



FACULTY SENATE  
Est. 1991

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Peggy Moch  
**President**

Mike Holt  
**Vice President/  
President Elect**

Sudip Chakraborty  
**Secretary**

Sean Lennon  
**Parliamentarian**

Michael Noll  
**Past President**

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**Agenda**  
**October 15, 2015, 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 a Word.doc attachments.

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 – Peggy Moch.
2. **Approval of the minutes of the September 17, 2015 meeting of the Faculty Senate.**  
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
3. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Sudip Chakraborty.  
  
**Note:** Please send an email to Sudip Chakraborty ([schakraborty@valdosta.edu](mailto:schakraborty@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.
4. Interim VSU President, Dr. Cecil Staton: VSU Updates
5. Interim Provost and Vice President for Academic Affairs, Dr. Brian Gerber: Project Innovate Update
6. Old & Unfinished Business
  - a. Statutory Committee Reports
    - i. **Academic Committee** – Sheri Gravett; Report located at <http://www.valdosta.edu/academics/registrar/academic-committee.php> Received email, **bylaws pending**
    - ii. Committee on Committees – Kalina Winska: Progress on assignments?
    - iii. Faculty Affairs – Alicja Rieger: Progress on assignments? Received Bylaws
    - iv. Faculty Grievance Committee – John Dunn: Any report?
    - v. Institutional Planning Committee – Donald Thieme: Any report? Received email, bylaws pending

- b. Meeting minutes from the various committees should be sent to FS Secretary (Sudip Chakraborty ([schakraborty@valdosta.edu](mailto:schakraborty@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\_08-28-2015Thank you for your assistance in getting our records keeping up to date. ☺
- c. Work is continuing on the updating of the VSU Statutes with representation from the Provost's Office, Faculty Senate, and the Council on Staff Affairs. No further information to report at this time.

## 7. New Business

- a. Standing Committee Reports: No reports received
  - i. Academic Scheduling & Procedures – Katharine Lamb – Email: Bylaws – No change
  - ii. Academic Honors & Scholarships – Michael Meacham
  - iii. Athletics – Peggy L Moch – Received bylaws
  - iv. Diversity & Equity – Karen Acosta – Email: Bylaws – No change
  - v. Environmental Issues – Arsalan Wares – Received email, bylaws pending
  - vi. Faculty Scholarship – Maura Schlairet – Received Bylaws
  - vii. Internationalization and Globalization – Fleming Bell – Received Bylaws
  - viii. Library Affairs – Michael Forbes Ocasio – Received Bylaws
  - ix. Student Affairs – Kelly Davidson Devall
  - x. Technology – Mike Holt – Email: Bylaws – No change
- b. Standing Committee Report
  - i. **Vote to change Special SOI committee to EPC Subcommittee**
  - ii. Educational Policies – Jacob M. Jewusiak: Report on SOI Subcommittee
- c. Final Exam Policy (Attachments A and B): Work was done previously by the Educational Policies Committee but a final disposition cannot be located. Therefore, the Executive Committee remands this to the Educational Policies Committee to update with respect to the current catalog (Attachment A) and review for inclusion in the Faculty Handbook (Attachment B) (Documents provided by Stacey Walters). Once these have been updated, further action can be taken.
- d. Campus Notification System Issues (Attachment C): Remand to VSU Chief of Police Seacrist for investigation and recommendations for resolution.
- e. Credit for SOI Compliance (Attachment D): Remand to Faculty Affairs Committee.

## 8. General Discussion

- a. How should faculty representatives for the Planning and Budget Committee (PBC) be selected (Attachment E)?
- b. How are faculty using Data Warehouse or otherwise working to assist at risk students?

## 9. Adjournment

Attachment A:

*Language to be inserted on page 87 of the VSU Undergraduate Catalog (2012-2013). The following language would replace the current language in the catalog:*

## **FINAL EXAMINATIONS**

In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

In online courses, final exams are to be completed during the final exam time period scheduled, generally a "window of time" such as a 24-48 hour period. On rare occasions, exceptions to this rule are permitted at the discretion of the college dean. Final exams may or may not be comprehensive of the entire semester.

Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student's choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

Attachment B:

*Language to be inserted on page 55 of the VSU Faculty Handbook (1997). The following language would replace the current language in the handbook:*

## **FINAL EXAMINATIONS**

The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations. In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

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Attachment C:

Hi Peggy,

Sorry to bug you again, but I have some concern about our campus notification system. There are many faculty members in my area who do not get campus notifications (particularly about crime) and they are signed up for it.

Recently a news story on WCTV about two suspects interviewed two students who had not gotten notifications. <http://www.wctv.tv/home/headlines/Two-Suspects-Remain-On-The-Loose-In-Valdosta-326104981.html>

Can we as faculty senate ask the VSU Chief of Police to do look into improving this? Can we as the Fac Sen do something to help make this a better notification system?

Stacey D. Walters



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Attachment D:

To: VSU Faculty Senate  
RE: Credit for SOI Compliance  
From: Deborah Robson, Associate Professor, Communication Arts  
Date: September 16, 2015

Every semester when I ask students to complete SOIs, they respond that they will not do so unless they receive extra credit. They argue that most of their teachers provide extra credit for completion of SOIs. According to students the amount of extra credit varies from instructor to instructor. In my classes students receive the grades they earn related to course content/activities. Since I have been repeatedly told by University administrators that extra credit for SOIs is a violation of University policy, I tell students that I will not violate University policy just because other instructors do. Recently, I found the attached statement, "Sample SOI Syllabus Statement," on the VSU website. Upon reading the bold italicized portion, I'm not sure how to interpret the statement. Are we suggesting that instructors either raise or lower the final grade based on SOI compliance? I know we need to increase the compliance rate for SOIs, but I believe this approach is unethical and teaches the wrong lesson about responsibility. Completion of SOIs is a matter of citizenship at VSU, just as faculty conduct peer reviews without any expectation of compensation/credit. Perhaps I am particularly sensitive about this issue because I teach ethics in communication. When SOIs were completed in class on paper under the supervision of someone other than the instructor, our compliance rates were extraordinarily high. Perhaps that process was too time-consuming, but there has to be another alternative.

Perhaps Datawarehouse and Banner could be linked so that the grades of students not completing SOIs would not be posted. I know this would take educating students into the process and poses some systems problems.

If that is unworkable, perhaps the University could set a firm policy that we could all build into our syllabus. I would suggest that there be a penalty of 1% grade reduction for failure to complete SOIs. This is the price of citizenship at VSU. It would let students understand that citizenship at VSU is not optional, that we require students to be good citizens. This policy would eliminate variable credit currently given by some instructors. Students would see the same statement on every syllabus at VSU and learn very quickly that the SOIs are not optional.

Thank you for your consideration.

## Sample SOI Syllabus Statement

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators. Instructors will be able to view only a summary of all responses three days after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the data until after final grade submission, they will be able to see which students have or have not completed their SOIs, and *student compliance may be considered in the determination of the final course grade*. These compliance and non-compliance reports will not be available once instructors are able to access the results. [Complete information about the SOIs](#), including how to access the survey and a timetable for this term is available.

<http://www.valdosta.edu/academics/academic-affairs/sois/sample-soi-syllabus-statement.php>

## Attachment E:

When the Planning and Budget Council (PBC) was created, two voting seats were provided to the Faculty Senate (FS) as representatives of the faculty as a whole. One seat was a FS representative and an Institutional Planning Committee Member (IPC) and the other seat was a FS representative elected as a general faculty representative. Originally these seats were to have two year terms. The idea was that these seats would also be staggered, so that only one would be replaced at a time. This notion seems to have been lost over time with all of the changes that have been made. There is currently no mention of these seats in the FS Bylaws and I was only able to find limited documentation for these in the PBC documents on their website in their membership roster.

With assistance from Dr. Sheri Gravett and her office, we were able to find in the August 14, 2009 minutes of the Planning and Budget Committee Jointly Meeting with the University Council where a proposed revision to the VSU statutes was made. The current VSU statutes are under revision, but these were adopted at the time and have not been subsequently or substantively changed to my knowledge.

### Article XIII: The Planning and Budget Council (PBC)

Section 2: The Planning and Budget Council is comprised of a balanced representation of constituent groups with voting members on initial formation as follows: Provost and Planning & Budget Council Chair, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Advancement, ***Faculty Senate Representatives (2)***, Council on Staff Affairs Representatives (2), Student Government Association President, Student Government Association Representatives (2), Diversity Council Representatives (2), Deans' Council Representative, Department Heads' Council Representative, and the Athletics Director. ***Changes in voting membership are established through majority vote by extant Planning and Budget Council members and approval by the President.*** [Bold and italics added.]

The PBC is not a FS committee, so the FS does not have the authority over the PBC. Traditionally there have been 2 FS on the PBC – 1) Chair of the IPC representing the IPC members and 2) a general senator elected by the FS. Last year a non-senator was elected to take the general faculty member PBC seat by the FS.

The issue: the senate has enjoyed 2 voting PBC seats since the PBC and University Council were joined.

Does the senate want to forfeit 1 seat for general faculty? If so, shouldn't the election allow all general faculty to vote (as they do for Grievance Committee seats)?

While the IPC chair-elect, chair, or past chair generally holds the other senate seat on the PBC, the bylaws say the IPC will elect a member to the PBC – then potentially there would be no FS representation on the PBC.

Does the FS want to potentially give up all of their seats on the PBC? We could safeguard one seat by requesting the IPC seat be selected from the senate membership on the IPC.

I would like to respectfully suggest the FS incorporate guidelines for the PBC seats into their Bylaws so there is a standardized criteria for how these seats should be determined for future reference.