



FACULTY SENATE
VALDOSTA STATE UNIVERSITY

Chunlei Liu
President

Benjamin Harper
**Vice President/
President Elect**

Mallory Lane
Secretary

Melissa Pihos
Parliamentarian

Michele Blankenship
Past President

**Faculty Senate Agenda
October 20, 2022, 3:30 pm
Microsoft Teams**

Follow [this link](#) to join the meeting, or copy and paste the link below into your browser:

https://teams.microsoft.com//meetup-join/19%3ameeting_OTg1OGY5YWUtZDMzYy00ODQ1LTk3ZGltYmUzOTMwOWMyNWJj%40thread.v2/0?context=%7b%22Tid%22%3a%2225a5d340-8abc-4053-b4bd-dc1213280353%22%2c%22Oid%22%3a%22737798bd-c63b-40ae-8dd3-e9e8c724a4da%22%7d

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 (fsec@valdosta.edu), any actions sent to the president (cliu@valdosta.edu) 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 a Word.doc attachment(s).

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 – Chunlei Liu
2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Mallory Lane

Note: Please send an email to Mallory Lane (bmbarmore@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 April, 21 2022 meeting of the Faculty Senate.** <http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings). – Melissa Pihos

4. Updates from President's Office: Dr. Carvajal and/or Dr. Smith
5. USG's feedback and updated FEM and PTR document: Sheri Gravett
 - a. Attachment B: Updated FEM and PTR document
6. Faculty Senate Bylaws updates – Ben Harper
 - a. Attachment C: Faculty Senate Bylaws Review Committee Summary and Recommendations
7. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett; Find agendas and minutes here:
<https://www.valdosta.edu/academics/registrar/academic-committee.php>
 - ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Emma Kostopolus
 - iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Xiaoi Ren
 - iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Mary Block
 - o Faculty Grievance Committee please develop committee bylaws.
 - b. Meeting minutes from the various committees should be sent to fsec@valdosta.edu **AND** to archives@valdosta.edu with “Archives Faculty Senate Papers” in the subject line. Please label minutes documents as shown in the following examples:
 - i. Technology_Minutes_04-29-2022
 - ii. Academic_Honors_and_Scholarship_Minutes_08-28-2021Thank you for your assistance in getting and keeping our records up to date. 😊
8. New Business
 - a. Standing Committee Reports:
 - i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Lindsay Godin
 - ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Yakov Woldman
 - iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Kyoung-Im Park
 - iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Donna Sewell
 - v. Educational Policies (fs-stand-ep@valdosta.edu) – Can Denizman
 - vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Clell Wright
 - vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Attila Cseh
 - viii. Internationalization and Globalization (fs-stand-igc@valdosta.edu) – Hanae Kanno
 - ix. Library Affairs (fs-stand-la@valdosta.edu) – Brian Ring
 - x. Student Affairs (fs-stand-sa@valdosta.edu) – Laurel Yu
 - xi. Technology Committee (fs-stand-tc@valdosta.edu) – Lynn Crump
9. General Discussion
10. Adjournment

Attachment A

Guidance for Online Meetings

During this exceptional time, all Faculty Senate meetings will be held online using Microsoft Teams. The information to connect will be sent over email. This is an open meeting.

To access the meeting easily, use the TEAMS link found in the email containing the agenda or through your calendar link (Outlook).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please note the following:

1. All senators must sign the roster in order to be counted present. We will be using an online roster which can be found by using [using this link](#) (also copied below) on the day of the meeting. If you have a senator's proxy, please include this information using the online form, in addition to emailing Mallory Lane (bmbarmore@valdosta.edu) at least one week in advance as per Senate By-Laws.

Attendance link:

https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU-yyAAwre_dFm9GqXKQ-WVxUNDJFWTRMNE5XR1BUSIJDSU5LMzg4TIdMRC4u

2. Given the new online format, the following points are very important for record-keeping and parliamentary rules:
 - a. If you would like to join the online discussion, use the "raise hand" feature. The Executive Committee will work to ensure that everyone is able to participate in a timely and organized manner. **Please do not use the chat function to pose questions unless otherwise directed due to technical difficulties by the meeting coordinator or IT.** Doing so can create confusion and timing for responses.
 - b. If you are not actively speaking, please mute your microphone in order to avoid feedback and/or background noise interruptions.
 - c. When a vote is called use the "raise hand" feature to vote. If you have a proxy, you will need to type the name and vote using the chat feature. Please keep in mind that the online function takes time. We will call for votes in one category and count "raised hands," then ask for proxies through the chat feature. After the votes have been officially counted, you will need to "lower your hand" so that we can call for votes in subsequent categories. Please only use the chat feature for proxy voting. We thank you for your patience as we accurately count all votes.

It is encouraged that all senators and possible attendees contact VSU IT to address any connection concerns before the meeting.

Attachment B

Overview of Updates to Approved Faculty Evaluation Model (FEM)

The Faculty Senate approved substantive revisions to VSU's Faculty Evaluation Model (FEM) in March 2021 (adding a 5-point scale to the annual faculty evaluation) and in April 2022 (updating the FEM's sections on Annual Evaluation, Post-Tenure/Fifth-Year Review, and Faculty Development Plans in accord with updated guidance from the University System of Georgia (USG) on Post-Tenure Review (PTR) <https://www.usg.edu/post-tenure-review/policy>).

After the Faculty Senate and then President Carvajal approved these updates, Provost Smith submitted them to the USG office for review. After receiving the feedback from the system office in September, the PTR taskforce has recommended some minor revisions to the already approved FEM to address this feedback. These changes do not alter the policy in any way, but mainly serve to add consistency and clarity to the document as a whole.

I have attached a draft of the FEM as approved by the Faculty Senate. The three sections highlighted in red are those on which the PTR Taskforce worked. As you can see, many of the suggested updates occur in other sections of the document and serve to bring consistency, particularly in stressing how engagement in student success activities will be embedded in all three current areas in which faculty are evaluated. You can see the updates in purple. Similarly, the overview table of all evaluation processes in the Introduction (pages 2-4) has been updated to include all the processes listed in later sections of the document. The Introduction also now has a link to VSU's Academic Freedom statement in the Faculty Handbook.

There are also some slight revisions to the annual evaluation section, clarifying that all departments and colleges have rubrics for evaluation that should be available to all faculty and should be considered in consultation with VSU's Faculty Workload Policy. Further language also provides flexibility indicating other measures for faculty members whose primary responsibilities are not in teaching.

In the Post-Tenure Review section, clarifications were added to indicate the following:

- faculty members are responsible for submitting the required materials; and
- both a departmental committee and a department/unit head should provide separate written evaluations to candidates.
- Clarifying that a request by the faculty member triggers the appeal process

APPROVED FEM WITH EDITS

PAGE	SECTION	SUGGESTED CHANGE
1	1 INTRODUCTION	Added statement clarifying how faculty members must demonstrate engagement in student success activities in the areas of (a) teaching and student learning (b) research, scholarship, and professional growth; and (c) service to the university, community or profession
2	1 INTRODUCTION	Added statement in support of VSU's Academic Freedom guidelines

2-4	1 INTRODUCTION	Expanded table to add corrective post-tenure/fifth year reviews, Performance Remediation Plans (PRPs), and Performance Improvement Plans (PIPs). Additionally added clarifying statement about engagement in student success activities in Promotion and Tenure.
6	III AFARAP	Adds clarifying statement about engagement in student success activities in all three areas.
7	IV. ANNUAL EVAL	<ul style="list-style-type: none"> • Added statement in introduction that evaluation rubrics should be available for faculty members in all colleges/departments • Added clarifying statement about faculty members whose primary responsibilities may not be in teaching and student learning
8	IV ANNUAL EVAL	<ul style="list-style-type: none"> • Adds statement about conformity to VSU's Faculty Workload Policy. • Adds point values to the 5-point rating scale
13	VIII PTR/5 th YR	<ul style="list-style-type: none"> • Clarifies that the faculty member must submit the required documentation for this review • Clarifies that both the P and T Committee and the department head must write separate evaluations
17	IX PRPs and PIPs	Clarifies that the faculty member must request an appeal for the process to continue

Attachment C

Faculty Senate Bylaws Review Committee Summary and Recommendations

Chunlei Liu appointed a committee to review the Faculty Senate Bylaws and recommend updates. The bylaws were last reviewed in 2017. The committee included Anurag Dasgupta, Ben Harper, D. Laverne Hill, Kelly Lowery, Emma Kostopolus, Zulal Denaux, and Jessica Lee.

The committee unanimously agrees to the following updates to Article I:

- Entire article
 - Created a new Word document template and updated formatting to make it easier to update in the future; articles and sections were generally left intact as-is and were not updated to the new outline indentation formatting
 - Minor grammatical changes
 - Removed references to “administrative assistant”
- Section 3. Election of Senators
 - Reorganization into the following subsections: A. Election Procedures, B. Election Certification, C. Election Challenges, D. Special Elections for Unfulfilled Terms, E. Attendance, F. Special Elections for Removal from Term in Office
 - Clarification of timelines and deadlines
- Section 4. Officers of the Senate
 - Combine President and Vice President/President-Elect (and Immediate Past President) to a linear timeline of role and responsibilities as this position is typically held by one person over a three-year term.
 - Revised responsibilities for each officer to reflect current division of duties
- Section 5. Executive Committee Membership
 - Defined Immediate Past President as ex-officio advisory member
- Section 8. Conduct of Faculty Senate Meetings
 - Reviewed only to check conduct of meetings allowed for virtual meetings
- Section 9. Voting Procedure
 - Removed references to “paper ballot” and replaced with “secret vote”

Copies of the April 2017 bylaws and October 2022 proposed revisions have been included separately from this summary.