

Brian Ring
President

Eric Howington
**Vice President/
President Elect**

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Mike Holt
Past President

Meeting Minutes
March 22, 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.

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
Meeting called to order at 3:35 pm.
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) 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 February 15, 2018 meeting of the Faculty Senate.**
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
Approved with 2 editorial amendments.
4. VSU President, Dr. Richard Carvajal
Provost Smith spoke concerning stabilizing leadership, which was a goal he committed to last August. This is moving forward and coming to a conclusion. He gave an update on department head searches and said 3 are coming to a conclusion. Updates on other candidate positions, including interviews to be conducted were discussed. Four

candidates will be brought in for campus interviews for associate vice provost. The first one will be in next week.

Retention and Graduation rates are on the radar at USG, and the Momentum plan from the Provost Office fit together well especially for exploratory students. These would be students who are not sure of their exact major, but they believe they know a general area where they would like to study. The Dean's Council developed "meta-majors" for exploratory students. This plan is intended to provide further guidance for students who may be undecided majors. National data supports the idea that if these exploratory students are given more direction, they will be more likely to succeed. A Qualtrics survey is open until March 27th for faculty input, and then the Dean's Council will meet again to discuss feedback.

The staff/faculty committee slated to review procedures concerning people in the buildings during campus closures (such as weather related) met once and is moving forward.

President Carvajal commented how the legislative session is in its final weeks. The 4.4 million dollar small capital gains project to renovate Powell Hall for the music department has been approved. The House fully funded it without aid from the senate, which is a good thing for the campus. The may allow us to bring forward the request to renovate Ashley Cinemas which will support the theatre and Peach State Summer Theater in the future.

5. Old & Unfinished Business

a. Statutory Committee Reports

- i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett, See minutes here:

<https://www.valdosta.edu/academics/registrar/academic-committee.php>

Many new curriculum items are being processed to be added to the catalog, which will be released in May. A new concentration in Health and Physical Education for the MAT will be added. Italian will be added a foreign language.

- ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Catherine Bowers, updates on new FS roster composition to include new COSM & COSHH beginning next Fall.

A new roster for Faculty Senate will be created to account for the separation of the College of Arts and Sciences.

- iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Bob Spires, **Vote to approve previously remanded documents to FA committee. Revisions brought forth by the committee are Emeritus Policy (Attachment A) & Faculty Course Reassigned Time Request Policy & Process form (aka FCRR; Attachment B). The Emeritus Policy was approved by the majority with one abstention. The Faculty Course Reassigned Time Request Policy and Process form was approved by the majority with one abstention.**

- iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Marty Williams
No report

- v. Institutional Planning Committee (fs-stat-ipc@valdosta.edu) – Jennifer Beal
No report

- b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph (crandolph@valdosta.edu)) to be uploaded to the Faculty Senate website **AND** to the library (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. ☺

6. New Business

a. Standing Committee Reports:

- i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Neena Banerjee
Faculty are requested to send in recipients of awards to Kelsy. Dr. James LaPlant was voted to be the guest speaker at the awards ceremony. The Anne Powe Hopper award received 10 nominees. The top 5 will be interviewed.
- ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Jacque Wheeler
No report
- iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Heidi Gonzalez
No Report
- iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu)– Regina Suriel
No report
- v. Educational Policies (fs-stand-ep@valdosta.edu)– Kendric Coleman, updates on four remanded items?
The withdrawal policy was reviewed for a second time to increase the consistency in which withdrawals are granted. The attendance policy was discussed and the athletic representative gave a presentation to the committee on behalf of the athletes. It was recommended that university sanctioned activities should possibly be an excused absence. This policy was approved from the committee. The grade appeal policy form should be amended to update language. All policies must be submitted for the faculty senate to vote on prior to sending on the Provost office. At this time, the chair presented updates that occurred at the committee meeting.
- vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Deborah Hall
The balloon and lighting policies have been sent forward. Recycling has not been stopped. A discussion for a center for sustainability is still ongoing. The committee met with James LaPlant. The student group SAVE was reactivated and had a clean-up on March 3rd. The SAVE student group are concerned that classroom trash bins are too full and that students are not recycling. Faculty and staff are encouraged to remind students to recycle. Also, Keep Lowndes beautiful will have a Keep Lowndes County Beautiful Clean-up day April 21st. Earth Day is activities is being planned by SAVE.
- vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Roger McIntyre
No report
- viii. Internationalization and Globalization Committee (fs-stand-igc@valdosta.edu) – Cindi Tori,
Vote to approve and send forward recommendations on faculty study abroad compensation model previously remanded to IG Committee (Attachment C). A friendly amendment was made to change the wording from “three credit hour plus lab” to “4 credit hour lecture and lab” courses. The word change and the recommendation was approved by the majority.
- ix. Library Affairs (fs-stand-la@valdosta.edu) – Shaunita Strozier
No report
- x. Student Affairs (fs-stand-sa@valdosta.edu) – Gabrielle Stellmacher
No report
- xi. Technology Committee (fs-stand-tc@valdosta.edu) – Marc Pufong
Meet with IT who plans to streamline conducting a communication campaign regarding how to prioritize services rendered for the institution. Requested that the

committee set up a steering committee of faculty to provide input to make sure IT is being consistent with responding to work orders.

7. General Discussion & Announcements

a. The inaugural Spring 2018 **Employee Appreciation event**, sponsored by the President's office, Faculty Senate & COSA will be held Monday, April 30th at the UC Cypress room from 8:00 am– 11 am. This is the last day of class. All faculty and staff are invited to enjoy breakfast and comradery as we finish up another Spring semester! Be on the lookout for further campus advertising of this event.

b. **Blazer Build** is back for April 2018! Volunteers are requested from faculty, staff, and students to participate with **Habitat for Humanity builds**, tentatively set for two Saturdays- April 21 and 28, 2018. Be on the lookout for further campus advertising of this event and please register to build! Sign-up online.

c. Let's get those **nominations** for members of the **FS executive committee** and **chair of the Faculty Grievance committee** done today! Elections will commence in April!

Nominations received during the meeting:

Chair of the Faculty Grievance committee: Deborah Davis.

President elect nominee: Deborah Paine

Secretary: Crystal Randolph

Parliamentarian: Dee Ott

d. This information was presented after the President Remarks and before old and unfinished business.

Proposed Parking Model: Faculty senator Bobby Ticknor, Shannon, and Tracy Martin discussed the findings from the committee tasked to review parking and the cost associated with parking. A tiered fee parking model system has been proposed to help increase the budget for repairs and garages that have been built to support parking on VSU's campus. Other noted changes discussed were the naming of "staff/reserved" spots to just "employee", and no additional parking spaces would be decreased for employee or added. A great deal of discussion centered around cost and the enforcement of student parking in staff spaces. A campus survey will be conducted to collect campus feedback regarding the proposed model. The survey will be sent to faculty and staff. The SGA has approved and endorsed the proposed model. Metered parking is included in the proposed model.

8. Adjournment

Meeting was adjourned at 4:49 pm.

Attachment A: Emeritus Policy as revised by the FA committee (**underlined & bolded**)

VSU PROCESS FOR AWARDING EMERITUS/A STATUS

BOR POLICY

According to the *Board of Regents' Policy Manual*, the President of an institution may "at his/her discretion, confer the title of emeritus/a on any retired faculty member or administrative officer who, at the time of retirement, had ten (10) or more years of honorable and distinguished USG service. . . ." (8.3.13 http://www.usg.edu/policymanual/section8/C245/#p8.3.13_emeritus_a_title).

ELIGIBILITY FOR VSU EMERITUS/EMERITA STATUS

Eligible employees for this status include any full-time retired professor, associate professor, assistant professor, lecturer, senior lecturer or administrative officer who, at the time of his or her retirement, had ten (10) years or more of honorable and distinguished service at Valdosta State University.

This service may include, but not be limited to, professional recognition in one or more of the following areas:

- Excellence and/or innovation
- College recognition, awards, honors
- Professional association recognition, awards, honors
- Community and /or professional service contributions, recognition, awards, honors
- A consistent record of quality performance as demonstrated by one or more of the following:
 - a) a substantive record of achievement commensurate with national and international standards within the specific discipline;
 - b) a recognized record of outstanding teaching, educational, or employment field contributions; and/or
 - c) clear evidence of service to the University beyond normal expectations.

For teaching faculty members, the "emeritus" designation is appended to the rank held at the time of retirement, e.g., professor emeritus. For academic administrators, the emeritus designation, upon approval by the Provost and the President, is appended only to the most senior administrative title held at Valdosta State University, which may be held at or prior to the time of retirement, e.g., dean emeritus. The emeritus designation is not awarded for administrative titles held on an "acting" or "interim" basis.

PROCESS

An application for emeritus/a status must follow the procedures outlined below and must be submitted either during the final academic/fiscal year of employment or no later than one year after the date of retirement. The bestowal of the emeritus/a title is a privilege, not a right.

To initiate the process, the immediate supervisor of the unit in which the candidate held his or her full-time appointment must write a letter of recommendation outlining the individual's qualifications based on the nomination criteria above. This recommendation must be accompanied by the application form (see Appendix A) and a copy of the candidate's curriculum vitae.

The completed application and recommendation letter must then be submitted to the next higher level for review and endorsement, culminating with the Provost and Vice President for Academic Affairs who will submit the final recommendation for the President's approval.

If the application is approved by the President, the retiring faculty member and/or administrative officer is sent a letter from the Provost's Office, on behalf of the President, awarding the title of emeritus/a.

BENEFITS/PRIVILEGES

1. Invitation to participate in public ceremonies of the University, including commencement, open houses, and selected university functions.
2. Inclusion in the faculty/administrator listing on the university emeriti webpage and in the catalog
3. Certificate with name and emeritus/a rank.
4. If funds permit, entitlement to use university business cards and other departmental office privileges for the purposes of university service.
5. Eligibility to serve on **graduate thesis or** doctoral dissertation **committees**, project committees, **and as nonvoting members of university committees**, as appropriate.

Attachment B: FCRR as revised by the FA committee (underlined & bolded)

Approved by Dean's Council December 5, 2017. Submitted to Faculty Senate on January 25, 2018 Agenda. Remanded to FA committee at the meeting.

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)

Additional Professional Development Training

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:

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).

Attachment C: Faculty Study Abroad Compensation Model developed by IG committee

Discussed in Faculty Senate during the January 25, 2018 Meeting. Remanded to Internationalization & Globalization committee at the meeting. Committee swiftly convened in February and chair discussed at the Faculty Senate February 15, 2018 Meeting.

**Study Abroad Salary uniformity for three credit-hour plus lab courses
Internationalization and Globalization Committee Recommendation
February 2018**

Study Abroad Current salary compensation

Salaries are paid through VPAA office.

Faculty are compensated 10% of contract salary for ten students. Salary is prorated down 1% per student as participation declines.

Faculty may take up to 15 students on a study abroad program. If the number of students exceeds 15, an additional faculty is recommended. When more than one faculty participates in a study abroad program, the division of the salary compensation is at the discretion of the faculty leading the program.

Study Abroad Proposed salary compensation change

Faculty teaching **three credit-hour plus lab courses** **change to 4 credit hours lecture and lab courses** will be compensated 13% of contract salary for ten students. Salary will be prorated down 1.3% per student as participation declines.

Faculty **teaching three credit hour courses** without a lab will be compensated 10% of contract salary for ten students. Salary will be prorated down 1.0% per student as participation declines.

Motivation for change

Need for uniformity of compensation. Faculty who teach **3 credit-hour plus lab courses** on campus at VSU are compensated 13% of contract salary while faculty teaching the same courses abroad are only compensated 10% of contract salary.