



## FACULTY SENATE

Est. 1991

Chairperson  
Ronald M. Zaccari

Vice Chairperson  
Louis Levy

Executive Secretary  
Mike Meacham

Parliamentarian  
John Samaras

### Minutes of March 23, 2006

[{Members and visitors present}](#)

**The Valdosta State University Faculty Senate meeting convened at 3:30 p.m. in the University Center Magnolia Room.**

R. Zaccari called the meeting to order and informed the Faculty Senate of the following:

- ◆ R. Zaccari introduced special guest, Mr. Jerry Jennett, who is the chair of the Valdosta State University Foundation and the President of the Georgia Gulf Sulphur Corporation. Mr. Jennett and his wife, Kay, are deeply committed to higher education and are tremendous supporters of the VSU Symphony, VSU Music Department, and VSU Athletics.
- ◆ R. Zaccari recently attended the Board of Regents meeting in Atlanta. At the meeting the Board of Regents approved the new mutual aid agreement with the Lowndes County Sheriff's Department. Additionally, VSU has mutual aid agreements with the City of Valdosta and the Emergency Coordination Group in the Lowndes County area. The Board of Regents also approved a contract that allows SODEXHO to become VSU's new food service provider. A request for \$4.1 million in capital improvement funds to improve the VSU dining facilities was also approved. Palms Dining Center will be renovated beginning this semester and continuing through the summer. The newly remodeled facility will open in August, 2006. Additionally, the architectural firm Heery and Associates was approved to begin the pre-design of the VSU Health Sciences and Business Administration facility. The Board of Regents has instructed VSU to prepare Request for Proposals (RFP) for both a new residence hall on North Campus and a sector plan for the North Campus area. A partnership between VSU and the Medical College of Georgia was approved to offer a Doctorate degree in Nursing which will begin on the VSU campus next year.
- ◆ Individuals from the architectural firm of Lord, Aeck, and Sargent are currently on campus and have begun to conduct a historic preservation study.
- ◆ A meeting is scheduled for April 4 with the Walker Parking Consultants, who will initiate a traffic study of the areas surrounding VSU.
- ◆ The new Faculty Salary Model will be presented at the next Faculty Senate meeting (April 20). MGT Corporation of Tallahassee, Florida will begin reviewing staff salaries with the next two months.

R. Zaccari turned the meeting over to M. Meacham. M. Meacham read the list of proxies.

**2. Approval of the [minutes of the February 16, 2006](#) meeting of the Faculty Senate.**

The minutes were approved.

### 3. New business

a. Report from the Academic Committee – Louis Levy

L. Levy requested a moment of silence in honor of Dr. Adele Ducharme.

A motion was made and seconded to accept the minutes presented by the Academic Committee. The motion was approved.

January 9, 2006 ([Attachment 1](#))

b. Report from the Committee on Committees – Jay Rickman on behalf of Elaine Yontz

Elections for senators for all colleges have been completed. The newly elected senators will join the Faculty Senate in FY 2007.

c. Report from the Institutional Planning Committee – Richard Schmertzing

The committee met in March and continued the discussion of clarifying and redefining the committee's mission. Another meeting is scheduled in the near future.

d. Report from the Faculty Affairs Committee – John Hummel

No report.

e. Report from the Faculty Grievance Committee – Stephen Lahr

No report.

f. Report from the Senate Executive Secretary –Mike Meacham

- 1) Notices from Dean of Students to faculty regarding absences for students who went to the infirmary – Per Russ Mast, Dean of Students, the notices regarding absentees are for information purposes only. It is up to the discretion of the professor as to whether or not the absence is excused or unexcused. It is recommended that faculty notify students of their preference on their syllabus.
- 2) Year end verbal reports – M. Meacham will contact the Faculty Senate Committee chairs during the next month to schedule the verbal year end reports for the April and May Faculty Senate meetings.
- 3) Vote on Standing Committees (see VSU Statutes, Chapter 4, Article VI, Section 6, b) – This section of the statutes states that “The tenure of a standing committee is for no more than three years, at which time senate shall renew, modify or discontinue the committee.” M. Meacham informed the Senate that as a matter of procedure during the April and May Faculty Senate meetings after each year end report is given by the respective committee chair he will ask the Senate if there is a need to renew, modify or discontinue the committee.

- g. Dates for Fall 2007 through Summer 2008 by Academic Scheduling and Procedures Committee – Marty Williams ([Attachment 2](#))

M. Williams presented the Fall 2007 – Summer 2008 calendar on behalf of the Academic Scheduling and Procedures Committee. Although there was lengthy discussion regarding the issue of spring break and the fact that it does not coincide with the local school systems, the calendar was approved as presented by the committee.

- h. Recommendations on Space Management Guidelines from University Council ([Attachment 3](#))

The Faculty Senate voted to accept the Space Management Guidelines as recommended by the University Council.

- i. Report from the Strategic Communication Task Force – Michael Noll ([Attachment 4](#))

M. Noll, on behalf of the Strategic Communication Task Force, read a summary of the results of a survey that evaluated communication structures at Valdosta State University.

### **3. Old Business**

- a. Report from Nominating Committee and Election

M. Noll thanked Shirley Andrews, Cindy Tori and Elaine Yontz for their work on the committee. Three individuals were presented to the Faculty Senate for approval to serve on the Committee on Committees. They are Cindy Tori (COBA) - 3 year term; Jean Temple (CON) – 2 year term; and Cindy Tandy (SW) – 3 year term. There were no additional nominations from the floor. A motion was made to accept the recommendation of the Nominating Committee. The motion was approved.

The Nominating Committee presented Christine James as a nominee for Faculty Senate Executive Secretary. D. Boyd nominated Shirley Andrews. Shirley Andrews' name was withdrawn after faculty senators informed M. Meacham that she respectfully declined any nomination. There were no other nominations from the floor. A motion was made to accept Christine James as the next Executive Secretary. The motion was approved.

- b. Update on Academic Probation report returned to Academic Scheduling and Procedures Committee for clarification
- c. Update on Non-credit courses concerns remanded to Educational Policies Committee

M. Schmidt informed the Senate that the committee reviewed this item and concludes that making non-credit courses part of criteria for Service would fall under individual College guidelines, perhaps under guidelines for Promotion and Tenure, which vary from College to College.

- d. Any further update on plagiarism (Education Policies Committee)

M. Schmidt met with Russ Mast, Richard Lee and Walter Peacock and discussed steps that could take place to alter/implement a new policy within the Student Code of Conduct

regarding plagiarism/cheating. The committee is currently researching the policies and procedures at comparable institutions and plans to meet after spring break for more discussion.

- e. Any further update on considering charging an E-rate to Distance Learning students (Technology Committee)

D. Leech informed the Senate that the Technology Committee is currently researching E-rate policies at other institutions.

## **5. General Discussion**

- ◆ M. Schmidt updated the Senate on three items that were previously remanded to the Educational Policies Committee (EPC):

1) Cell phone policy – After researching and compiling many examples of various cell phone policies from this University and others, the EPC discussed whether a university policy is warranted. Although the committee agrees that cell phones and other digital technologies can be disruptive, the EPC feels that each college, department or individual program should have the flexibility to deal with this issue in their own way.

Currently, it seems as though many faculty have some sort of statement on their syllabus/course outline that may or may not work. Based on input from faculty in the October Faculty Senate meeting and many conversations since, the committee was informed that some faculty use the cell phone as a teaching tool, others are bothered less by it, and most deal with a disruption in a professional manner, which may or may not warrant disciplinary action.

The EPC has decided to take no action on this item. It is the committee's recommendation that a dialogue occur between area faculty, within departments and colleges in regard to this item. A departmental or individual college-wide policy may be in order.

2) Notification to faculty of students who went to the infirmary – The Educational Policies Committee recommends this item be remanded to the Student Services Committee.

3) Priority registration for “good” students – Chuck Hudson, VSU Registrar, informed the Educational Policies Committee that the University Honors Program is the mechanism that is in place for priority registration for “good” students. Therefore, the committee decided to take no action on this item.

## **6. Adjournment**

The meeting adjourned at 4:52 p.m.

## Attachment 1

### VALDOSTA STATE UNIVERSITY ACADEMIC COMMITTEE MINUTES

January 9, 2006

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, January 9, 2006. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. David Boyd, Dr. Bruce Caster, Dr. Clemente Hudson (proxy Dr. Yahya Mat Som), Dr. Linda Floyd, Dr. Elaine Yonz, Ms. Catherine Schaeffer, Dr. Eric Nielsen (proxy Dr. Carl Cates), Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Don Seat, Dr. Bill Buchanan, Ms. Iris Ellis, Dr. James Humphrey, Mr. Cliff Landis, and Dr. Diane Holliman.

Members Absent: Dr. Yahya Mat Som, Dr. Carl Cates, and Dr. Deborah Weaver.

Visitors Present: Mr. Pat McGuire, Dr. Wenju Shen, Dr. Brian Adler, Dr. Linda Calendrillo, Dr. Christine James, Dr. Jane Zahner, Dr. Phil Gunter, Dr. Don Leech, and Mr. Lee Bradley.

The Minutes of the November 14, 2005, Academic Committee meeting were approved.

#### **A. College of the Arts**

1. New course, Perspective (PERS) 2600, "International Film", (INTERNATIONAL FILM – 2 credit hours, 1 lecture hour, 2 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to read ...major international film... . (pages 6-10).

#### **B. Library Science**

1. Revised departmental admission requirements were approved effective Fall Semester 2006. (pages 11-12).

#### **C. College of Nursing**

1. New course, Nursing (NURS) 3800, "Student Success: Problem-based Learning", (STUDENT SUCCESS: DIDACTIC – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 was approved with the first sentence of the description changed to read Specific teaching/learning activities aimed at improving academic performance among at-risk nursing students. (pages 13-18).
2. New course, Nursing (NURS) 3900, "Student Success: Clinical Applications in Problem-based Learning", (STUDENT SUCCESS: CLINICAL – 3 credit hours, 0 lecture hours, 9 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 was approved with the first sentence of the description changed to read Specific teaching/learning clinical activities aimed at improving clinical and academic performance among at-risk nursing students. (pages 19-25).

#### **D. College of Arts and Sciences**

1. Revised name for Environmental Geography to Environmental Geosciences was approved effective Fall Semester 2006. (pages 26-27).
2. Deactivation of HIST 4201/6201 was noted effective Summer Semester 2006. (page 28).
3. Deactivation of PHIL 3310, 3390, and 3410 was noted effective Spring Semester 2006. (pages 29-30).

#### **E. College of Business**

1. New course, Accounting (ACCT) 3250, "Forensic Accounting", (FORENSIC ACCOUNTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to read ...accounting. Topics includes... . (pages 31-34).
2. Revised course prefix, Finance (FIN) 3370, "Financial Statement Analysis", (FINANCIAL STATEMENT ANALYSIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 35-36). Deactivation of ACCT 3370.
3. Revised course prefix, Accounting (ACCT) 4800, "Auditing", (AUDITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 37-38).

4. New course, Accounting (ACCT) 3700, "Internal Auditing", (INTERNAL AUDITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006 with the description changed to ...use of computer-assisted... (pages 39-43).

**F. College of Education**

1. Revised program requirements for the MED in Educational Leadership was approved effective Spring Semester 2006. (pages 44-45). \*\*Pending Graduate Executive Committee approval
2. Revised program requirements for the EDS in Educational Leadership was approved effective Spring Semester 2006. (pages 46-47). \*\*Pending Graduate Executive Committee approval
3. Revised program requirements for the EDS in Educational Leadership – L6 Option was approved effective Spring Semester 2006. (pages 48-49). \*\*Pending Graduate Executive Committee approval
4. New course, Educational Leadership (LEAD) 7600, "Technology Leadership for School Improvement", (LEADERSHIP TECHNOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006 with the description changed to read ...candidates' application of... (pages 50-76). \*\*Pending Graduate Executive Committee approval
5. Revised lecture/lab hours, Instructional Technology (ITED) 7299, "Internship in School Media Centers", (INTERN IN SCHOOL MEDIA CTRS – 3 credit hours, 0 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 77-78).
6. Revised title, Instructional Technology (ITED) 7200, "Information Resources and Uses", (INFORMATION SOURCES AND USES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 79-80).
7. Revised course description, Instructional Technology (ITED) 7302, "Needs Assessment", (NEEDS ASSESSMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 81-82).
8. Revised course description, Instructional Technology (ITED) 7401, "Using Networked Systems for Teaching and Learning", (USING NETWRKD SYSTM TCHNG/LRNG – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 83-84).
9. Revised course description, Instructional Technology (ITED) 7403, "Instructional Technology Leadership Seminar", (INSTRUCTIONAL TECH SEMINAR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 85-86).
10. Revised course description, Instructional Technology (ITED) 8400, "Technology Selection for Learning Environments", (TECH SELECT FOR LRNG ENVIRON – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 87-88).
11. Revised course title, Instructional Technology (ITED) 8900, "Special Topics in Instructional Technology", (SPECIAL TOPICS INST TECH – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was approved effective Spring Semester 2006. (pages 89-90).
12. Revised prerequisite, Instructional Technology (ITED) 8970, "Action Research Methods and Planning", (ACTION RES MEHTODS & PLANNING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 91-92).
13. Revised course prerequisite, Instructional Technology (ITED) 8999, "Journal-Ready Thesis", (JOURNAL-READY THESIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006. (pages 93-94).
14. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9200, "Curricular and Instructional Needs Assessment", (C & I NEED ASSESS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 95-96).
15. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9400, "Curricular and Instructional Design and Development", (C & I DESIGN & DEVELOP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 97-98).
16. Revised lecture/lab hours, Curriculum and Instruction (CIED) 9500, "Curricular and Instructional Implementation and Evaluation", (C & I IMPLEMENT & EVAL – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 99-100).
17. Revised course description, Research (RSCH) 8000, "Advanced Research Methodology", (ADV RESEARCH

METHODOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2006 with the following prerequisite added – Prerequisite: RSCH 7100 or permission of instructor. (pages 101-102).

18. Revised course description, Educational Leadership (LEAD) 8850, “Directed Study in Educational Leadership”, (DIRECTED STUDY IN EDUC LDRSHP – 1-3 credit hours, 1-3 lecture hours, 0 lab hours, and 1-3 contact hours), was approved effective Spring Semester 2006. (pages 103-104).
19. Revised course title, number, and description, Educational Leadership (LEAD) 8900, “Internship and Field Based Research I”, (INTERN/FIELD BASED RESEARCH I – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006. (pages 105-106).
20. Revised course title, number, and description, Educational Leadership (LEAD) 8910, “Internship and Field Based Research II”, (INTERN/FIELD BASED RESEARCH II – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2006. (pages 107-108).
21. Revised program requirements for the MED in Early Childhood were approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 109-110).
22. Revised course title, and description, Early Childhood (ECED) 7210, “Assessment and Action Research in Early Childhood”, (ASSESS & ACT RSCH IN ECE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 111-112).
23. Revised course title, and description, Early Childhood (ECED) 7320, “Curriculum and Instructional Strategies P-5”, (CURR AND INST STRATS P-5 – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the effective date changed from 2005 to 2006. (pages 113-114).
24. Revised course description, Early Childhood (ECED) 7330, “Issues and Trends in Early Childhood Education”, (ISSUES/TRENDS IN ECED – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the description changed to read ...trends, and problems in early childhood education with special reference to professional ethics, mentoring and various..., and the effective date changed from 2005 to 2006. (pages 115-116).

Respectfully submitted,

Charles L. Hudson

Registrar

## Attachment 2

### Academic Calendar Dates for Fall 2007 through Summer 2008

#### FALL 2007

Mon, Aug 13	First Class Day
Mon, Sept 3	Labor Day
Thurs, Oct 4	Midterm
Mon-Tues, Oct 15-16	Fall Break
Wed- Fri, Nov 21 – 23	Thanksgiving Holidays
Mon, Dec 3	Last Class Day
Tues, Dec 4	Exam Prep Day
Wed- Fri, Dec 5- 7	Exams
Sat, Dec 8	Graduation

#### SPRING 2008

Mon, Jan 7	First Class Day
Mon, Jan 21	MLK Holiday
Thur, Feb 28	Midterm
Mar 10- 14	Spring Break – Option 1
Mon, Apr 28	Last Class Day
Tues, Apr 29	Exam Prep Day
Wed- Fri, Apr 30 – May 2	Exams
Sat, May 3	Graduation

#### SUMMER 2008

<b>Maymester</b>	
Thur, May 8	First Class Day – Mayterm
Mon, May 19	Midterm for Maymester
Mon, May 26	Memorial Day- Holiday
Thur, May 29	Last Class day – Mayterm
Fri, May 30	Maymester exams
<b>Summer II (full term)</b>	
Wed, Jun 11	First class day
Mon, Jul 7	Midterm
Fri, Jul 4 <sup>th</sup>	Holiday
Jul 29	Last Class Day
Jul 30 – Aug 1	Exams
Sat, Aug 2	Graduation
<b>Summer III</b>	
Wed, Jun 11	First class day
Fri, Jun 20	Midterm
Wed, Jul 2	Last class day
Thurs, Jul 3	Exams
<b>Summer IV</b>	
Tues, Jul 8	First class day
Thur, Jul 17	Midterm
Tues, Jul 29	Last class day
Wed, Jul 30	Exams
Sat, Aug 2	Graduation



**Attachment 3**



# University Council

## POLICY REVIEW MEMORANDUM Space Management Guidelines

To: Executive Secretary, Faculty Senate  
Chair, Council on Staff Affairs  
President, Student Government Association

Cc: Jim Black, Vice President of Finance and Administration  
Ronald Zaccari, University President

From: Christy Coons Yates, University Council

Date: February 13<sup>th</sup>, 2006

Re: Feedback on the Space Management Guidelines Document

As members of the University Council, you all are aware we have initiated a procedure for reviewing policy documents that affect the entire University. I have attached a copy of this process for you to share with your constituent groups. The University Council recently completed the 'First Look' portion of the review process with the Space Management Guidelines and revisions were made based on those discussions. In addition to the updated version of the document, I have attached an executive summary which includes brief explanations about issues that have already been addressed through the University Council's initial review of the document.

We would now like to give your groups the opportunity to review the document and provide feedback as you deem appropriate. You may choose to do this in your executive committee meetings, or open it to larger discussion with the entire body of your group, as you feel is most appropriate for the way your groups' typically handle their work. Please have one of your executive officers sign below to indicate that your group has reviewed the document and then forward this memorandum back to me at your earliest convenience. You do not need to route the signature page to each group, merely sign in the space appropriate for your organization, and I will compile the three signature sheets in the document packet. Thus, your signature, and any accompanying comments your group provides, will be entered as part of the record-of-review and presented to the President when the University Council conducts its 'Final Review' of the Space Management Guidelines.

Please review the attached Space Management Document and return this memorandum with your signature no later than March 13<sup>th</sup>, 2006. This will allow the University Council to conduct its 'Final Review' at their March 28<sup>th</sup> meeting and present their findings to the President immediately thereafter. Your participation in this process is vital, as it signifies the collaboration and thoroughness that is the foundation of the University Council's efforts. Please do not hesitate to contact me with any questions about this process or your role in it. I will be pleased to assist in any way I am able.

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*By signing below, you indicate that your constituent group has reviewed the Space Management Guidelines and therefore acknowledges its participation in the University Council's document review process.*

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Executive Officer of the Faculty Senate

Date

---

Executive Officer of the Council on Staff Affairs

Date

---

Executive Officer of the Student Government Association

Date



# University Council

## Policy & Procedure Review Process

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To facilitate a uniform and efficient review process, the University Council will use the following steps for reviewing proposed policies and procedures on behalf of University constituencies, or at the President's request:

### *First Look:*

- University Council (UnCo) members will receive a packet for review at least 2 weeks prior to the meeting during which they will be expected to discuss the document in detail.
- The review packet will include an edited document, an executive summary of the key issues including the reason for the document review, the ways the authors have already addressed the University Council's discussion guidelines, and any specific areas that Council Members should be sure to pay particular attention to when doing their individual review.
- The document will then appear two weeks later on the UnCo agenda for a First Look discussion.
- It is imperative that Council members come to these meetings having reviewed their packets thoroughly and be ready to engage in thoughtful discussion, questioning, and the development of recommendations and revisions.
- Document authors will present an overview of the policy and be available for questions during the First Look discussion.

### *University Council Action following the First Look:*

- A memorandum will be prepared under Dr. Coons Yates signature outlining the concerns and recommendations of the University Council and sent to the authors of the document as well as the President to become a formal part of the University Council's record keeping.
- Authors will have the opportunity to revise their documents and may be asked to forward the updated document packet with the UnCo memorandum to other constituent groups on campus for their review, at the President's request. These groups will typically include Faculty Senate, Student Government and the Council on Staff Affairs.
- The memorandum will assist the constituent groups in understanding the issues already raised and addressed through the initial University Council discussion.
- The memorandum will typically give the constituent groups a timeline to work within to do their own review of the document packet, and will include signature spaces to indicate that they have finished their review.

### *Final Review:*

- The University Council will conduct a final review of the document after the constituent groups' reviews and the author's changes are completed.
- UnCo Members will again receive a packet with the revised document and an executive summary outlining the changes that have been made since their First Look and will have 2 weeks to prepare for the Final Review.
- The final review will appear as a discussion item on the University Council agenda and the author will be invited to participate in the discussion.
- Council members should come prepared to indicate their endorsement of the document and note any lingering concerns or recommendations that need to be made formally to the President.
- The result of the final review is a memorandum to the President under Dr. Coons Yates signature summarizing the Council's position of endorsement. This will be accompanied by the signed memorandum of the constituent groups who reviewed the document in the prior steps of this process.

# EXECUTIVE SUMMARY

## Space Management Guidelines

(revised February 13<sup>th</sup>, 2006)

The Space Management Guidelines apply to all campus facilities requiring modifications or renovations of existing space, new construction, and moving from one space to another (also referred to as room occupancy and usage/function). The guidelines were designed to assist campus users in understanding the process by which the Space Management Council, the University Council, the Budget Advisory Council and the strategic planning database interact to assist in managing facilities at the university. Specifically, the goals of the Valdosta State University Space Management Guidelines are:

- To plan and manage change in University facilities
- To outline procedural guidelines for
  - Requesting changes in existing facilities or their usage,
  - Submitting new facilities needs,
  - Reviewing requested changes and determining their impact on the University, and
  - Ensuring that all changes in space usage (additions and reductions to square footage and/or changes in function) are accurately recorded in the Facilities Inventory Database which is maintained by Strategic Research and Analysis.
- To ensure that departments have the information and tools required to plan for their facilities needs and provide information required for decision making.

### *Revisions made to the document resulting for the University Council's 'First Look':*

- overall streamlining of the document
- clarification and expansion of the definition of terms
- term usage made consistent throughout document
- content, location, and format of flow chart revised
- clarification of the Space Management Council's responsibilities
- clarification of the name, usage, and responsibility for the Facilities Inventory Database
- clarification of the relationships between the planning database, the Budget Advisory Council, the University Council and the Space Management Council in regards to the overall process for requesting space changes.

### *Ways in which the UnCo discussion questions have been addressed thus far:*

- Stakeholders have been addressed by including the Plant Operations, Institutional Research, the Budget Advisory Council, the President and the University Council in document revisions.
- Costs are primarily in the slight modifications to current space request practices which will require an adjustment to how the organization does business internally. Ultimately, the campus will benefit from a detailed process that addresses a variety of space request needs.
- No potential legal issues have yet been identified.
- No potential flashpoints have been identified. The policy review process in and of itself is meant to further identify the possibility of flashpoints and seek ways to mitigate them.
- The Space Management Council will assume responsibility for distributing the approved policy campus-wide. The University Council website, Planning link, will carry the document online.

# **Valdosta State University Space Management Guidelines**

*February 13<sup>th</sup>, 2006 (DRAFT)*

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### I. INTRODUCTION

Facilities are primary components of Valdosta State University and are integral to the accomplishment of our mission. They must be adequately managed and made available to departments with justified needs. Mechanisms must be provided to request, justify, prioritize, and assign University space in a prompt and responsive manner. The Board of Regents of the University System of Georgia mandates that each member institution maintain accurate records of all property and structures owned or leased, as well as an accurate accounting of total square footage and the specific uses assigned to that footage. To accomplish these tasks, well defined Space Management Guidelines must be employed. This document provides examples of common projects and their process, but is not all inclusive. The examples are meant to be general guidelines of the most commonly encountered space management issues.

The goals of the Valdosta State University Space Management Guidelines are:

- To plan and manage change in University facilities
- To outline procedural guidelines for;
  - Requesting changes in existing facilities or their usage,
  - Submitting new facilities needs,
  - Reviewing requested changes and determining their impact on the University, and
  - Ensuring that all changes in space usage (additions and reductions to square footage and/or changes in function) are accurately recorded in the Facilities Inventory Database which is maintained by Strategic Research and Analysis.
- To ensure that departments have the information and tools required to plan for their facilities needs and provide information required for decision making.

The Space Management Guidelines apply to all campus facilities requiring modifications or renovations of existing space, new construction, and moving from one space to another that results in a change of space usage (such as changing function of an office to a storage room). **Requests for these actions must be submitted by creating an initiative in the Strategic Planning Database.** The flowchart appendix describes the process once an initiative is presented. Initiatives are reviewed and ranked in priority order by the originating department, then by the Dean or next level supervisor, and finally by the respective Vice President or appropriate Cabinet-level officer.

After the Space Management Council reviews the initiative to insure its alignment with our Strategic Plan, and other campus priorities, funding criteria will be evaluated. If funding is available, the project can be approved. If new funding is required, the initiative along with a recommendation for approval will be forwarded to the Budget

Advisory Council where funding alternatives will be considered. After its review, the Budget Advisory Council will communicate funding information and availability to the appropriate Cabinet officer, Dean (if applicable), and Department head. Actual implementation of an initiative takes place only after funding is identified and made available.

The Space Management Guidelines do not address the scheduling of classrooms. Room utilizing of this type is made at the Departmental level which has “ownership” of the rooms and reported to the Office of the Vice President for Academic Affairs for record keeping purposes. The responsibility for scheduling public meeting spaces is delegated to the Office of Events Services, a unit of Student Affairs.

## II. DEFINITION OF TERMS

1. **ROUTINE MAINTENANCE.** Routine maintenance is general building repairs that do not normally result in any structural changes or changes in occupancy. Although the determination of routine maintenance is somewhat subjective, it can be described as the repair of anything facility related which is broken and not operating as it was originally designed. Such repairs are always made at no cost to the department because budgets are provided in Plant Operations and Auxiliary Services for such service. Periodic re-painting, repairing leaking roofs, unblocking plumbing are examples of routine maintenance. However, re-painting walls which have been recently painted, which are undamaged, or which have colors not preferred by the occupant are not considered routine maintenance. Charges will be assessed to the department for these non-routine services.

2. **CHANGES IN ROOM FUNCTION.** Changes in room function include altering room assignments of faculty and staff within the space allocated to their departments. For example, these modifications may include things such as changing a lab into a classroom, or turning an office into a storage area. If assignments are made that **change the function of a space**, such change must be approved by the Space Management Council prior to implementation.

3. **REQUEST TO USE EXISTING SPACE.** This includes requests to move into a space that is currently vacant. These requests should be made by entering an initiative into the planning database so room assignment and space-usage may be tracked through the Facilities Inventory Database maintained by Institutional Research.

4. **PROJECT WORK.** This is work that cannot be classified as routine maintenance of building systems. Generally it involves the renovation or remodeling of a facility, at the request of the Department, including changes to its structure. This can also be a large carpeting job or relighting of a space. Requests in this category require funding sources

outside Plant Operations and most often require funding determination by a Dean, Cabinet member, Vice President, or the Budget Advisory Council.

**MAJOR REPAIR AND RENOVATION (MRR)** – MRR is a **funding mechanism**, not a type of facility request. It is one of several ways that facility work, such as Project Work, may be funded and requires approval by the Board of Regents. The primary purpose of MRR funding is to ensure building infrastructure systems such as roofs, air conditioning systems, and other major building systems are maintained. Therefore, infrastructure needs precede other priorities developed through the strategic initiative process. Repairs and renovations (excluding those in Auxiliary Services facilities) which do not exceed one million dollars can be included in this category. If a division does not have funding to complete an approved project, MRR funding may be considered by the Space Management Council, or other funding possibilities may be recommended by the Budget Advisory Council. Projects subject to this funding will be compiled and prioritized annually by the Space Management Council and submitted to the Board of Regents in March for approval and funding. MRR funds are allocated to the Board of Regents each year by the legislature of the State of Georgia and dispensed by the Office of Facilities to state institutions.

5. **MINOR CAPITAL PROJECTS** – Projects costing more than one million but less than five million dollars are considered Minor Capital Projects. These may include repairs, renovations, and new construction. Minor Capital Projects are compiled by Plant Operations and the President for annual submission in March to the Board of Regents. Funding is dependent upon the legislature of the State of Georgia.

6. **MAJOR CAPITAL PROJECTS** – These are projects with total costs exceeding five million dollars and which normally represent new construction of major buildings. An example of a Major Capital Project is the recent construction of the Hugh C. Bailey Science Facility. The process which results in the realization of a major project is complex and usually takes several years. Each Major Capital Project must be in keeping with VSU's Master Plan, have the guidance and approval of the Vice Chancellor for Facilities, approval by the Board of Regents, and ultimately funding by the legislature of the State of Georgia usually through bond issuance. Major Capital Projects are submitted annually in March to the Board of Regents by Plant Operations and the University President for approval.

### **III. SPACE MANAGEMENT COUNCIL**

The Space Management Council is charged with reviewing requests for changes in existing facilities or their usage. The Council considers alternatives, prioritizes needs, and makes recommendations to the Budget Advisory Council if funding is required.



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Ultimately, the Council is designed to ensure the optimum use of facilities and the best solution to overall campus space needs. It formulates and presents an informed recommendation to other approving or funding bodies and ensures that changes are in keeping with VSU's mission, institutional strategic plan, and physical master plan. The Council also prioritizes projects for the annual MRR Funding Request and recommends these to the President for approval. This Council functions by evaluating facility requests and recommendations received from departments and colleges through the Strategic Planning Initiative Process and makes specific recommendations to fulfill the requested facility needs.

The output of the Space Management Council will be a prioritized listing of projects that are approved for further consideration. These projects are then sent to the Engineering Division of Plant Operations for review and development of an approximate budget. After budget costing and review, Plant Operations sends the projects as an information item to the University Council and to the Budget Advisory Council accompanied by suggested funding options. The Budget Advisory Council may then recommend that the project be funded from internal sources, that it be placed on a priority list for inclusion on the next submittal of MRR, Minor Capital, or Major Capital Projects. It may also recommend private funding. **A list of campus projects, in priority, reviewed and amended quarterly, will be published to the campus community to be used as a facilities planning tool.** If a project is not highly prioritized or is not recommended for funding, the requestor may resubmit the request through the standard processes outlined in Section IV, with additional information and description of why there is an imperative need.

### 1. COMPOSITION

Members of the Space Management Council are appointed by the President and constitute a comprehensive representation of campus communities, interests, and knowledge bases. Members strive to make recommendations which serve the interests of Valdosta State University as a whole in the present and the future.

### 2. MEETING SCHEDULE

The Space Management Council holds regular monthly meetings but schedules special meetings as required.

## IV. BUDGET ADVISORY COUNCIL

The Budget Advisory Council is charged with recommending and securing funding for approved projects which are outside the funding capability of a Division's original budget. The Council considers information from the Planning Database, recommendations of the Space Management Council, suggestions from the University

Council, and advice from members of the President's Cabinet in order to best manage the financial resources of the University.

### **V. UNIVERSITY COUNCIL**

The University Council will, along with its other functions, ensure the consistency of all proposed capital projects with the University's accepted ten-year Campus Master Plan. To that end, the Council will consider capital project requests transmitted through or initiated by the Strategic Planning process and provide a recommendation to the President regarding Major and Minor Capital Projects for transmission to the Board of Regents annually in March. The University Council also monitors the implementation of the Campus Master Plan and considers proposed amendments to this plan within the larger campus context to ensure consistency with VSU's mission statement, institutional strategic plan, and physical master plan.

### **VI. PROCEDURAL GUIDELINES**

Comprehensive and responsive space management guidelines serve the needs of faculty, staff, and students by creating a planning environment that provides the mechanisms necessary to bring facility needs into fruition. It is important that each department understand the procedures for requesting additions, changes, modifications, or renovations to spaces needed to complete its assigned mission.

#### **A. ROUTINE MAINTENANCE**

Fill in here with information from Plant Operations about the Routine Maintenance request procedures.

#### **B. CHANGES IN ROOM OCCUPANCY**

Deans, Department Heads, and Directors have the authority to make changes in room assignments of faculty and staff within the space allocated to their departments. Examples of such changes include transforming a regular classroom to a computer lab or studio. However, if assignments are made that **change the function of a space**, such change must be approved by the Space Management Council prior to implementation. As noted earlier space usage accounting, auditing, and reporting are mandated by the Board of Regents.

When changes in use of a facility are approved by the Space Management Council, the changes will be reported, after their completion, by the Plant Operations Engineering

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Department to the Office of Strategic Research and Analysis to effect changes in the Facilities Inventory Database. The Office of Strategic Research and Analysis will make the necessary updates to the facilities database upon receipt of the changes and documented approval by the Space Management Council.

Requests for telephone/technology installation or changes must be coordinated with Auxiliary Services by the using agency. Please allow a minimum of three weeks for additions or changes in telephone/technology access to be completed.

### **C. PROJECT WORK (Changes in new or existing structures)**

Changes to existing structures must be based upon demonstrated, justified need. **The initial step in this process is the submission of a planning initiative which enters the request into the planning database and positions it for consideration and approval.** Initiatives will receive final priority from respective Vice Presidents or Cabinet Level officials and will be reviewed by the Space Management Council based upon their recommendations. These submittal documents will be used by the Council as a step in the approval process. Through evaluation of the requested space addition or renovation, the Council will prioritize the project and start it through its approval process. Every project, regardless of complexity and size requires programming, design, costing, funding, and approval. Changes based upon preference will receive a lower priority than those which are critically needed.

The funding mechanism for the completion of approved projects will be selected by the Space Management Council and the Budget Advisory Council cooperatively based upon the project's complexity and size.

**There shall be no changes made to existing facilities without a review by the Space Management Council.** This includes aggregate painting of areas, carpeting, or any activity which changes the appearance or use of the space. It does not include painting or carpeting that falls into the category of routine maintenance of facilities. The Plant Operations Department is responsible for the coordination and oversight of all modifications or renovations to campus facilities. **Colleges and Departments are not authorized to make building changes or modifications without proper approval even when that entity serves as the source of funding for the project.**

Modifications or renovations to existing facilities are classified as projects and as such must be evaluated and prioritized by the Space Management Council. Examples of projects are the request to change room use by converting a classroom space into a laboratory, computer classroom, or faculty or staff offices. **Departments requesting projects should submit an initiative within the Strategic Planning Database.** This procedure is outlined below. The Space Management Council must make its recommendation regarding the request and funding sources must be determined before any work can begin. Projects will be coordinated and managed by the Plant Operations

Department to ensure continuity and adherence to existing federal, state, and local code requirements.

A critical element of this process is ensuring that the Facilities Inventory Database is maintained and updated by the Office of Strategic Research and Analysis. Plant Operations and the VSU Foundation (for leased properties) will each designate a contact person who will coordinate with the Office of Strategic Research and Analysis. These contact persons will inform the Office of Strategic Research and Analysis of all changes in use of the University's state-owned or leased facilities after the change is approved by the Space Management Council and affected by the responsible party. Plant Operations Engineering Department will provide this function for completed renovation and construction projects. The Office of Institutional Research will make the necessary updates to the facility-use database upon receipt of the completed changes.

### **D. CAPITAL OUTLAY PROJECTS**

Capital outlay construction and renovation projects are prioritized by the Board of Regents and funded by the legislature of the State of Georgia. These projects are submitted to the Board of Regents of the University System of Georgia annually in March. Capital Projects can be Major or Minor in nature and can include construction of new facilities or renovation and expansion of existing facilities. The formulation of a submittal for new or renovated facilities is based upon a building block of information submitted through the Strategic Planning Initiative to the Space Management Council. This Council is charged with recommending space for use by departments based upon justified needs. Thus, it is important for each department to develop both short and long range plans and make requests in time for the Council to determine the best avenue of response to meet the needs of the department and the institution. When existing facilities cannot be retrofitted or renovated to serve justified needs, then new facilities must be planned and constructed. This activity must relate to the University's Master Plan which outlines the overall direction of the institution for the immediate ten year future. Department Heads, Deans, and Directors must be knowledgeable about the Master Plan and how their disciplines fit into this planning strategy.

Valdosta State University will maintain a list of approved facilities projects in priority order to inform departments of the status of their requests for new or renovated space. This list will be updated quarterly and posted on the web. The list will allow for adequate planning, funding and design to ensure the projects are completed in a timely manner. Because projects can be completed only as funding is made available, appropriate estimates of completion time should be given to serve as a time template for departments to determine the planning lead time necessary to meet their space needs.

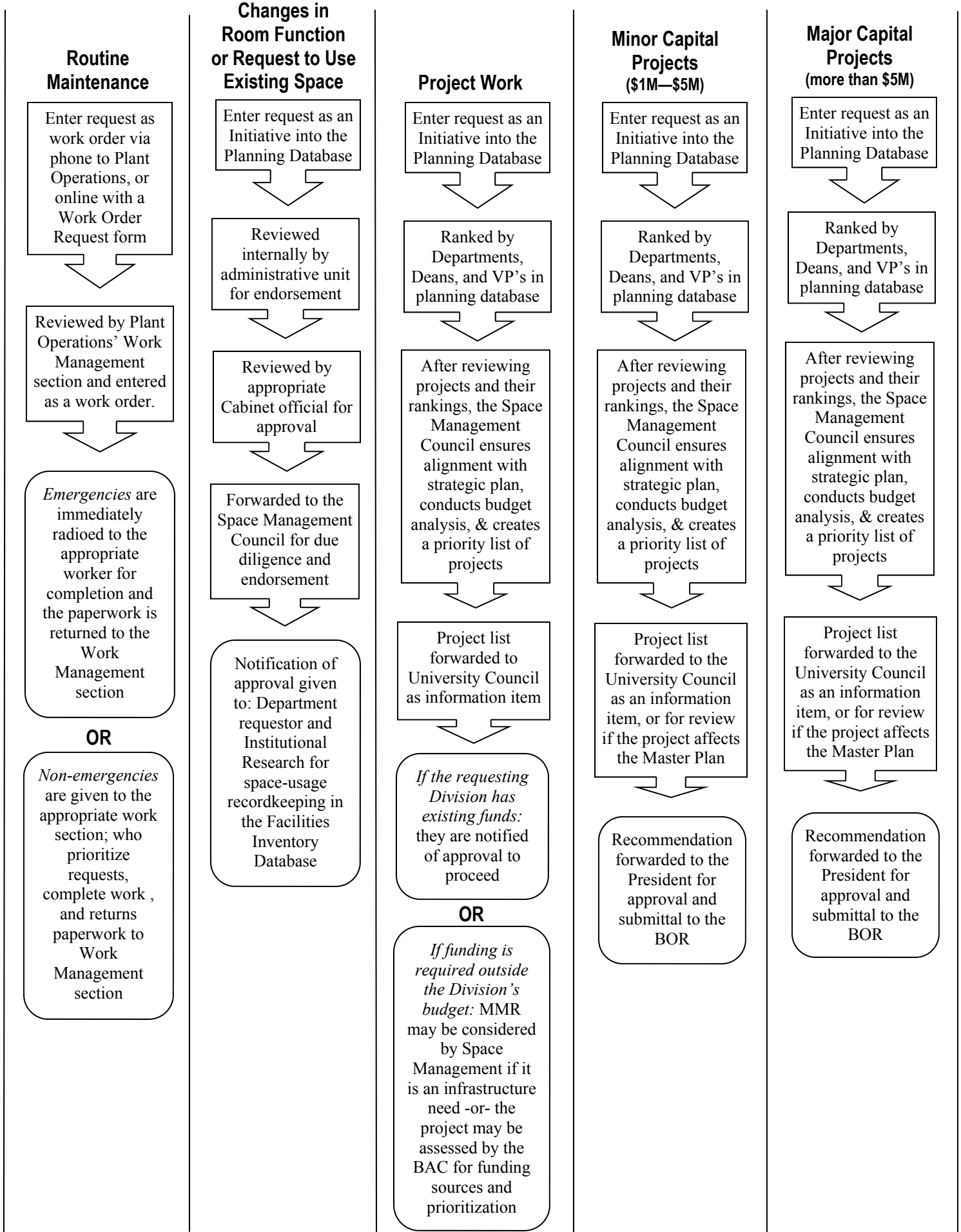
At the conclusion of any new or renovated facilities project, the Office of Institutional Research will ensure a comprehensive accounting of room numbering, room usage, and square footage in the new or renovated structure. Plant Operations Engineering will

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notify Strategic Research and Analysis immediately upon completion of a project to ensure that the Facilities Inventory Database is updated in a timely manner and contains accurate, current data.

## APPENDIX: SPACE MANAGEMENT PROCESS FLOW CHART



**Attachment 4**

**REPORT**  
**OF THE**  
**STRATEGIC COMMUNICATON TASK FORCE**

**March 23, 2006**

**Task Force Members: Jason Adams, Michael Capece, Bobby Flowers, Marsha Krotseng, Donna Cunningham, Patrick McGuire, Michael Noll (Chair), Walter Peacock, and Paul Vincent.**

**Special thanks to Dr. Ruth Salter and Mrs. Angela Henderson from Strategic Research and Analysis for their support in the development and administration of this survey.**

## **I) ANALYSIS OF STAFF, FACULTY & ADMINISTRATIVE PERSONNEL DATA (N=239)**

**This study was undertaken to evaluate the communication structures at VSU, and to identify ways in which they might be improved. Special attention was paid to survey results by employment status to better evaluate our communication structures.**

**Of 239 answered questionnaires, 95 were done by paper and 144 via BANNER. The combined response rate for faculty, staff and administrative personnel was 17.9%. The individual response rates were: 13.4% for faculty (N=73), 14.5% for staff (N=105), and 77.9% for administrative personnel (N=53). 8 participants did not report their status.**

### **A) SURVEY HIGHLIGHTS: STAFF, FACULTY, & ADMINISTRATIVE PERSONNEL**

- **Quality of information received at VSU.** The majority of staff and faculty stated that information received in regard to “administrative decisions” and “financial issues” was poor or fair. Administrative personnel seemed evenly divided on the issue (poor or fair vs. good, very good, or excellent) (p. 5).
- **Primary source of information.** The answers indicate the significance of supervisors and colleagues in communicating aspects of “administrative decisions” and “financial issues” (p. 5).
- **Primary method of receiving information.** A significant number of faculty, staff and administrative personnel receives their information verbally in regard to “administrative decisions” and “financial issues” (p. 6).
- **Preferred source of information.** A clear majority of staff, faculty, and administrative personnel stated that their supervisor was their preferred source of information in regard to “administrative decisions” and “financial issues” (p. 7).
- **Preferred method of receiving information.** While staff clearly preferred the verbal communication method, faculty and administrative personnel preferred email (p. 7).
- **Effectiveness of Existing Communication Structures.** In average the responses were evenly split between those who agreed vs. those who disagreed (p. 8).
- **Sharing creative ideas.** A clear majority of staff, faculty, and administrative personnel stated that they were willing to share ideas with colleagues and supervisors and that they felt that their ideas were taken seriously by their colleagues and supervisors (p. 8).
- **Inclusion in the decision making process.** A clear majority of staff disagreed when asked if they were included in the decision making process, faculty were evenly split, and a majority of administrative personnel agreed (p. 9).
- **Discussing problems at VSU.** A majority of staff, faculty and administrative personnel agreed that they could discuss problems with their colleagues and supervisors (p. 9).



- **Problems being addressed.** A majority of staff, faculty, and administrative personnel agreed that their problems were being addressed in a satisfactory manner (p. 9).

**B) COMMENTS MADE BY STAFF, FACULTY, & ADMINISTRATIVE PERSONNEL:**

- “Too often announcements come too late to plan for attending particular events.”
- “They don’t take time to explain to the workers what they want.”
- “Create a “Master-Calendar” on the VSU website that is required for all events, from lecture series and registration deadlines, to sports events, Halloween for Kids, and meetings of the University Council.”
- “Administrative decisions are learned about after they have been made, with no chance for input.”
- “The President’s opening remarks at Faculty Senate meetings are very helpful.”
- “We need regular faculty meetings. We don’t have them in our department.”
- “We have got too many chairs/supervisors that do not understand the concept of shared governance ... or don’t share information with their faculty and staff.”
- “My supervisor always comes back from meetings with a different take on the meeting than others.”
- “Better utilize the faculty dining room in Palms to improve communication.”
- “Communication between faculty and administrators would increase exponentially by having administrators attend senate committee meetings to report on what’s going on, by asking for input from these committees, and by responding to committee inquiries.”
- “Since faculty don’t read the faculty senate minutes, encourage senators to make reports at faculty meetings at their schools.”
- “We need to develop a sense of being one team with one mission: educating students.”
- “There is no school spirit or school identity at VSU.”
- “Encourage more cross communication between faculty and staff.”
- “Too often staff at VSU are treated as second-class citizens.”
- “None of these meetings [Convocation, Graduate Faculty, etc.] are interactive ... instead we are summoned to listen to the “state of the union” address.”
- “Let’s reduce the behind the back bickering and the spreading of rumors before any critical analysis.”

### **C) RECOMMENDATIONS: STAFF, FACULTY & ADMINISTRATIVE PERSONNEL**

- **Create a color-coded Master Calendar on the VSU website that incorporates all important events and dates ranging from lecture series, science seminars and registration deadlines, to sports events, Halloween for Kids, and meetings of the University Council.**
- **Encourage Senators to report the activities of the Faculty Senate to their constituencies on a regular basis, either live (preferred) or by email or a “Faculty Senate Newsletter.”**
- **If possible, make announcements about 2 weeks before each event, and again about 3-4 days ahead of the event.**
- **Improve communication about pending administrative and financial decisions and allow for input by staff, faculty and administrative personnel.**
- **Encourage Administrators to regularly hold meetings or “Open House” for their Departments or Divisions.**
- **Strengthen the cooperative spirit at VSU by creating more opportunities for faculty, staff and administrative personnel to interact (e.g. Faculty Senate committees, UC, social events).**
- **Give an opportunity for “Q & A” sessions at general functions such as convocation and meetings of the Graduate Faculty.**

**NOTE: A variety of initiatives already exist at VSU with the potentials to address weaknesses in our communication structures. The newly formed University Council, for example, clearly has the capacity to evolve into a major campus information conduit, provided, of course, that all major players are included. Moreover, the upcoming “Symposium on Shared Governance” on April 10, sponsored by Dr. Zaccari and the VSU chapter of the AAUP, is another indication that our institution is moving in the right direction. Finally, already existing committees of the Faculty Senate, such as the**

**Institutional Planning Committee, are already perfectly situated to play a major role in our attempts to improve communication on campus. Not only by acting itself as an information conduit and by reviewing existing policies, but also by initiating new ideas to improve communication structures at our institution.**

**D) DETAILED SURVEY RESULTS: STAFF, FACULTY, & ADMINISTRATIVE PERSONNEL**

**1) QUALITY OF INFORMATION RECEIVED AT VSU**

The first part of the survey asked staff, faculty, and administrative personnel about the quality of the information received at VSU for social events, administrative decisions, and financial issues. The responses on the survey were: poor, fair, good, very good, and excellent.

***Social Events***

The majority of staff (62.9%) indicated that the information received about social events was good, very good, or excellent. The results were similar for faculty and administrative personnel. The majority of faculty (68.1%) and administrative personnel (67.9%) stated the information about social events was good, very good, or excellent.

***Administrative Decisions***

Administrative decisions yielded mixed results. The majority of staff and faculty indicated that the information they receive about administrative decisions was poor or fair. For staff 58.1% indicated the information was poor or fair, and for faculty 62.5% stated the information was poor or fair. Administrative personnel were evenly split. 50.9% indicated the information was poor or fair.

***Financial Issues***

The quality of the information staff, faculty, and administrative personnel receive about financial issues also produced mixed results. A small majority of staff (56.2%) stated the information was poor or fair. This was consistent with faculty results. 64.4% of the faculty indicated that the information concerning financial issues was poor or fair. Administrative personnel were evenly divided. 52% stated the information was good, very good, or excellent.

**2) PRIMARY SOURCE OF INFORMATION AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about the primary source of the information received at VSU for social events, administrative decisions, and financial issues. The responses on the survey were: supervisor, colleagues, faculty senate, COSA, convocation, and other.

***Social Events***

For staff, 36.6% stated they get information about social events from their colleagues, 31.2% from their supervisor. 83.7% of the faculty gets information about social events from colleagues. Administrative personnel get most of their information about social events from their supervisor (21.4%), as well as, from COSA (10.7%) and other sources (14.3%).

### ***Administrative Decisions***

The primary source of information for administrative decisions for staff was supervisor (48.5%) and colleagues (24.2%). For faculty the results were similar to staff, supervisors (43.9%) and colleagues (25.8%). Administrative employees get their information primarily from supervisors (71.4%).

### ***Financial Issues***

For financial issues, staff reported that they receive most of their information from their supervisor (53.6%) and from colleagues (19.6%), faculty from supervisors (47.8%) and convocation (26.9%). Administrative personnel get their information about financial issues primarily from supervisors (68.1%).

### **3) PRIMARY METHOD OF RECEIVING INFORMATION AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about the primary method of receiving information at VSU for social events, administrative decisions, and financial issues. The responses on the survey were: email, website, campus mail, verbally, and other.

### ***Social Events***

For the staff, there were two primary methods of receiving information about social events, verbally (35.3%) and email (34.3%). Faculty and administrative personnel receive information about social events through email (faculty: 80.8% – administrative: 81.1%).

### ***Administrative Decisions***

For staff, faculty and administration, the primary method of receiving information about administrative decisions was the same; email and verbally. For staff 50% get it verbally, 15% by email. Website, campus mail and other ranged from 11% to 13%. For faculty 45.1% said verbally and 40.8% said email. For administration, 63.3% said verbally, 20.4% said email, 14.3% said website.

### ***Financial Issues***

When considering financial issues, staff reported that their primary method of receiving information was verbally (57.7%), followed by other (16.5%) and email (15.5%). For faculty and administration, the majority indicated verbally was the primary method of receiving information about financial issues, (faculty: 58.2% – Administration: 59.6%), followed by email (faculty: 34.3% – administration: 25%).

### **4) PREFERRED SOURCE OF RECEIVING INFORMATION AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about the preferred source of receiving information at VSU for social events, administrative decisions, and financial

issues. The responses on the survey were: supervisor, colleagues, faculty senate, COSA, convocation, and other.

### ***Social Events***

For staff, the preferred source of receiving information for social events was supervisor (50.6%), followed by COSA (16.5%), and colleagues and others (11.8). For faculty and administrative personnel, it was colleagues (faculty: 52.3% – Administration: 45.5%), followed by supervisor (faculty: 31.8% – administrative: 36.4%).

### ***Administrative Decisions***

The preferred source of receiving information about administrative decisions for staff, faculty, and administrative personnel was supervisor (staff: 67.7% – faculty: 75% – administrative: 82.2%).

### ***Financial Issues***

The results for the preferred source of receiving information for financial issues was the same as it was for administrative decisions, the supervisor (staff: 72.8% – faculty: 78.7% – administrative: 84.4%).

## **5) PREFERRED METHOD OF RECEIVING INFORMATION AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about the preferred method of receiving information at VSU for social events, administrative decisions, and financial issues. The responses on the survey were: email, website, campus mail, verbally, and other.

### ***Social Events***

35.4% of the staff like to receive information about social events through email and verbally (24.2%). Both faculty and administration would like this information through email (faculty: 74.3% – administrative: 76%).

### ***Administrative Decisions***

For administrative decisions, staff prefers information primarily verbally (34.7%), and through email (26.5%) and campus mail (18.4%). Faculty and administrative personnel both want administrative decisions to be communicated primarily through email (faculty: 67.2% – administrative: 65.3%).

### ***Financial Issues***

For financial issues, staff wants this information primarily verbally (41%), and through campus mail (21%) and email (19%). 54% of the faculty and 59.2% of administration want information about financial decisions through email. Additionally, 29.4 of the faculty and 26.6% of the administration want the information verbally.

## **6) EFFECTIVENESS OF EXISTING COMMUNICATION STRUCTURES AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about the effectiveness of the existing communication structures at VSU. The responses on the survey were: strongly agree, agree, disagree, and strongly disagree.

The results for staff, faculty, and administration show mixed results. 63.7% of the staff agree or strongly agree with this statement, while the numbers are somewhat lower for faculty (54.8%) and staff (56.6%).

## **7) SHARING OF CREATIVE IDEAS AT VSU**

This part of the survey asked staff, faculty, and administrative personnel about their willingness to share creative ideas with colleagues and supervisors and if their ideas are seriously considered by colleagues and supervisors. The responses on the survey were: strongly agree, agree, disagree, and strongly disagree.

### ***Sharing Ideas with Colleagues***

Concerning the willingness to share ideas with colleagues, 72.4% of staff, 78.9% of faculty, and 80.8%, of the administration agreed or strongly agreed.

### ***Sharing Ideas with Supervisors***

Concerning the willingness to share ideas with supervisors, 80.9% of the staff, 70.8% of the faculty, and 83% of the administration agreed or strongly agreed.

### ***Ideas are taken seriously by colleagues***

72.9% of staff stated they agreed or strongly agreed that their ideas are taken seriously by colleagues. Among the faculty, 75% stated they agreed or strongly agreed with this statement and for administrative personnel 78.5% agreed or strongly agreed that their ideas are taken seriously by their colleagues.

### ***Ideas are taken seriously by supervisors***

When asked if their ideas are taken seriously by supervisors, 76% of the staff agreed or strongly agreed, 75% of the faculty agreed or strongly agreed that their supervisors take their ideas seriously. Among the administrative personnel, 80.4% agreed or strongly agreed with the statement.

## **8) INCLUSION IN THE DECISION MAKING PROCESS AT VSU**

This part of the survey asked staff, faculty, and administrative personnel if they feel they are included in the decision making process at VSU. The responses on the survey were: strongly agree, agree, disagree, and strongly disagree.

For staff, 64.8% disagreed or strongly disagreed with this statement. For faculty the result is evenly split as 50.7% agreed or strongly agreed with this statement. For administrative personnel, 63.5% believe they are included in the decision making process at VSU.

## 9) DISCUSSING PROBLEMS AT VSU

This part of the survey asked staff, faculty, and administrative personnel if they feel comfortable discussing problems with colleagues or supervisors at VSU. The responses on the survey were: strongly agree, agree, disagree, and strongly disagree.

### *Discussing problems with colleagues at VSU*

Staff, faculty, and administrative personnel all had positive responses to this question for both colleagues and supervisors. For the ability to discuss problems with colleagues, 68.3% of the staff, 76.7% of the faculty, and 71.1% of the administrative personnel agreed or strongly agreed with the statement.

### *Discussing problems with supervisors at VSU*

Similar results were found for the ability to discuss problems with supervisors at VSU. 74% of the staff, 75.3% of the faculty, and 82.7% of the administrative personnel agreed or strongly agreed with the statement.

## 10) PROBLEMS BEING ADDRESSED IN A SATISFACTORY MANNER VSU

This part of the survey asked staff, faculty, and administrative personnel if they feel their problems were addressed in a satisfactory manner by those to whom the problems were presented. The responses on the survey were: strongly agree, agree, disagree, and strongly disagree.

The results of staff, faculty, and administration were similar to those found concerning discussing problems with colleagues and supervisors. 68.6% of the staff, 66.7% of the faculty, and 78% of the administrative personnel agreed or strongly agreed with the statement.

## II) ANALYSIS OF STUDENT DATA (N=251 / OR A RESPONSE RATE OF 2.3%)

**Note:** The low response rate by students in this survey (despite utilization of the *Spectator*, the student listserve, and the SGA) clearly was disappointing. Still, it would be a mistake to simply ignore the voices of 251 students as they point to important issues that need to be addressed.

### A) SURVEY HIGHLIGHTS: STUDENTS

- **Quality of information received at VSU.** A majority of students stated that they were well informed in regard to social events. However, most students stated that the information received about SGA activities, financial aid, and tuition and fees was only “poor” or “fair” (p. 13).
- **Primary source of information.** A clear majority of students stated that their primary source of information for social events and SGA activities were fellow students. The

primary source of information for financial aid and tuition and fees was the Financial Aid Office (p. 13).

- **Primary method of receiving information.** Students stated that their primary method for receiving information about social events and SGA activities was email. Information about financial aid, tuition & fees was received from a VSU website, followed by verbal communication (p. 14).
- **Preferred source of information.** For social events a majority of students stated that their preferred source were fellow students, for SGA activities the SGA itself, and for both financial aid and tuition and fees the Financial Aid Office (p. 15).
- **Preferred method of receiving information.** In all categories, a majority of students clearly indicated that email was their preferred method of receiving information, followed by a VSU website (p. 15).
- **Effectiveness of Existing Communication Structures.** About two thirds of the students agreed that the communication structures at VSU were effective (p. 16).
- **Sharing creative ideas.** A slight majority of students stated they were willing to share ideas with SGA representatives, and a strong majority of students stated they were willing to share ideas with their professors. However, a majority of students stated their ideas were not taken seriously by SGA representatives, while they stated their ideas were taken seriously by their professors (p. 16).
- **Students' opinion matters at VSU.** The result is evenly split as to whether or not students believe that their opinion matters at VSU (p. 17).
- **Discussing problems at VSU.** A slight majority of students stated that they did not feel comfortable discussing problems with SGA representatives. In contrast, a clear majority of students stated they feel comfortable discussing problems with professors (p. 17).
- **Problems being addressed in a satisfactory manner.** A slight majority of students stated their problems were not addressed in a satisfactory manner by SGA representatives. In contrast, a majority stated their problems were addressed in a satisfactory manner by their professors (p. 17).

## **B) COMMENTS MADE BY STUDENTS:**

- “I check email multiple times a day and still find it challenging to find out about events.”
- “Off-campus and non-traditional students have more difficulties learning about events.”
- “I wasn’t given good information on joining or participating in anything concerning SGA.”
- “SGA does not do anything worthwhile.”



- “The Financial Aid Office has my current address but chooses to send important papers “home” ... and because of this I have turned in several papers late.”
- “Do not allow student workers to answer the phone at the Bursary, the Registrar’s Office, or the Financial Aid Office unless they know what they are talking about.”
- “The VSU website is “too cluttered” ... and it is hard to find information on, say, courses in geology if you don’t know that you have to look under the Department of Physics ...”
- “More co-ops should be offered, to get students more involved on campus.”
- “Provide activity suggestion boxes on campus for students to submit activity ideas.”
- “Send information out in a timely manner.”
- “There should be some sort of sense of tradition and pride, but it is no-existent.”
- “Get more students to show up for the sports events ... try to find out what they are doing at other places to encourage that.”
- “VSU TV should be utilized more effectively.”
- “Everyone should be required to use their BlazeNet email.”
- “The FaceBook is one of the best sources of information on campus.”
- “I wish there would be more possibilities for personal communication with SGA representatives.”
- “Have a web page dedicated to “What’s Going On at VSU” to inform students about events and activities.”
- “Better information at orientation is a must ... and include non-traditional students in activities.”

### C) RECOMMENDATIONS: STUDENTS

- **Improve the general publication of events and deadlines to both on-campus students and non-traditional off-campus students; make “save the date” announcements if possible about 2 weeks before each event, and announce again about 3-4 days ahead of the event.**
- **Better promote the importance of students’ VSU email accounts or explore the possibility of linking VSU email accounts with hotmail, yahoo mail, and other email accounts, so that messages can be automatically forwarded to students not using their VSU email accounts.**
- **Work on ways to improve the service and communication from the Financial Aid Office. Consider giving students the option of changing their relevant mailing address online, to make sure that important notices get to them and can be addressed in a timely fashion.**

- Provide suggestion boxes for students around campus.
- Create “info spaces” at VSU where electronic bulletin boards and/or VSU TV can be utilized to inform students (and faculty, staff, and administrative personnel) about upcoming events and deadlines (e.g. scrolling program of events, “save the date” notices).
- Design a more visible “Student Web Page” on the VSU website to communicate the same events that may already be shown on electronic bulletin boards and VSU TV.
- Explore the possibilities of including FaceBook in the communication of events and deadlines at VSU.
- Reevaluate and improve the information given at student orientations to both traditional and non-traditional students.
- Improve the visibility and profile of the Student Government Association (SGA) among students.

## **D) DETAILED SURVEY RESULTS: STUDENTS**

### **1) QUALITY OF INFORMATION RECEIVED AT VSU**

The first part of the survey asked students about the quality of the information received at VSU for social events, SGA activities, financial aid, and tuition and fees. The responses on the survey were: poor, fair, good, very good, and excellent.

#### ***Social Events***

The majority of students (65.7%) indicated that the information received about social events was good, very good, or excellent; 34.3% stated that the information they received was poor or fair.

#### ***SGA Activities***

65.9% of the students replied that the information they received about SGA activities was poor or fair; 34.1% stated that the information they received was good, very good, or excellent.

#### ***Financial Aid***

59.8% of the students replied that the information they received about financial aid was poor or fair; 40.2% stated that the information they received was good, very good, or excellent.

#### ***Tuition and Fees***

53.2% of the students replied that the information they received about tuition and fees was good, very good, or excellent; 46.8% stated that the information they received was poor or fair.

### **2) PRIMARY SOURCE OF INFORMATION AT VSU**

This part of the survey asked students about the primary source of the information received at VSU for social events, SGA activities, financial aid, and tuition and fees. The responses on the survey for “social events” and “SGA activities” were: SGA, fellow students, faculty, and other.

The responses on the survey for “financial aid” and “tuition and fees” were: SGA, fellow students, Financial Aid Office, Registrar’s Office and other.

### ***Social Events***

A clear majority of students (86.9%) stated they get information about social events from their fellow students.

### ***SGA Activities***

61.3% of the students replied that the primary source of information for SGA activities was their fellow students, followed by 28.1% for SGA, and 10.6% for faculty.

### ***Financial Aid***

For financial aid, students reported that they received most of their information from the Financial Aid Office (77.7%), followed by 14.5% from fellow students.

### ***Tuition and Fees***

53.6% of the students replied that their primary source of information for tuition and fees was the financial aid office, followed by 28.5% for the Registrar’s Office, and 16.4% for fellow students.

## **3) PRIMARY METHOD OF RECEIVING INFORMATION AT VSU**

This part of the survey asked students about the primary method of receiving information at VSU for social events, SGA activities, financial aid, and tuition and fees. The responses on the survey were: email, VSU website, campus mail, conversation / verbally, reading the Spectator, and other.

### ***Social Events***

For the students, the primary method of receiving information about social events clearly was email (51.4%), followed by verbally (18.9%) and campus mail (14.8%).

### ***SGA Activities***

For students, the primary method of receiving information about SGA activities was again email (43.4%), followed by 20.5% Spectator, and verbally (15.1%).

### ***Financial Aid***

When considering financial aid, students reported that the primary method by which they received information was a VSU website (35.1%), followed by verbally (30.8%) and email (21.3%).

### ***Tuition and Fees***

In regard to tuition and fees, students reported that the primary method by which they received information again was a VSU website (42.0%), followed by verbally (22.8%), and email (18.7%).

#### **4) PREFERRED SOURCE OF RECEIVING INFORMATION AT VSU**

This part of the survey asked students about the preferred source of receiving information at VSU for social events, SGA activities, financial aid, and tuition and fees. The responses on the survey for “social events” and “SGA activities” were: SGA, fellow students, faculty, and other. The responses on the survey for “financial aid” and “tuition and fees” were: SGA, fellow students, Financial Aid Office, Registrar’s Office, and other.

### ***Social Events***

For students, the preferred source of receiving information about social events was fellow students (60.2%), followed by SGA (22.4%), and faculty (17.3%).

### ***SGA Activities***

The preferred source of receiving information about SGA activities was the SGA itself (58.0%), followed by fellow students (28.5%), and faculty (13.5%).

### ***Financial Aid***

The preferred source of receiving information for financial aid clearly was the Financial Aid office (88.5%).

### ***Tuition and Fees***

59.8% of the students replied that the financial aid office would be their preferred source of information for tuition and fees, followed by the Registrar’s Office (33.2%).

#### **5) PREFERRED METHOD OF RECEIVING INFORMATION AT VSU**

This part of the survey asked students about the preferred method of receiving information at VSU for social events, SGA activities, financial aid, and tuition and fees. The responses on the survey were: email, VSU website, campus mail, conversation / verbally, reading the Spectator, and other.

### ***Social Events***

A clear majority of the students reported that their preferred method for receiving information about social events is email (44.3%), followed by VSU website (21.3%), and campus mail (13.9%).

### ***SGA Activities***

For SGA activities, students prefer information primarily via email (46.6%), followed by a VSU website (18.8%), and the Spectator (12.6%).

### ***Financial Aid***

For financial aid, students want this information primarily via email (42.5%), followed by a VSU website (26.1%), and campus mail (18.1%).

### ***Tuition and Fees***

The responses for tuition and fees are similar in that students again prefer to receive the information via email (40.7%), followed by a VSU website (24.4%), and campus mail (22.6%).

## **6) EFFECTIVENESS OF THE EXISTING COMMUNICATION STRUCTURES AT VSU**

This part of the survey asked students about the effectiveness of the existing method of communication at VSU. The responses on the survey were, strongly agree, agree, disagree, and strongly disagree.

64.6% agree or strongly agree with this statement; 35.4% disagree or strongly disagree.

## **7) SHARING OF CREATIVE IDEAS AT VSU**

This part of the survey asked students about their willingness to share creative ideas with SGA representatives or professors at VSU, and if their ideas are seriously considered by SGA representatives or professors. The responses on the survey were, strongly agree, agree, disagree, and strongly disagree.

### ***Sharing Ideas with SGA Representatives***

Concerning the willingness to share ideas with SGA representatives, 60.8% agreed or strongly agreed.

### ***Sharing Ideas with Professors***

Concerning the willingness to share ideas with professors, 83.8% of the students agreed or strongly agreed.

### ***Ideas are taken seriously by SGA Representatives***

59.5% of the students stated they disagreed or strongly disagreed that their ideas are taken seriously by SGA representatives.

### ***Ideas are taken seriously by Professors***

When asked if their ideas are taken seriously by their professors, 69.3% of the students agreed or strongly agreed.

### **8) STUDENT'S OPINION MATTERS AT VSU**

This part of the survey asked students if they felt like their opinion mattered at VSU. The responses on the survey were, strongly agree, agree, disagree, and strongly disagree.

The result is evenly split: 50.7% of the students agreed or strongly agreed that their opinion mattered at VSU, while 49.3% disagreed or strongly disagreed with that notion.

### **9) DISCUSSING PROBLEMS AT VSU**

This part of the survey asked students if they feel comfortable discussing problems with SGA representatives or professors at VSU. The responses on the survey were, strongly agree, agree, disagree, and strongly disagree.

#### ***Discussing problems with SGA representatives at VSU***

52.1% of the students replied that they disagreed or strongly disagreed with this statement, or in other words, they did not feel comfortable discussing problems with SGA representatives.

#### ***Discussing problems with Professors at VSU\****

In contrast, 77.8% of the students replied that they agreed or strongly agree with this statement. In other words, a significant majority of students felt comfortable discussing problems with their professors.

### **10) PROBLEMS BEING ADDRESSED IN A SATISFACTORY MANNER VSU**

This part of the survey asked students if they feel their problems were addressed in a satisfactory manner by those to whom the problems were presented. The responses on the survey were, strongly agree, agree, disagree, and strongly disagree.

#### ***Problems are addressed in a satisfactory manner by SGA representatives***

51.5% of the students disagreed or strongly disagreed with this statement, or in other words, they felt that their concerns were not addressed in a satisfactory manner by SGA representatives.

***Problems are addressed in a satisfactory manner by Professors\****

In contrast, 76.7% of the students replied that they agreed or strongly agreed with this statement. In other words, they felt that their problems were addressed in a satisfactory manner by their professors.

\* Note: The positive student-faculty interaction is confirmed by the *National Survey of Student Engagement* results from 2005, where VSU ranks above average within the University System of Georgia.

Members and Visitors present:

R.M. Zaccari, President  
L. Levy, Vice President, Academic Affairs  
M. Meacham, Executive Secretary  
J. Samaras, Parliamentarian

\*Indicates the individual assigned a proxy

Ex-Officio Senators:

B. Adler  
\*N. Argyle  
\*L. Calendrillo  
G. Gaumond  
P. Gunter  
K. Keppler (absent)

R. Allen  
J. Black  
\*J. Gaston  
\*M. Giddings  
A. Hufft (absent)  
S. Sikes

College of the Arts:

F. Barnas  
J. Brashier  
\*L. Indergaard  
E. Nielsen

J. Bowland  
R. Haptonstall  
S. Lahr  
M. Schmidt

College Of Arts and Sciences:

R. Amesbury  
D. Boyd  
C. James  
P. Moch  
J. Rickman  
J. Whitehead

\*A. Aronson-Friedman  
R. Carter  
J. LaPlant  
M. Noll  
J. Samaras  
M. Williams

\*C. Barnbaum  
M. Davey  
A. Lazari (absent)  
C. Peguesse  
C. Tillman

B. Bergstrom  
\*W. Huang  
G. Macheski (absent)  
E. Pugh (absent)  
J. Wang (absent)

College Of Business Administration:

B. Caster  
F. Ware

L. Marshall

\*J. Muncy

C. Tori

College of Education:

\*S. Andrews  
K. Hinkle (absent)  
Y. Mat Som (absent)  
N. Scheetz

C. Barnett  
C. Hudson (absent)  
K. McCurdy (absent)  
L. Schmertzing

\*D. Briihl  
J. Hummel  
\*L. Minor  
R. Schmertzing

M. Fenster  
D. Leech  
K. Ott (absent)  
J. Stelzer

College Of Nursing

L. Bell

L. Floyd

Division Of Social Work:

M. Meacham

Odum Library:

A. Price

\*E. Yontz

Proxies:

James LaPlant for Linda Calendrillo  
Ralph Allen for John Gaston  
Richard Amesbury for Wilson Huang  
Bruce Caster for Jim Muncy  
Mark Fenster for Shirley Andrews  
Richard Schmertzing for Lynn Minor  
David Boyd for Marty Giddings  
John Hummel for Deb Briihl  
John Samaras for Elaine Yontz  
George Gaumond for Lyle Indergaard  
Marty Williams for Nolan Argyle



Jane Whitehead for Amy Aronson-Friedman  
Michael Noll for Cecilia Barnbaum

Student Government Association (non-voting)  
President of the SGA: Keith Flemming (absent)

Visitors:

Bobby Flowers, Council on Staff Affairs

Chuck Hudson, Registrar

Marsha Krotseng, Strategic Research and Analysis

Charles Harmon, University Relations

Walter Peacock, Admissions

Jerry Jennett, VSU Foundation

Christy Coons-Yates, Organizational Development and Strategic Planning