



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 Minutes
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/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 September 15, 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

Motion to approve: Xiaoi Ren, 2nd Yakov Woldman All in favor- 39 Opposed and Abstain-0

4. Updates from President's Office: Dr. Carvajal and/or Dr. Smith

Dr. Carvajal- Last week was Homecoming and students came out in big numbers and it was great seeing the alumni. The distinguished alumni dinner was Friday, and they are all very impressive and "difference makers".

We announced the merger of our Student Success and Student Affairs divisions and that work is ongoing as those leadership teams come together and make some final decisions about what that merger will look like. The second decision is the changes being made with Event Services. I list those two because they really are the only two big decisions that have been made to date.

The survey that went out to solicit employee feedback came back with 188 responses. We are continuing to go through the responses. They are very thoughtful, so I thank you for that and the time you took to participate.

Some themes emerging are what we should start and stop doing. In regard to start to do first was to begin a much more critical evaluation of our academic offering, looking at which programs truly were those that our market wanted had high demand for, et cetera, where there was real student interest. There is great support for expanding our online offering. Folks talked a lot about E degree, but they asked about other programs that could be added to the E degree of portfolio. You also talked a lot in the survey results about expanding and really thinking about whether we are making the best use of our marketing dollars. I can assure you we will do that.

Cross section feedback regarding things like doing more with international, really thinking about how to speed up our graduate admissions process and thinking about how to streamline what we do in IT.

Somethings to stop doing includes: asking the institution to think about V state experiences and is that something we should continue to do, or can we use our resources, our time and energy in different ways? A lot of talk about stop trying to be everything to everyone.

Feedback regarding the role faculty might play in student advising, and about classes and the way we deliver our classes; push toward having more flipped classrooms and using our time in the class not to share content but to engage students in that content into making sense of it and bringing the class to life in that way.

The change in student enrollment is not going to end anytime soon, and with that comes an impact on the higher ed. Right now, we are putting in the work to combat these challenges that will positively impact the direction of our institution and will come out better on the other side.

Linda Most- With regard to faculty contracts, the President can implement a mandatory furlough program. Does the president or chancellor have the final say?

Dr. Carvajal- Furlough is initiated at the Chancellor level and can be executed at the institution level, no furlough in sight, used in a short-term challenge. We are dealing with a fundamental change not a short-term challenge

Mary Block- The CVIOG pay adjustment due in February, will they be paid out?

Dr. Carvajal- I am asking for input, and the feedback is split on where we should or should not. This is not a short-term issue we are dealing with, but we want to take care of and protect those that are working with the institution. This decision is one that I will make, and I am

close to making a decision soon.

AJ Ramirez- Who do we contact or who is in charge of admissions right now?

Dr. Carvajal- Dr. Vince Miller is the point person starting Nov. 1. Until then you can call the Admissions office and talk to anyone. Regarding the open house, talk with Gary.

5. USG's feedback and updated FEM and PTR document: Sheri Gravett

- a. Attachment B: Updated FEM and PTR document, the updates are in the attachments, they were quite minor, nothing changes the substance of what was approved last year.

Mitch Lockhart- Faculty workload policy, do we have one that actually encompasses the university?

Sharon Gravett- Yeah, we have a VSU faculty workload policy, and I know that the colleges are continuing to try to finish up their policy. The point system is included to indicate lowest to highest. It was asked to have a point value be included.

Chunlei Liu- These changes need to be included in the promotion and tenure document. I will create a workload taskforce; please contact me if interested on being on this taskforce.

6. Faculty Senate Bylaws updates – Ben Harper

- a. Attachment C: Faculty Senate Bylaws Review Committee Summary and Recommendations
- b. Discussion of changes:

Discussion of changes: The last time that the Faculty Senate bylaws were reviewed and revised was about 5 1/2 years ago. Chunlei put together a task force on this issue, and we met throughout the month of September to review some very specific articles, mostly Article 1.

In attachment C, we did make minor grammatical changes throughout the document. It didn't change the intent. At one point, the Faculty Senate must have had somebody who helped with on the administrative and logistical side of things, and we just don't have that anymore and haven't had one in anyone's memory. So that was removed. From the bylaws, since most of those duties have been farmed out to other executive committee members, we reorganized Section 3, the election of senators. We didn't change how any of us are elected. What we did was kind of group parts of the bylaws that fell into the categories of election procedures, election certification challenges, special elections and perhaps removal from office. And we also made sure that the timelines were very, very clear, such as on or before November 1st, the Chair of Committee on committees notifies the Dean or director of each unit on campus of what faculty Senate positions are up for election this coming year and then on or before February 1st is when elections must be completed and that the units need to report back to the Chair of Committee on committees about the results of those elections. So that was kind of what we did for clarification of timelines and deadlines. We also combined the Vice President, the President and Immediate Past President into one section under the bylaws.

Even though there are different positions held by the same person, it made more sense to us to put them in a linear format. We also just double-checked sections 8 and 9 about the conduct of Faculty Senate meetings to make sure that the language was appropriate for virtual meetings as well as in person meetings should we ever return to those and also remove the reference to paper ballot and replaced it with secret vote when we're talking about certain voting procedures that require anonymous ballots. And so those were the changes we made and it kind of updated to our current operations and with COVID and meeting virtually. As soon as I sent this out, Honey responded and let me know that we need

to go back and also add in a qualification for senators who are at the senior lecturer rank that they are qualified to be members of the faculty senate or qualified to go up for election to be a senator. I've updated that and added senior lecturer everywhere where appropriate in the bylaws.

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>

- The Minutes should be available on our website. The one thing I will say is we have one item that is moving forward that has to go to the system level. We had a proposal to take a current course that's offered geography, 1105 health, geography, and pandemics. There's a request to move it into area D of our core as an option A3 hour option for students.

- ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Emma Kostopolus

- The Committee on Committees met, I believe, just last week to charge the representatives with filling the upcoming vacancies for the next academic year. So we are hopefully going to get our elections rolling on a more regular schedule so that we can all know exactly what committees we are serving on by the time we show up for work in the fall.

- iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Xiaoi Ren

- We received an e-mail from a faculty member asking whether VSU has a standard policy regarding handling formal complaints from students against the faculty member.
- VSU does have a standard policy on students concerns and complaints and the policy very clearly described the process the chain of the command. It starts with students first speak directly with this faculty member or submit a written statement to the faculty member depending on whether the issue can be resolved at this level.
- The complaints can be directed to department head or director, and then it can continue to progress and eventually to the Vice President of Academic Affairs.

- iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Mary Block

- We are creating bylaws and it is in process.

- 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_08-28-2021

Thank 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
 - We're trying to receive some nominations for students for the Georgia legislative Academic Recognition Day award. It's due on Friday, November 11th at 5:00 PM.
- ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Yakov Woldman
 - No report
- iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Kyoung-Im Park
 - No report
- iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Donna Sewell
 - No report

- v. Educational Policies (fs-stand-ep@valdosta.edu) – Can Denizman
 - No report
- vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Clell Wright
 - This is Shelly Yankowsky speaking on behalf for Clell. Our first meeting was on October 3. We had a focus on trying to restaff the subcommittees. We made the decision to collapse the resource conservation and the recycling committees together.
 - Brad Bergstrom will continue to chair the campus Beautification Subcommittee and Shelly Yankovski will chair the resource Conservation Recycling Subcommittee. We also decided to include some student representation on these subcommittees and invitation was sent out and so now we have that student representation we're currently working on setting our agendas goals for the year and we will be meeting as a whole.
- vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Attila Cseh
 - No report
- viii. Internationalization and Globalization (fs-stand-igc@valdosta.edu) – Hanae Kanno
 - We decided to make the task force subcommittees, such as the Task Force Subcommittee for making VSU global work experts and the Task Force Subcommittee for supporting international students and faculty. Each subcommittee will make a working agenda and start working on it
- ix. Library Affairs (fs-stand-la@valdosta.edu) – Brian Ring
 - We are sending out a request for the contingency fund of \$3,000, the same amount as last year.
- x. Student Affairs (fs-stand-sa@valdosta.edu) – Laurel Yu
 - No report
- xi. Technology Committee (fs-stand-tc@valdosta.edu) – Lynn Crump
 - Yes, the Technology Committee met on September 20th. We reiterated that the purpose of our committee is to develop policies and procedures as it relates to technology usage. At this time, we plan to look at the existing policies and see if any of those need updating. Also, Cathy Sowa and IT reiterated that if any faculty member needs to get a piece of software, that process needs to start with IT Procurement, who works with our asset management team on campus to ensure that the software that is needed, has been vetted, properly licensed, and compliant with the acceptable use policy. If there are any needs out there in any of your colleges, please send me an e-mail at lgcrump@valdosta.edu and we will be glad to address those issues.

9. General Discussion- None

10. Adjournment: Yakov Y Woldman motioned and Xiaoai Ren 2nd. At 4:24pm.

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.

Please enter your name. ▾	Column1	Are you a visitor? ▾	If you are proxy for ▾
Sheri Gravett	Administration/Academic Affairs	Yes	
Honey Coppage	Administration/Academic Affairs	Yes	
Becky da Cruz	Administration/Academic Affairs	No	
Lindsay Godin	Arts	No	
Melissa Pihos	Arts	No	
H Duke Guthrie	Arts	No	
Laurel Yu	Arts	No	Javian Brabham
Ian Andersen	Arts	No	
Kyoungim Park	Arts	No	
Nicole Cox	Arts	Yes	
Lindsay Godin	Arts	No	
Joe Culverhouse	Arts	No	
Selena Nawrocki	Arts	No	
Chalise Ludlow	Arts	No	
Zulal Denaux	Business Administration	No	Kelly Gamble
Kelly Davidson	CoHSS, AAUP	Yes	
Megan Hancock	Council on Staff Affairs	No	
Changwoo Yang	Education & Human Services	No	
Lenese Colson	Education & Human Services	No	
Kathy Nobles	Education & Human Services	No	
Deborah Paine	Education & Human Services	Yes	
Kristy Litster	Education & Human Services	No	Karen Terry
Kathy Nobles	Education & Human Services	No	
Ophelie Desmet	Education & Human Services	No	
Yunseon Choi	Education & Human Services	No	
Denise Laverne Hill	Education & Human Services	No	
Changwoo Yang	Education & Human Services	No	
Xiaoai Ren	Education & Human Services	No	
huzeyfe cakmakci	Education & Human Services	No	
Steve Downey	Education & Human Services	Yes	
Eugene Asola	Education & Human Services	Yes	
Gwen Scott Ruttencutter	Education & Human Services	No	
Hanae Kanno	Education & Human Services	No	Dr. Brian Gerber
Ericka Parra	Humanities and Social Sciences	No	
Meagan Wood Hopkins	Humanities and Social Sciences	No	
Mary Block	Humanities and Social Sciences	No	
Shelly Yankovskyy	Humanities and Social Sciences	No	Clell Wright
Lizbeth Heath	Humanities and Social Sciences	No	
Brandon Atkins	Humanities and Social Sciences	No	
Donna N. Sewell	Humanities and Social Sciences	No	
Emma Kostopolus	Humanities and Social Sciences	No	
A.J. Ramirez	Humanities and Social Sciences	No	JT Cox
Zachary Karazsia	Humanities and Social Sciences	No	Carol Glen
Bobbie Ticknor	Humanities and Social Sciences	Yes	
Michael Baun	Humanities and Social Sciences	No	
Nandan Kumar Jha	Humanities and Social Sciences	No	
Sebastian Bartos	Humanities and Social Sciences	No	
M. Denise Lovett	Humanities and Social Sciences	No	
Mallory Lane	Nursing and Health Sciences	No	
Lois Bellflowers	Nursing and Health Sciences	No	
Kelly Lowery	Nursing and Health Sciences	No	
Ken Smith	Odum Library	No	
Jessica Lee	Odum Library	No	Brian Ring
Theresa Grove	Science and Mathematics	Yes	
Chunlei Liu	Science and Mathematics	No	
J. Mitchell Lockhart	Science and Mathematics	No	
Can Denizman	Science and Mathematics	No	
Anurag Dasgupta	Science and Mathematics	No	
Yakov Woldman	Science and Mathematics	No	Gopee Sreenilayam
Luis Gonzalez	College of Business Administration	No	Attila Cseh
Nathan Moates	College of Business Administration	No	Todd Royle