 of these Bylaws." *Senate Bylaws* (Article I, Section 8), "Voting will be by show of hands unless otherwise ordered by the Senate. Voting for the election of the Executive Secretary, however, will be by paper ballot."

2. Remind Senators of room change for the Senate's April 15, 2010 meeting. As stated at the Senate's February 18, 2010 meeting, because another group needs the entire UC Magnolia Room on this date, the Senate will meet on April 15, 2010 in Ballroom 1 & 2 of the new Student Union.

3. Report from Academic Scheduling & Procedures Committee on the proposed academic calendar for the 2011-2012 academic year. See Attachment B which will be presented by Academic Scheduling & Procedures Committee Chair, Dr. Yahya Matsom ymatsom@valdosta.edu.

4. Report from Educational Policies Committee for a new policy to limit course withdrawals. See Attachment C for the policy proposed by the EPC. The members of the EPC believe this policy should adequately address the problem of "course shopping." If this new policy is not successful at limiting "course shopping," the committee would then suggest that it consider revising priority registration policy as remanded to the EPC at the Senate's October 15, 2009 meeting. See minutes of the October 15, 2009 meeting of the Faculty Senate http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-10-15.pdf

5. Update from Dr. James LaPlant jlaplant@valdosta.edu, Associate Dean of the College of Arts & Sciences, on VSU's Quality Enhancement Plan to prepare faculty for the SACS site visit during the week of April 5, 2010.

6. Consideration of possible revision to the grade appeal process. A faculty member has requested that VSU specify in the Grade Appeal Process [<http://www.valdosta.edu/academic/GradeAppeals.shtml>] that all information pertinent to the grade appeal must be presented at the start of the process when a student begins the appeal by meeting with the professor who assigned the grade. The concern here is when a student is denied a grade change by the professor and goes to the next stage of meeting with the department head, and the student then introduces new information regarding why the grade should be changed, information that was not shared with the professor who assigned the grade. *Remand to Educational Policies Committee for review with encouragement that the EPC include this issue in its current review of VSU's 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. This issue was remanded to the EPC at the April 16, 2009 meeting of the Faculty Senate.* http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2009-04-

[16.pdf](#) The EPC is encouraged to collaborate with Interim Graduate Dean Karla Hull khull@valdosta.edu and Interim VP for Student Affairs Russ Mast rmast@valdosta.edu who have also begun to review the Academic Dishonesty policies and procedures at VSU.

7. Consider moving the annual evaluations of administrators from the traditional paper format to an on-line format so as to reduce paper waste and save costs associated with assembling and distributing the paper packets as well as tabulating the responses received.

8. Possible Revision to the Faculty Evaluation Model's Appendix C <http://www.valdosta.edu/academic/documents/FEMfinal.pdf> by renaming the Annual Faculty Activity Report and Action Plan (AFARAP) Section B. PROFESSIONAL GROWTH AND PRODUCTIVITY to include the word "scholarship" because currently the word appears only once in Section B of the AFARAP. A faculty member has asked the Senate to consider renaming the heading of Section B of the AFARAP to PROFESSIONAL GROWTH, PRODUCTIVITY AND SCHOLARSHIP. Rationale: because VSU is emphasizing faculty scholarship and financially supporting it with travel funds and reassigned time (pending available funding), this word should be mentioned in the evaluation document more than once in the category in a descriptive sentence. *Remand to Faculty Affairs Committee for review.*

9. The Faculty Scholarship Committee would like to share with the Senate the new guidelines (see Attachment D) for a revamped "Faculty Research Seed Grant" program that the FSC approved on February 24, 2010. Implementation of these new guidelines in Fall 2010 is contingent upon approval of funding from Strategic Focus 2011. Senators are asked to provide feedback on these guidelines to FSC Chair Jennifer Lambert-Shute jjshute@valdosta.edu or Director of Sponsored Programs & Research Administration Barbara H. Gray bhgray@valdosta.edu

10. Encourage Senate Committee Chairs to consider adding COSA members to their committees. The current COSA Chair, Richard Hammond has expressed interest in having more COSA members serve on those Senate Committees where the committee's decisions affect staff, especially the working environment of staff. Please contact Richard Hammond [rhhammon@valdosta.edu] if your committee is willing to increase its staff representation. Another option Senate Committees might wish to consider is to offer voting rights to the ex officio members of their committees appointed by the Committee on Committees. Several Senate Committees have extended voting rights to their ex officio members (e.g., Academic Scheduling & Procedures, Educational Policies, Minority & Diversity Issues, etc.).

11. Announce that the Senate web page now contains the most recent by-laws for all Senate committees. <http://www.valdosta.edu/facsen/meeting/CommitteeBylaws.shtml>

12. Standing Committee Chairs: Please begin to schedule meetings to prepare the Yearly Reports of the 11 Faculty Senate Standing Committees. If you

would like to review what your committee's report looked like last year, please see the attachments in the Minutes of the Faculty Senate's May 21, 2009 meeting:

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

Committee reports should be sent to Jay Rickman bjrickma@valdosta.edu in Word format by **April 22, 2010** so that each committee report can be reviewed by the Executive Committee at its May 6, 2010 meeting, prior to the May 20, 2010 Faculty Senate meeting.

At the May 20, 2010 Senate meeting, each standing committee chair should be prepared to make a brief oral summary report for the Senate.

Academic Scheduling/Procedures: Yahya Mat Som. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Academic Honors & Scholarships: Michael Davey. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Athletics: Cindy Prater. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Educational Policies: Richard Carpenter. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Environmental Issues: Clifford Lipscomb. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Faculty Scholarship: Brenda Dixey/Jennifer Lambert-Shute. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Library Affairs: Ranson Gladwin. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Minority & Diversity Issues: Cristobal Serran-Pagan. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Student Activities: Ofelia Nikolova. This committee was revised in 2006-2007. It was renewed in May 2007 and will be reviewed for renewal in May 2010. Yearly report to be given in May 2010. [Note: if the Senate renews this committee for two years at its May 20, 2010 meeting, then all the Standing Committees will be on the same 3-year renewal cycle.]

Student Services: Anita Ondrusek. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

Technology: Jerry Merwin. This committee was renewed in May 2009, and will be next reviewed for renewal in May 2012. Yearly report to be given in May 2010.

4. Old Business

5. Discussion

6. Adjournment

ATTACHMENT A:

VALDOSTA STATE UNIVERSITY ACADEMIC COMMITTEE MINUTES

March 8, 2010

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, March 8, 2010. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Dr. Lai Orenduff, Ms. Deb VanPetten (Proxy for Dr. Marvin Smith), Dr. Bruce Caster, Dr. Frank Flaherty (Proxy for Dr. Lucia Lu), Dr. Melissa Benton (Proxy for Dr. Deborah Weaver), Ms. Laura Wright, Dr. Linda Jurczak, Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Iris Ellis (Proxy for Dr. Ray Elson), Dr. Bruce Caster (Proxy for Ms. Donna Cunningham), Dr. Kathe Lowney (Proxy for Dr. James Ernest), Dr. Iris Ellis, Dr. Melissa Benton, Dr. James Humphrey, Dr. Michael Sanger (Proxy for Dr. Mike Meacham), and Ms. Deborah VanPetten.

Members Absent: Dr. Marvin Smith, Dr. Lucia Lu, Dr. Deborah Weaver, Dr. Ray Elson, Ms. Donna Cunningham, Dr. James Ernest, and Dr. Mike Meacham.

Visitors Present: Dr. Jerry Merwin, Dr. Vesta Whisler, Dr. Reynaldo L. Martinez, Dr. Mike Capece, Dr. Robert Gannon, Dr. Jane Kinney, Dr. Ofelia Nikolova, Dr. Julie Lee, Dr. Mylan Redfern, Dr. James LaPlant, Dr. Connie Richards, Dr. Shani Gray, and Mr. Lee Bradley.

The Minutes of the February 8, 2010 meeting were approved by email on February 10, 2010. (pages 1-3).

A. Miscellaneous

1. Dr. Sheri Gravett, Dr. James LaPlant, and Dr. Jane Kinney spoke about the need to form a subcommittee to review the syllabus of the Area B Perspective courses that are being taught each semester to ensure that the courses are meeting all standards. Dr. LaPlant also discussed the need to deactivate the Perspective courses that have not been taught in the last 5 years.
2. Revised course credit, Prior Learning Assessment (PLA) 2000, "Prior Learning Documentation", (PRIOR LEARNING DOCUMENTATION – 2 credit hours, 2 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Summer Semester 2010. (pages 4-6).

B. College of the Arts

1. Revised senior college curriculum for the BFA in Art Education was approved effective Fall Semester 2010. (pages 7-8).
2. Revised requirements for the minor in Speech Communication was approved effective Fall Semester 2010. (pages 9-10).

C. College of Nursing

1. Revised selected Educational Outcomes for the MSN was approved effective Summer Semester 2010 (pages 11-13).
2. Revised course credit, Nursing (NURS) 7473, "Project", (PROJECT – 3-6 credit hours, 3-6 lecture hours, 0 lab hours, and 3-6 contact hours), was approved effective Summer Semester 2010. (pages 14-20).
3. New course, Nursing (NURS) 3080, "Strategies for Evidence-Based Nursing Practice", (EVIDENCE-BASED NURSING – 3 credit hours, 2 lecture hours, 3 lab hours, and 5 contact hours), was approved effective Spring Semester 2011 with the description changed to read ...protocols. Variables affecting care of vulnerable and at-risk populations in south Georgia, and participation...healthcare settings will be examined. . (pages 21-26).

D. Division of Social Work

1. Revised Program Retention/Dismissal policy was approved effective Fall Semester 2010. (pages 27-28).

2. Revised course description, Social Work (SOWK) 7300, “Advanced Practice with Individuals in Changing Communities”, (ADV PRAC INDVDULS CHNGNG COMMU – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the effective date changed from Spring to Fall. (pages 29-31).

3. Revised course title, and description, Social Work (SOWK) 7310, “Time Limited Approaches to Multilevel Social Work Practice”, (TIME LIMITED PRACTICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read ..seminar applying theories compatible.. and the spelling corrected of the word “evaluation” in the assessment plan block. (pages 32-34).

4. Revised course description, Social Work (SOWK) 7320, “Advanced Practice with Organizations and Communities”, (ADV PRAC ORGNZTNS & COMMUNITES– 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the effective date changed from Spring to Fall with the description changed to read ...seminar on applications of service management, and... (pages 35-37).

E. College of Arts and Sciences

1. Information item External Degree Proposal for the BA and MS in Criminal Justice was noted. (pages 38-44).

2. Revised course description, Honors (HONS) 4000, “Honors Independent Study”, (HONORS INDEPENDENT STUDY – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was approved effective Fall Semester 2010 with the effective term changed from Spring to Fall. (pages 45-47).

3. Revised Selected Educational Outcomes for the BA in Philosophy and Religious Studies was removed from the packet was approved at the February 8, 2010 meeting. (pages 48-50).

4. Revised Additional Requirements and Notes for the BA in Mathematics was approved effective Fall Semester 2010 with the effective date changed from Fall 2011 to Fall 2010. (pages 51-53).

5. Revised Selected Educational Outcomes for the BS in Computer Science was approved effective Fall Semester 2010 with the effective date changed from Fall 2011 to Fall 2010, and in bullet #3 “Student” was changed to “Students” and a “tradeoffs” was changed to “trade-offs”. (pages 54-56).

6. Revised Selected Educational Outcomes for the BS in Computer Information Systems was approved effective Fall Semester 2010 with the effective date changed from Fall 2011 to Fall 2010. (pages 57-59).

7. New course, Biology (BIOL) 3460, “Human Physiology”, (HUMAN PHYSIOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2010 with the effective term changed from Spring to Fall. (pages 60-65).

8. New course, Biology (BIOL) 5460, “Human Physiology”, (HUMAN PHYSIOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2010 with the effective term changed from Spring to Fall. (pages 66-71).

9. New course, Biology (BIOL) 3970, “Wildlife Diseases”, (WILDLIFE DISEASES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read ...mammalian, reptilian, and amphibian... (pages 72-79).

10. New course, Biology (BIOL) 4710, “Aquatic Toxicology”, (AQUATIC TOXICOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Summer Semester 2010 with the description changed to read ...organisms, following EPA protocols... (pages 80-85).

11. New course, Biology (BIOL) 6710, “Aquatic Toxicology”, (AQUATIC TOXICOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Summer Semester 2010 with the description changed to read ...organisms, following EPA protocols... (pages 86-91).

12. New course, Geology (GEOL) 3104, "Optical Mineralogy and Petrography", (OPTICAL MIN & PETROGRAPHY – 2 credit hours, 1 lecture hour, 3 lab hours, and 4 contact hours), was approved effective Fall Semester 2010 with the description changed to read ...thin section. A field trip maybe required. . (pages 92-96).

F. College of Education

1. Revised EDS in School Counseling changing to an online program effective Fall Semester 2010. (pages 97-98).
External Degree form must be completed and submitted to the BOR

2. Revised senior curriculum for the BSED in Technical, Trade, and Industrial Education – Secondary Option was approved effective Fall Semester 2010. (pages 99-100).

3. Revised credit hours, Adult and Career Education (ACED) 4410, "New Teacher Institute", (NEW TEACHER INSTITUTE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 101-103).

4. New course, Adult and Career Education (ACED) 4430, "Advanced New Teacher Institute", (ADVANCED NEW TEACHER INSTITUTE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 104-110).

5. Information item – background on request to add a new track – online Bachelor Completion Option – to the BS in Office Administration and Technology. (pages 111-112).

6. Revised Core Area F, senior college curriculum, and addition of new Online Bachelor Completion Option for the BS in Office Administration was approved effective Fall Semester 2010. (pages 113-116).

7. Revised admission requirements for the BS in Office Administration and Technology – Online Bachelor Completion Option was approved effective Fall Semester 2010. (pages 117-119) ***Pending BOR approval***

8. New course, Adult and Career Education (ACED) 2940, "Basic Administrative Office Technology Skills", (BASIC ADMIN OFFICE TECH SKILLS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the last sentence of the course description moved to beginning as the course prerequisite. (pages 120-124).

9. New course, Adult and Career Education (ACED) 3101, "Workplace Computerized Bookkeeping", (WRKPLC COMP BKKPG – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read – Prerequisite: ACED 2400 or CS 1000, ACCT 2010, or instructor consent. ...software system, including setup and... and correction of the spelling of the word "exercises" in the Plans of assessing block . (pages 125-133).

10. New course, Adult and Career Education (ACED) 3150, "Computer Operating Systems for the Office", (COMP OP SYS OFFICE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 134-141).

The description was changed to read: An introduction to operating systems, with hands-on experience in at least one operating system widely used in contemporary office settings. Topics include operating systems, their functions, resources, memory management, processor management, user interface, and embedded software applications. This course helps prepare students to take a certification exam for a current operating system.

11. New course, Adult and Career Education (ACED) 3940, "Intermediate Administrative Office Technology Skills", (INTERM ADMIN OFFICE TECH SKILLS – 1-6 credit hours, 1-6 lecture hours, 0 lab hours, and 1-6 contact hours), was approved effective Fall Semester 2010 with the last sentence moved to the beginning of the description as part of the prerequisite. (pages 142-146).

12. New course, Adult and Career Education (ACED) 4020, "Virtual Office Technology", (VIRTUAL OFFICE TECHNOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read ...assistant. Emphasis is placed on the use of time and

information management applications and increased knowledge of the role of online meeting, Internet telephone... . (pages 147-154).

13. Revised course prerequisite and description, Adult and Career Education (ACED) 3400, “Applied Computer Technology”, (APPLIED COMPUTER TECHNOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read ...Emphasis is placed on... and a period was added to end of the last sentence. (pages 155-160).

14. Revised course prerequisite, Adult and Career Education (ACED) 3700, “Desktop Publishing”, (DESKTOP PUBLISHING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 161-168).

15. Revised course prerequisite, title, and description, Adult and Career Education (ACED) 4050, “Workforce Development and Management”, (WORKFORCE DEV AND MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010 with the description changed to read ...training, examined...supervision, and training. The transcript title was also shorten to WORKFORCE DEV AND MANAGEMENT. (pages 169-176).

16. Revised course prerequisite, Adult and Career Education (ACED) 4070, “Office Applications”, (OFFICE APPLICATIONS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 177-189).

17. Revised course prerequisite, Adult and Career Education (ACED) 4160, “Administrative Office Procedures”, (ADMINISTRATIVE OFFICE PROCEDUR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2010. (pages 190-199).

Respectfully submitted,
Stanley Jones
Registrar

ATTACHMENT B:

Proposed-Dates For Fall 2011 through Summer 2012

FALL 2011

Mon, Aug 15	First Class Day
Mon, Sept 5	Labor Day
Thurs, Oct 6	Midterm
Mon-Tues, Oct 24-25	Fall Break
Wed- Fri, Nov 23 – 25	Thanksgiving Holidays
Mon, Dec 5	Last Class Day
Tues, Dec 6	Exam Prep Day
Wed-Fri, Dec 7-9	Exams
Sat, Dec 10	Graduation

SPRING 2012

Mon, Jan 9	First Class Day
Mon, Jan 16	MLK Holiday
Thurs, Mar 1	Midterm
Mar 12-16	Spring Break
Mon, Apr 30	Last Class Day
Tues, May 1	Exam Prep Day
Wed- Fri, May 2 – May 4	Exams
Sat, May 5	Graduation

SUMMER 2012

Maymester (Summer I)	
Thurs, May 10	First Class Day – Maymester
Mon, May 21	Midterm
Mon, May 28	Memorial Day- Holiday
Thur, May 31	Last Class day
Fri, Jun 1	Exams
Summer II (full term)	
Wed, Jun 6	First class day
Fri, Jun 29	Midterm
Wed, Jul 4	Holiday
Tue, Jul 24	Last Class Day
Jul 26 – 27	Exams
Sat, Jul 28	Graduation
Summer III	
Wed, Jun 6	First class day
Fri, Jun 15	Midterm
Wed, Jun 27	Last class day
Thurs, Jun 28	Exams
Summer IV	
Tues, Jul 3	First class day
Wed, Jul 4	Holiday
Thurs, Jul 12	Midterm
Tues, Jul 24	Last class day
Thurs, Jul 25	Exams
Sat, Jul 28	Graduation

ATTACHMENT C:

Page 88 of the Undergraduate Catalog 2009-2010

WITHDRAWAL FROM COURSES POLICY

Students may withdraw from courses following the drop/add period until mid-term by completing the withdrawal process on BANNER. A withdrawal before mid-term is non-punitive, and a grade of “W” is assigned. However, a student may not exercise this right to withdraw to avoid sanction for academic dishonesty. Instructors may assign a “W” on the proof roll for students not attending class. It is the responsibility of the student to complete the withdrawal process. A withdrawal is official when it is received and processed by the Office of the Registrar.

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.”

No fee adjustment will be made for withdrawals except as outlined in the Tuition, Fees, and Costs Section of this *Catalog*. The Business and Finance Office will receive a copy of the withdrawal form for refunding if applicable.

Students receiving financial aid should be aware that withdrawal from courses may affect continued financial aid eligibility. Refer to the section on Financial Aid Academic Requirements for additional information.

Proposed Policy

LIMIT ON COURSE WITHDRAWALS (5 “W” POLICY)

Effective Fall 2010, all undergraduate students are limited to five course withdrawal (“W”) grades for their entire enrollment at Valdosta State University. Once a student has accumulated five “W” grades, all subsequent withdrawals (whether initiated by the student in BANNER or initiated by the instructor on the proof roll) will be recorded as “WF.” The grade of “WF” is calculated as an “F” for GPA purposes.

The limit on withdrawals does not apply if a student withdraws from all classes before the mid-term point of the semester. The following types of withdrawals do not count against the limit of five course withdrawal (“W”) grades:

- Hardship withdrawals (see policy above)
- Medical or mental health withdrawals (see policy below)
- Military withdrawals
- Grades of “WF”
- Withdrawals taken in semesters before Fall Semester 2010
- Withdrawals taken at other institutions

Transfer students, regardless of their classification upon enrolling at Valdosta State University, are also limited to five withdrawals at Valdosta State University.

ATTACHMENT A:

VSU Faculty Research Seed Grant Program Guidelines and Application Instructions

Program Description:

The Faculty Research Seed Grant (FRSG) Program is a competitive internal funding program for Valdosta State University faculty. It is financially supported by the Division of Academic Affairs, managed by the Faculty Scholarship Committee (FSC) of the Faculty Senate, and administered by the Office of Sponsored Programs & Research Administration (OSPRA).

The **goal** of the FRSG Program is to support faculty research and creative activity in the furtherance of the scholarly mission of the University. Program **objectives** are:

- To assist early-stage scholars in establishing themselves as independent investigators or artists, thus increasing their chances of scholarly publication, extramural funding for research, or comparable recognition in the creative arts. Non-tenured faculty who are on tenure track and who have not served as a principal investigator/project director on a competitively funded federal award are considered early stage scholars.
- To assist established scholars in transitioning to a new avenue of inquiry or creative activity; in performing exploratory high risk research for which external funding is currently unlikely; in determining the feasibility of conducting a larger, more complex research or creative project; or in developing preliminary data to support an extramural funding application; or, in the arts, to pursue a new avenue of creative activity. Established scholars are faculty who are tenured and/or who have served as a principal investigator/project director on a competitively funded federal award.

Faculty initiated research and creative activity are broadly defined as any creative, critical, scholarly, and/or empirical activity that expands, clarifies, reorganizes, or develops knowledge or artistic perception.

Research is more specifically defined as a systematic process of investigation or study that will produce facts or theories or will demonstrate or apply such knowledge to problem-solving within the discipline or in society. Results of research funded by the FRSG Program should be worthy of submission for publication in refereed journals or meet comparable dissemination standards for the discipline and/or should serve as a foundation for an external funding application.

Creative activity includes development of creative works in, or technology supporting, the disciplines of arts education, dance, design, folk and traditional arts, literature, mass media, museums, music, music theatre, opera, theatre, and visual arts. Creative activity funded by the FRSG Program should result in performance and/or juried exhibition of new works or some other form of public dissemination appropriate for the discipline.

Award Information:

A total of \$100,000 per fiscal year is available for the FRSG program, with half available for award in each semester. In the event all of the funds available in Fall semester are not awarded, the remainder will be added to the available funds for the Spring semester. It is anticipated that 8 – 12 awards will be made each semester.

Maximum award amounts are as follows:

- Individual Faculty Award - \$5,000
- Collaborative Award (two or more faculty members) - \$7,500

Application Deadlines:

There are two calls for proposals each year, one early in the Fall semester and the other early in the Spring semester. The following submission deadlines, award notice dates, award expiration dates, and project report dates apply:

<u>Application Deadline*</u>	<u>Award Notice*</u>	<u>Award Expiration*</u>	<u>Project Report Due</u>
09/15	10/15	06/30	12/15
01/15	02/15	06/30	12/15

* A proposal deadline or award notice date falling on a weekend or holiday will be extended to the next working day.

Actual award expiration date will coincide with the close of the fiscal year in which the award is made.

Eligibility:

All non-tenured faculty who are on tenure track and all tenured faculty at the instructor, assistant professor, associate professor, or professor level are eligible for FRSG funding, including those with administrative assignments. Eligible faculty may apply individually or collaboratively. Collaborations may involve only other eligible VSU faculty members and each collaborator must represent a different discipline.

Lecturers/senior lecturers, full-time temporary instructors, visiting faculty, and part-time personnel are not eligible for FRSG funding.

Any faculty member who has received a Faculty Research Seed Grant in the last three (3) years under the guidelines implemented in Academic Year 2010-2011 is ineligible to apply (e.g., a faculty member who receives an award Academic Year 2010-2011 may not apply for another grant until Academic Year 2013-2014). Any faculty member who previously received a Faculty Research Grant at any time under any version of the faculty research grant guidelines who is delinquent on any reports is also ineligible.

Beginning in Academic Year 2010-2011, any faculty member who receives FRSG funding is expected to, within three years following the year of receipt of the funding, generate at least one scholarly product that results, in part or in whole, from the FRSG support. Scholarly products include a manuscript submission to an academic journal, a peer-reviewed publication, or a comparable standard for the

discipline; submission of a research proposal to an external funding agency; or, for creative activity, performance or showing of new works or submission of works for juried competition or performance. Failure to meet this expectation may negatively affect the faculty member's ability to compete for future FRSG funding. It should be noted, however, that the Faculty Scholarship Committee recognizes that research, by its very nature, is unpredictable, and that an investigation or creative activity may not produce anticipated results that are appropriate for dissemination. FRSG recipients who find themselves in this situation when applying for additional FRSG funding are advised to provide an explanation in the application.

Ineligible Activities:

FRSG funding is not intended to support the following:

- Ongoing maintenance of an established scholar's current research or creative arts program;
- Faculty development activities, such as learning a new technique, language, or methodology or completing a thesis or dissertation;
- Departmental curriculum development, such as preparation of curriculum materials, curriculum modifications, and student interest surveys (Note: Curriculum development that includes empirical study of the effectiveness of new program formats or techniques and content that are generalizable and have application beyond VSU are considered research eligible for FRSG funding);
- Public service or provision of consulting services;
- Projects judged to be profit-oriented (such as production of a textbook or development of works of art intended for sale);
- Institutional research (i.e., studies related directly to the operation of the University that are not generalizable and have little application beyond VSU); or
- Research that is conducted by a graduate student to meet thesis or dissertation requirements.

Allowable Expenditures:

FRSG funds may be used for the following types of expenditures to support research or creative activity:

- Release time during the academic year at part-time faculty rate plus applicable employer-paid fringe benefits (maximum of one course release, subject to approval of the department head);
- Summer compensation for nine-month faculty (maximum 10% of base salary; total summer compensation limit applies);
- Employer's share of fringe benefits on summer compensation
- Graduate and/or undergraduate student assistants (including Graduate Assistant tuition) or other assistants at a data collection site;
- Travel required for data collection and/or collaboration that is necessary for project development;
- Supplies and materials such as postage, photocopying, software, datasets, chemicals, small equipment items (<\$3,000 per unit), art and performance supplies, etc. that are directly related to the conduct of the project;
- Contractual services (such as transcription services, data entry assistance, analytical services, purchase of rights to illustrations, etc.);
- Telecommunications costs for telephone surveys or for Internet survey services (e.g., SurveyMonkey, Zoomerang);

- Equipment (\geq \$3,000 per unit) that is specific to the proposed project, not normally provided by the department, and/or is not an appropriate request for the University's equipment pools (requires explanation with signature of department head);
- Repair of used equipment donated to the University in the current fiscal year, provided the equipment is required for completion of the proposed project; and
- Compensation for research participants.

FRSG funds may not be used for the following types of expenditures:

- General supplies and items that normally are or should be provided by the applicant's department;
- Literature searches;
- Journal subscriptions or book purchases;
- Memberships in professional organizations;
- General conference travel and travel for presentation/dissemination of project results;
- Dissemination of research results or creative works (e.g., publication page charges, shipment of art work to galleries, production of shows, etc.);
- General telecommunications;
- Repair of donated equipment in inventory before the beginning of the current fiscal year; or
- Routine or ongoing maintenance of equipment.

Review Process and Evaluation Criteria:

Applications will be screened by the Office of Sponsored Programs & Research Administration for completeness and for conformance with proposal requirements. Applicants are cautioned to carefully follow application instructions, as those proposals that do not meet all the requirements will be returned without review. Faculty Scholarship Committee members will independently review and rate applications that have passed the OSPRA screening based on a rubric that reflects the evaluation criteria. The Committee will then meet to discuss proposals and to determine the final score for each proposal. Any committee member with a conflict of interest related to a particular proposal will be recused from the review and discussion of that proposal. Reviewers' scores will be averaged and assigned a rating in accordance with the following scale:

- Exceptional (5 points)
- Very Good (4 points)
- Good (3 points)
- Fair (2 points)
- Poor (1 point)
- Not Responsive (0 points)

Proposals will be evaluated according to the following weighted criteria:

- A. Alignment of the project with FRSG program goal and objectives (weight factor = 3)
- B. Intellectual merit of the proposed project (weight factor = 2)
- C. Clarity and appropriateness of the research/project design and procedures (weight factor = 2)
- D. Appropriateness of the budget and strength of the budget justification (weight factor = 1)

E. Likelihood of external funding and/or scholarly publication/presentation of results
(weight factor = 2)

The maximum Proposal Score is 5.00. Only those proposals with an average score of 3.50 and higher will be considered for funding. After considering the budget and budget justification, the Faculty Scholarship Committee may award an amount less than requested. Awards will be made until funds for the competition are exhausted or until all proposals scoring 3.50 or higher are funded, whichever occurs first. Following the selection process, all applicants will be informed of funding decisions and the Proposal Score will be provided to each applicant.

The funding decisions of the Faculty Scholarship Committee are final and cannot be appealed. In the event that funds available for the specific call are exhausted and proposals scoring in the fundable range remain unfunded, applicants will be encouraged to resubmit for the next competition.

Other Terms and Conditions of Award:

- For collaborative proposals, the faculty member whose name first appears on the Application Cover Page will be responsible for financial management of the award and reporting.
- All FRSG funds must be expended in accordance with university policy and procedures in the fiscal year in which they are granted (i.e., by June 30 of the year in which the funds are awarded). Unexpended funds cannot be carried over to the next fiscal year.
- Funds may be requested for one course release during the academic year or, for nine-month faculty, for summer salary (not exceeding 10% of base pay), but not both.
- A proposed course release must be approved in advance by the department head, as evidenced by signature on the budget page.
- If an award includes funding for a course release, no teaching overload will be permitted during that semester.
- Faculty receiving FRSG funding for summer salary may teach summer school and participate in other funded activities, including grants and contracts, subject to the summer compensation maximum of 33.3% of 9-month base for full-time effort during the summer months.
- As a condition of the award, recipients must submit a Project Report by December 15 following the close of the fiscal year in which the award was made. Failure to submit the Final Report will make the recipient of an FRSG award ineligible for future FRSG funding until the delinquent report is received.
- Award recipients will also be required to report annually, for up to **six (6) years** following expiration of the award, on scholarly products and extramural funding received that resulted in full or in part from the work funded by the FRSG. Failure to provide such reports will make the recipient ineligible for future FRSG funding until delinquent reports are received.

- In the event a project funded by the Faculty Scholarship Committee generates unanticipated sales or royalty income for the faculty member at any time in the future, the faculty member agrees to report such income to the Faculty Scholarship Committee and to reimburse the University the amount of the award from the first proceeds received.

Application Instructions:

1. **COVER PAGE:** Download and complete the Cover Page. Include all appropriate contact information along with a brief summary of the research project **in terms understandable to the non-specialist.**
2. **PROJECT SUMMARY (maximum one-half page, single-spaced):** The Project Summary is not intended to be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and should include a statement of objectives and methods to be employed. It must clearly address in a separate statement the intellectual merit of the proposed activity. The Project Summary should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.
3. **ALIGNMENT WITH FRSG GOAL AND OBJECTIVES (maximum one-half page, single spaced):** Provide an explanation of how the proposed project aligns with the objectives of the Faculty Research Seed Grant program as stated in the program guidelines. Tenured faculty must clearly explain how the proposed project differs from their current research or creative program.
4. **NARRATIVE: Please note that proposals may not be reviewed by specialists in your specific discipline. Care should be taken to write your proposal so that it can be understood by an educated general audience.**

The narrative should be no longer than **five (5) single-spaced numbered pages** with **1" margins** all around and **double spacing between paragraphs**. The page limitation does not include the cover page, references, budget, budget justification, and biosketch. Use one of the following typefaces:

- Arial - 11 points or larger
- Times New Roman - 11 points or larger

A font size two (2) points smaller may be used for mathematical formulas or equations; figure, table or diagram captions; and when using a symbol font to insert Greek letters or special characters.

Include the following sections (**with section headers**) in the Narrative:

- A. **Introduction and Background:** Provide an overview of the research project or creative activity, including a clear statement of the problem/challenge and the objectives of the proposed project. Describe in detail the background to the project, including a review of the appropriate literature in the field.
- B. **Intellectual Merit:** Provide a statement regarding the intellectual merit of the proposed activity. Intellectual merit may encompass the importance of the proposed activity to advancing knowledge and understanding within the field or across different fields; the

qualifications of the applicant to conduct the project based on the quality of prior work; the extent to which the proposed activity suggests and explores creative and original concepts; the conception and organization of the proposed activity; and/or special access to resources.

- C. Project Plan: Provide a detailed description of the methodology to be used to conduct this research or creative activity. Include a project timeline. The description should reflect the nature of the project. Research projects that are experimental in nature should clearly describe the design of the experiment and the methods for acquiring and analyzing data. Non-experimental projects, such as those in the humanities and fine arts, may include a description of the works to be examined, research sources (e.g., library and manuscript collections) and an appropriate plan for carrying out the work.
- D. Anticipated Results: Describe the anticipated results of the project and how they fit into any larger, long-term research or creative plan. Identify possible avenues of dissemination that meet standards for scholarship in the discipline and/or any possible sources of external support that will be pursued to fund continuation, expansion, or next steps in the research project or plan.
5. **REFERENCES CITED**: Use the publishing conventions of the discipline for each reference cited in the Narrative. If the document is available electronically, the website address also should be identified. Do not include other bibliographic references.
6. **BUDGET**: Provide a detailed budget using the downloadable [template](#). Please review the FRSG Guidelines regarding allowability of costs before completing the budget. If a course release is requested, secure the department head's signature where indicated.
7. **BUDGET JUSTIFICATION**: Justify the funding request in narrative form (**maximum two pages, single-spaced**). Each individual line item request on the Budget Request Form must be fully explained and carefully justified. For an equipment request, attach an additional page explaining why the department cannot provide the equipment and why a request for equipment pool funds is not appropriate. This explanation must be signed by the department head.
- Applicants are advised that the reviewers rely heavily on the Budget Justification when making decisions about funding. **Explanations that are cursory or justifications that are weak can result in proposal rejection or substantial reduction of award amount.***
8. **BIOSKETCH**: Provide a biographical sketch (**maximum two pages**). For collaborative proposals, include a biosketch for each person. The biosketch should include the following.
- A. Professional Preparation: Provide a list of undergraduate and graduate education and postdoctoral training. For undergraduate and graduate education, provide institution name, major, degree, and year. For post-doctoral training, indicate institution, area, and inclusive dates (years).

- B. **Appointments:** List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.
- C. **Scholarly Works and Related Activities:** List up to five (5) peer-reviewed publications, invited presentations, books or book chapters, juried exhibitions, performances, patents, copyrights, software systems developed, or other scholarly activities most closely related to the proposed project; up to five (5) other significant scholarly works, whether or not related to the proposed project; and up to five (5) activities that relate to the proposed project. For publications, use the publishing conventions of your discipline. If the document is available electronically, the website address also should be identified. List only those unpublished manuscripts that have been submitted or accepted for publication (along with anticipated date of publication).

9. OTHER SUPPORT SOUGHT AND RECEIVED: Use the downloadable [table](#) to report both internal and external requests for financial assistance to support your research or creative activity during the past five years (2005-present). Instructions are included at the top of the form. For collaborative proposals, include a table for each person.

10. FACILITIES, EQUIPMENT, AND OTHER RESOURCES (maximum 1 page, single-spaced): Describe the institutional resources that will be used in the conduct of this project. Resources may include laboratory or studio space, use of equipment, student research assistance, supplies and materials, travel support, photocopying services, computer equipment and software, access to university archives or collections, etc.

Appendices, letters of support/collaboration, and other supplementary documents are not permitted and, if attached, will not be forwarded to the reviewers for consideration. All pertinent information for review must be contained within the application sections described above.

Submission Instructions:

Proposals must be received by the Office of Sponsored Programs & Research Administration no later than close of business (5:30 P.M. Monday – Thursday and 3:00 P.M. on Friday) on the deadline date noted above. Late submissions will be returned without further consideration. No exceptions will be made. Proposals may be submitted in one of two ways:

1. One hardcopy of the proposal, with required signatures included, may be submitted to OSPRA (Room 213, Regional Center for Continuing Education). Applicants are encouraged to hand-deliver the proposal rather than using campus mail, as no exceptions will be made for misplaced mail and/or late delivery. Please ensure that the OSPRA staff person receiving your submission stamps your proposal with date and time received.
2. The proposal may be submitted electronically as a PDF attachment to an email to FRSG@valdosta.edu. (Note that the “sent” electronic time stamp will be used to determine if the submission deadline is met.) The proposal must be signed and assembled in order with each page properly oriented, and the document must be legible. Software for managing PDF files, such as Adobe Acrobat Professional and Nuance PDF Converter Professional, may be required. Adobe Acrobat Professional is available for a nominal cost from the Division of Information Technology.