



## FACULTY SENATE

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Est. 1991

Brian Ring  
**President**

Eric Howington  
**Vice President/  
President Elect**

Crystal Randolph  
**Secretary**

Debbie Paine  
**Parliamentarian**

Mike Holt  
**Past President**

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**January 25, 2018, 3:30 pm  
University Center Magnolia Room**

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

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

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

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

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

3. **Approval of the minutes of the November 16, 2017 meeting of the Faculty Senate.** <http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Brian Ring: Updates on recent USG Faculty Council meeting and VSU *Statutes* revisions.
6. Old & Unfinished Business
  - a. Statutory Committee Reports
    - i. Academic Committee ([fs-stat-ac@valdosta.edu](mailto:fs-stat-ac@valdosta.edu)) – Sheri Gravett, See minutes here: <https://www.valdosta.edu/academics/registrar/academic-committee.php>

- ii. Committee on Committees ([fs-stat-coco@valdosta.edu](mailto:fs-stat-coco@valdosta.edu)) – Catherine Bowers, upcoming needed changes to bylaws to include the new Colleges of Humanities & Social Science and Science & Math
  - iii. Faculty Affairs ([fs-stat-fa@valdosta.edu](mailto:fs-stat-fa@valdosta.edu)) – Bob Spires
  - iv. Faculty Grievance Committee ([fs-stat-fgc@valdosta.edu](mailto:fs-stat-fgc@valdosta.edu)) – Marty Williams
  - v. Institutional Planning Committee ([fs-stat-ipc@valdosta.edu](mailto:fs-stat-ipc@valdosta.edu)) – Jennifer Beal
- b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph ([crandolph@valdosta.edu](mailto:crandolph@valdosta.edu))) to be uploaded to the Faculty Senate website **AND** to the library ([archives@valdosta.edu](mailto:archives@valdosta.edu)) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:
- i. Technology\_Minutes\_04-29-2015
  - ii. Academic\_Honors\_and\_Scholarship\_Minutes\_08-28-2015
- Thank you for your assistance in getting and keeping our records up to date. ☺

## 7. New Business

- a. Standing Committee Reports:
- i. Academic Honors & Scholarships ([fs-stand-ahs@valdosta.edu](mailto:fs-stand-ahs@valdosta.edu)) – Neena Banerjee
  - ii. Academic Scheduling & Procedures ([fs-stand-asp@valdosta.edu](mailto:fs-stand-asp@valdosta.edu)) – Jacque Wheeler
  - iii. Athletic Committee ([fs-stand-ac@valdosta.edu](mailto:fs-stand-ac@valdosta.edu)) – Heidi Gonzalez
  - iv. Diversity and Equity Committee ([fs-stand-dec@valdosta.edu](mailto:fs-stand-dec@valdosta.edu)) – Tamara Hardesty
  - v. Educational Policies ([fs-stand-ep@valdosta.edu](mailto:fs-stand-ep@valdosta.edu)) – Kendric Coleman, updates on ongoing and recent policies received?
  - vi. Environmental Issues ([fs-stand-ei@valdosta.edu](mailto:fs-stand-ei@valdosta.edu)) – Deborah Hall
  - vii. Faculty Scholarship ([fs-stand-fs@valdosta.edu](mailto:fs-stand-fs@valdosta.edu)) – Roger McIntyre
  - viii. Internationalization and Globalization Committee ([fs-stand-igc@valdosta.edu](mailto:fs-stand-igc@valdosta.edu)) – Cindi Tori, updates on faculty study abroad?
  - ix. Library Affairs ([fs-stand-la@valdosta.edu](mailto:fs-stand-la@valdosta.edu)) – Shaunita Strozier
  - x. Student Affairs ([fs-stand-sa@valdosta.edu](mailto:fs-stand-sa@valdosta.edu)) – Gabrielle Stellmacher
  - xi. Technology Committee ([fs-stand-tc@valdosta.edu](mailto:fs-stand-tc@valdosta.edu)) – Marc Pufong

**a. Vote to approve the Campus Balloon Release Policy developed by the Environmental Issues committee (see Attachment A).**

**a. Vote to approve the Campus Lighting Policy revisions developed by the Environmental Issues committee (see Attachment B).**

c. Review of the revised Faculty Course Reassigned Time Request Policy and Process (FCRR) Form (see Attachment C; remand to Faculty Affairs).

d. Develop a process for handling committee list serves and rosters (remand to CoCo).

## 8. General Discussion

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

Prior Areas of Discussion & Solutions (August – November 2017):

1. Lengthy Purchasing Process- ongoing, however pcard processes are improving
2. Salary Study- ongoing by Provost Smith & VPFA Martin
3. Retention of Faculty- let us discuss faculty resources for professional development/research
4. Faculty Work Load- Task Force to be formed and represented by the Faculty Senate under the charge of Provost Smith.
5. Faculty Mentoring Program & Recognition- ongoing discussion on how to proceed

More areas?

9. Adjournment

**Attachment A: Policy on Campus Balloon Release by the Environmental Issues Committee ([fs-stand-ei@valdosta.edu](mailto:fs-stand-ei@valdosta.edu))**

Policy passed by the Environmental Issues Committee, November 3<sup>rd</sup>, 2017, 3:20 pm.

The EIC would like to submit the policy to the Faculty Senate for discussion and vote to support this policy.

**Rationale:** At the October 13<sup>th</sup> meeting of the EIC, discussion ensued about how to prohibit well-meaning student organizations from releasing balloons into the atmosphere where they cause environmental damage to water, land and animals. It was agreed that we should contact Vince Miller, vice president of Student Affairs. Deborah Hall, chair of the EIC, made such contact, requesting his support for a policy of prohibiting balloon releases for any reason. He remarked that he would discuss such a policy with student organizations and see if they were willing to limit this activity. It became clear that without a university policy that students would probably not police themselves on this issue nor would they understand the environmental damage that such releases would cause. So, in the next EIC meeting, we discussed and edited the following policy. It was then voted in favor of passing on to the Faculty Senate.

**Policy prohibiting Balloon Releases**

The release into the atmosphere of balloons inflated with lighter-than-air gases (hereafter, "balloon releases"), although often celebrating worthy causes, poses a danger and nuisance to the environment when balloons become entangled in trees and power lines or land on the ground or in waters, often far away. Invariably, the fallout constitutes litter, deposition of which is almost always an act made illegal by state and local governments and can also be a violation of private property rights. Balloon pollution is particularly injurious to wildlife, including marine animals such as endangered sea turtles, which mistake them for natural prey (jellyfish) and ingest them sometimes with lethal effect. Therefore, Valdosta State University (VSU) prohibits balloon releases A) on any and all university property as well as B) by any student, staff, faculty member or organization who is representing VSU.

**Attachment B: Revised Outdoor Lighting Policy by the Environmental Issues Committee ([fs-stand-ei@valdosta.edu](mailto:fs-stand-ei@valdosta.edu))**

Valdosta State University  
Outdoor Lighting Policy  
Updated December 6, 2017

**PURPOSE**

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

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

**POLICY**

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

**PROCEDURES**

- 1) Specifics of design and installation of new lighting and retrofitting of existing lighting should be done after a survey and consulting the International DarkSky Association (IDA) and Illuminating Engineering Society of North America (IESNA) Model Lighting Ordinance (2011; [http://www.ies.org/PDF/MLO/MLO\\_FINAL\\_June2011.pdf](http://www.ies.org/PDF/MLO/MLO_FINAL_June2011.pdf)), and checking for updates on the IDA webpage (<http://darksky.org/our-work/public-policy/mlo/>).
- 2) Any currently existing lighting fixture that does not satisfy these guidelines (see "Purpose" as well as "Procedures" paragraphs 3-7 below) should be removed, redirected, or shielded within a reasonable period of time, budget permitting, to minimize light trespass, light pollution of the night sky, and over-illumination within the VSU campus area. The Environmental Issues Committee, working with the SGA and COSA, will present needs to the Planning and Budget Committee with regard to the design and retrofitting of campus outdoor lighting fixtures to be in compliance with this policy.

It is recommended that an annual after-dark, walk-through of existing lighting fixtures be conducted during the fall semester to determine compliance with Procedures paragraphs 3-7 (below) of this Outdoor Lighting Policy, as mentioned above, and a summary of recommendations for actions to be taken, if any, should be submitted to Plant Operations. The walk-through should be scheduled by the Chair of Environmental Issues Committee (EIC), who should invite, at a minimum, a representative from each of the following: Plant Operations, EIC, EIC Subcommittee on Resource Conservation, Environmental and Occupational Safety, University Police, Campus Safety and Security Committee, Student Government Association, and a member of Students Against Violating the Environment (S.A.V.E.).

- 3) Full consideration should be given to the appropriate placement, density, and elevation of lights, to avoid over-illumination of any given area and to minimize glare and light trespass. As an example, a higher density of lower-elevation, lower-intensity light fixtures might be chosen over a smaller number of high-elevation, high-intensity fixtures providing comparable illumination. High-elevation lights particularly should be adequately shielded to minimize lateral glare. Properly shielded and well-placed fixtures should allow adequate illumination of the ground generally not exceeding 200,000 net lumens per acre for parking lots, and 20,000-100,000 net lumens per acre for other campus areas, depending on level of use; sport field lighting levels will be higher (exception 7c).
- 4) No single lamp should exceed 1800 lumens unless housed in a “full cutoff” fixture (i.e. it is fully shielded) so that all light is directed downward with no lateral glare. Full cutoff fixtures are recommended for all outdoor lighting. A recommended maximum per fixture of 180 watts Low Pressure Sodium (LPS), 250 watts High Pressure Sodium (HPS) or Metal Halide (MH), and 400 watts Mercury Vapor (MV, see 7c below) should provide adequate brightness for most campus uses (this equals 20,000 to 33,000 lumens per fixture depending on lamp type), especially when proper design and placement of fixtures is considered.
- 5) Because energy conservation is and will increasingly be an important consideration, preference should be given to the most efficient lamp type (highest lumens/watt) that is feasibly and effectively used in a given lighting situation. For light intensities typical of large scale outdoor uses, LED is the most efficient lamp type, followed by Low-Pressure Sodium (LPS), High-Pressure Sodium (HPS), and then Metal Halide (MH); Mercury Vapor (MV) lamps are substantially less energy efficient; these and MH also produce potentially toxic mercury waste when disposed of, and should therefore be avoided, except in special circumstances where a case can be made for their necessity. Compact fluorescent is very energy efficient and may be feasibly used for some smaller-scale lighting needs. LPS lamps may be effectively used where true color rendering is not deemed important for security or other purposes (or where the latter could be provided for by additional individual lights of other types) and are particularly advantageous near the astronomical observatory. Although somewhat true of all lamp types, MH and especially MV lamps fade in intensity over time, providing less luminance and sometimes altered quality while drawing the same wattage.
- 6) As of 2016, new LED fixtures are rapidly replacing the aforementioned types of lights for outdoor uses, because they promise greater energy efficiency and longer bulb life. However, this new technology can come with serious unintended negative consequences, because, currently, the most efficient LED bulbs are rich in the high-energy blue wavelength of white light (or “cool white”). Blue light from LEDs: a) causes increased glare and produces darker shadows at the periphery of the area lit by the lamp and has been shown to cause nighttime vision problems for pedestrians and drivers, because its intensity causes the pupils to constrict more than does warm white light; b) can alter natural behavior and disrupt reproduction in urban wildlife species, and has a dominant wavelength (460 nm) that coincides with maximal human circadian sensitivity; and c) is more likely to contribute to light pollution because blue-rich LED has a significantly larger geographic reach than lighting with less blue light. Therefore, VSU should follow the latest recommendations from IDA1 and strive to use only “warm-white” or filtered LEDs (correlated color temperature [CCT] < 3,000 K; scotopic/photopic [S/P] ratio < 1.222) to minimize blue emission. Other practices that should be followed are to: a) avoid the temptation to overlight because of the increased luminous efficiency of LEDs; b) consider the effect of pole height on reach of lights, avoiding poles that are too tall and thus extend the horizontal reach of glare; and c) light only the exact space and in the amount required for particular tasks.
- 7) In campus areas that experience very little nighttime usage, it is suggested that illumination be triggered by motion detectors or manual on/off switches wherever feasible. This could be done on an experimental basis.
- 8) Exceptions
  - a) Any state or federal laws and/or regulations that may take precedence.

- b) Temporary emergency or construction situations that may require additional lighting for performance of specific tasks.
- c) Sporting or other special events, where the special lighting is used only during the event.
- d) Illumination of monuments, structures, or flagpoles, providing every effort is made to direct the illumination to minimize light trespass and lateral glare.
- e) Any other situation in which the VSU Administration can make a special case for a variance, subject to consultation with the Environmental Issues Committee of the Faculty Senate.

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

1<http://www.ida.darksky.org/assets/documents/Reports/IDA-Blue-Rich-Light-White-Paper.pdf>  
2generally, the relative effect of lighting on night vision vs. daylight vision; higher ratios reduce night vision

Notes:

This policy has been developed with the aid of guidelines established by the Illuminating Engineering Society of North America and by the International Dark-Sky Association.

Passed by VSU Faculty Senate, 15 November 2001.

Adopted as VSU Policy, 14 January 2002, according to VSU Statutes, Chapt. 4, Art. I, Sect. 3.

Draft revision 03.22.2007.

## **Attachment C: Revised FCRR Form, Approved by Dean's Council December 5, 2017**

Located in Academic Affairs Office: <https://www.valdosta.edu/academics/academic-affairs/documents/faculty-course-reassigned-time.pdf>

### **Faculty Course Reassigned Time Request Policy and Process**

Tenured and tenure track faculty who undertake specified additional activities related to the academic mission of the University and/or specific strategic initiatives of the college or department may be eligible for a reduction in their student contact hours during the semester or year under consideration. Parallel with the promotion and tenure documents that govern University faculty, these additional activities could be for teaching, for service, or for professional development, which includes research or creative endeavors.

All faculty seeking reassigned time from the normal teaching obligations of their college must complete the Faculty Course Reassigned-Time Request Form (FCRR) prior to any reduction in student contact hours. The individual faculty member is responsible for initiating and completing the FCRR on the schedule described below. There is no guarantee that a FCRR will be approved. (If the reassignment is dependent upon external funding, submit the FCRR concurrently with the submission of the funding request.) The faculty member should submit a completed FCRR to the Department Head for review. If approved, the FCRR progresses next to the Dean, the Provost and Vice President for Academic Affairs, and President for their review and approval. At each level, the amount of service required for the role will be taken into consideration as well as equity concerns across the Institution.

The form must be completed and fully approved at least one semester prior to the start of any requested reassigned time, and before the BANNER Schedule is submitted to the Registrar's Office (normally early August for the following spring semester and early January for fall semester.). No reassigned time will be granted unless, and until, the Faculty Course Reassigned Time Request Form (FCRR) is fully approved by the President through the appropriate channels (via Head/Director, Dean, and Provost). These guidelines do not apply to staff members.

Faculty who receive reassigned time from their regular teaching load should recognize that they are expected to fulfill their departmental and college service obligations. The University, the Provost, or operating unit, may discontinue, temporarily suspend, or alter a reassigned time approval of any faculty member based on institutional needs.

For applicable forms or questions please contact the Valdosta State University Office of Academic Affairs.



## FACULTY COURSE REASSIGNED TIME REQUEST (FCRR) FORM

**Department:**

**Date Submitted:**

**Name:**

**Rank:**

**Semester Requesting Reassignment:** Fall    Spring    **Year:**

**# of Contact Hours Currently Assigned:**

**# of Contact Hours Requested for Reassignment:**

**Describe Purpose of Reassignment from Usual Teaching Load** (support with information about specific duties, number of students served, importance of duties to the mission of the department/college/university, special publication deadlines, etc.):

Additional Administrative Responsibilities

Additional Advising

Additional Graduate Teaching

Grant Application or Responsibilities

Additional Scholarship

Additional Special Project(s)

**Specific Outcomes Expected:**

**Method of Evaluation and Report Due Date:**

**Current Teaching Load (List courses):**

**Proposed Teaching Load (List courses):**

**How will the faculty member's teaching load be covered?**

Adjunct    Overload    Adjustment to departmental schedule

**Any additional funds required?**

**APPROVALS:**

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director/Department Head

By signing as department head, you certify that the department will be able to maintain an instructional program that will meet the needs of students in core, major, and/or graduate courses. Further, you are satisfied that appropriate arrangements have been made for graduate students or students engaged in independent study or experiential learning courses requiring the supervision of this applicant.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Provost and Vice President of Academic Affairs

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
President

*Note: The form must be completed and fully approved prior to the start of any requested time, and before the Master Schedule is due to the Registrar's Office (normally early August for the following Spring Semester and early January for Fall Semester).*