

**FACULTY SENATE**

**Est. 1991**

|  |  |  |  |
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| **Chairperson****Tracy Woodard-Meyers** | **Vice Chairperson****Ed Walker** | **Executive Secretary****Diane Holliman** | **Parliamentarian****Aubrey Fowler** |

**Minutes**

**October 18, 2012**

1. Call to Order by Tracy Woodard-Meyers at 3:3l p.m.

2. **Approval of the minutes of the September 20, 2012 meeting of the Faculty Senate**.

<http://ww2.valdosta.edu/facsen/meeting/minutes/documents/FacultySenateMinutes9-20-12.pdf>

M. Noll stated that he is not the chair-elect for the Environmental Issues Committee and ask that we correct this in the minutes. Minutes were approved with this correction noted.

3**.** New business

 a. Report from the Academic Committee –Catherine Schaeffer & Melissa Benton

 See **Attachment A:**

 Minutes from the October 1, 2012 Academic Committee meeting –

 M. Benton reported that the Psychiatric Mental Health Nurse Practitioner

 Program was approved for the College of Nursing. Curriculum will be taught

 Jointly with two other universities in the system. Minutes approved.

b. Report from the Committee on Committees –Miryam Espinosa-Dulanto meespinosadulant@valdosta.edu. No Report.

c. Report from the Institutional Planning Committee – Aubrey Fowler arfowler@valdosta.edu

A. Fowler reported that due to the deadline date to complete the Enterprise Risk Management

(ERM) that was remanded to the IPC at the September meeting there was not enough time to

complete it. After much discussion it was decided that the IPC will continue to gather

information to submit for the next round.

d. Report from the Faculty Affairs Committee –Karl Paoletti kppaoletti@valdosta.edu

 No Report.

 e. Report from the Faculty Grievance Committee – John Dunn jdunn@valdosta.edu

 No Report. J. Dunn ask for advice on the correct way to report grievances

 to the Faculty Senate. P. Moch stated that his first order of business would

 be to call the full grievance committee for them to decide if the grievance

 could be accepted. After much discussion it was decided that he would let

 Faculty Senate know that the committee was meeting but nothing would

 be disclosed due to confidentiality until the grievance process was

 completed and a decision made.

f. Report from the President–Tracy Woodard-Meyers tmeyers@valdosta.edu

1. Payment Card Security Policy—Sue Fuciarelli and Traycee Martin

See **Attachment B** for request to approve Payment Card Security Policy.

Motion was made to approve by M. Whyte, seconded by

L. Adams – Motion passed.

1. See **Attachment C** from Karla Hull requesting the Faculty Handbook be updated.

 Remanded to the Faculty Affairs Committees to review and report back

 to the Faculty Senate.

4. Old Business - None

5. Discussion –

 M. Noll made a motion that we revive the communication that was in place in 2004 to work

 With the local schools to align our calendar as best as possible and remand it to the Academic

 Scheduling Committee. Motion was seconded. Passed.

 Jessica Baxter, Chair of the University Technology Committee, made a motion that the UTC

 develop a faculty survey to collect information on technology needs across the campus. Motion

 was seconded and passed.

6. Adjournment at 4:33 p.m.

Respectfully submitted,

Anita Bosch

Administrative Specialist

Academic Affairs

10/24/12

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**ATTACHMENT A**

 VALDOSTA STATE UNIVERSITY

ACADEMIC COMMITTEE MINUTES

October 1, 2012

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, October 1, 2012.

Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Dr. Melissa Benton, Dr. Vivianne Foyou, Dr. Ray Elson (Proxy for Dr. Nathan Moates), Dr. Dawn Lambeth, Dr. Jimmy Bickerstaff (Proxy for Ms. Catherine Schaeffer), Dr. Jimmy Bickerstaff, Dr. Frank Barnas, Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Ray Elson, Dr. Nicole Gibson, Dr. Gidget Ryskamp, Dr. Michelle Dykes, Dr. Selen Lauterbach, Dr. Kathe Lowney (Proxy for Dr. Carol Rossiter), and Dr. Frank Flaherty (Proxy for Dr. Colette Drouillard).

Members Absent: Dr. Michael Sanger, Dr. Nathan Moates, Dr. Aubrey Fowler, Dr. Carol Rossiter, and Dr. Colette Drouillard.

Visitors Present: Dr. Paul Riggs, Ms. Teresa Williams, Dr. Don Leech, Dr. James Pate, Dr. Michael Schmidt, Dr. Anita Hufft, Dr. Patti Campbell, Dr. Julie Reffel, Dr. Said Fares, Dr. Peggy Auman, and Dr. Jane Kinney.

The Minutes of the September 10, 2012 meeting were approved by email on September 12. (pages 1-2).

**A. College of Nursing**

1. Revised degree requirements for the MSN – FPMHNP was approved effective Fall Semester 2013 with the effective date changed from Spring to Fall with the total hours required corrected to 47. (pages 3-5).

2. Revised course title, credit hours, and description, Nursing (NURS) 7251, “Advanced Psychopharmacology”, (ADVANCED PSYCHOPHARMACOLOGY – 2 credit hours, 2 lecture hours, 0 lab hours, and 2 contact hours), was approved effective Spring Semester 2013 with the lecture hours corrected and the prerequisite added to the description. (pages 6-12).

3. New course, Nursing (NURS) 7251L, “Advanced Psychopharmacology Practicum”, (AD PSYCHOPHARMACOLOGY PRACTUM – 1 credit hour, 0 lecture hours, 4 lab hours, and 4 contact hours), was approved effective Spring Semester 2013 with the lecture, lab, and credit hours corrected and the co/prerequisite added to the description. (pages 13-18).

4. New course, Nursing (NURS) 7252, “Family Systems and Group Process for Advanced Psychiatric Mental Health Nursing”, (FAMILY SYSTEMS & GROUP PROCESS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013 with the prerequisite added to the description and the correction of the spelling of psychiatric in the description. (pages 19-25).

5. New course, Nursing (NURS) 7351, “Advanced Psychiatric Mental Health Nursing for Individuals Across the Lifespan”, (FPMHNP INDIVIDUALS LIFESPAN – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013 with the prerequisite added to the description. (pages 26-32).

6. New course, Nursing (NURS) 7351L, “Advanced Psychiatric Mental Health Nursing for Individuals Across the Lifespan Practicum”, (FPMHNP INDIVIDUAL PRACTICUM – 3 credit hours, 0 lecture hours, 12 lab hours, and 12 contact hours), was approved effective Spring Semester 2013 with the prerequisite added to the description. (pages 33-36).

7. Deactivation of NURS 7130, 7140, 7251 and 7352 was WITHDRAWN. (page 37).

**B. College of Education**

1. Revised prerequisites, Research (RSCH) 9820, “Qualitative Research Methods”, (QUALITATIVE RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 38-40).

2. Revised prerequisites, Research (RSCH) 9830, “Advanced Qualitative Research Methods”, (ADV QUAL RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 41-43).

3. Revised prerequisites, Research (RSCH) 9840, “Quantitative Research Methods”, (QUANTITATIVE RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester

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2013. (pages 44-46).

4. Revised prerequisites, Research (RSCH) 9850, “Advanced Quantitative Research Methods”, (ADV QUANT RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 47-49).

5. Revised prerequisites, Research (RSCH) 9870, “Dissertation Topic Conceptualization”, (DISSERTATION TOPIC CONCPTLZTN – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 50-52).

6. Reactivation of the EDS in Special Education was approved effective Fall Semester 2013 using the requirements listed on pages 64. (pages 53-57).

7. New admission requirements for the EDS in Special Education were approved effective Spring Semester 2013. (pages 58-61).

8. New catalog narrative for the EDS in Special Education was approved effective Spring Semester 2013. (pages 62-66). Page 62 - The opening paragraph was changed to read: The department also offers the Education Specialist program in Special Education for practicing educators who wish to pursue leadership positions as well as those who wish to upgrade their professional skills. The program focuses on information and skills required of professionals in becoming effective leaders and problem solvers within a variety of settings.

Page 64 – under “Selected Educational Outcomes” #1 replace “appropriate for” with “appropriate to” - #2 …data- and evidence-based decisions…

Page 64 – Examples of Outcome Assessments – changed to Examples of Outcomes Assessments

Page 64 – all numbered items were changed to start with the word “Candidates”

Page 64 – April 15th was added as the summer deadline

Page 64 – under the degree requirements – “Approved elective 3 hours” was moved and placed between the “Required Specialization Courses” and the “Research Requirements”

9. Revised course title, Special Education (SPEC) 8030, “Leadership in Special Education Programs”, (LEADERSHIP IN SPED PROGRAMS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 67-76).

10. Revised course title and description, Special Education (SPEC) 8040, “Using Technology for Professional Development in Special Education”, (TECH FOR PROF DEVELOPMENT SPED – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013. (pages 77-86).

11. Revised course description, Special Education (SPEC) 8110, “Advanced Capstone Experience”, (ADV CAPSTONE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2013 with the description changed to – Creation of portfolio demonstrating candidates’ knowledge, skills, and dispositions for the Dewar College of Education Conceptual Framework Standards. (pages 87-95).

12. Revised credit hours, Special Education (SPEC) 8999, “Thesis”, (THESIS – 1-3 credit hours, 0 lecture hours, 1-3 lab hours, and 1-3 contact hours), was approved effective Spring Semester 2013. (pages 96-105).

13. Revised admission requirements for the MS in Psychology was approved effective Fall Semester 2013. (pages 106-108).

With the following changes:

#A - changed to read …considered for admission, the applicant must submit…

#A2 – “The student must” changed to “The applicant must”

#A4 – was changed to read …describing the applicant’s interest in this…post-degree. This written statement must…

#B – was changed to read …admission, applicants should submit the three letters of recommendation (A.3) and the written statement (A.4) and meet one of the…

**C. College of Arts and Sciences**

1. Revised credit hours, Computer Science (CS) 1301, “Principles of Programming I”, (PRINCIPLES OF PROGRAMMING I – 4 credit hours, 3 lecture hours, 2 lab hours, and 5 contact hours), was approved effective Fall Semester 2013. (pages 109-111).

2. Revised credit hours, Computer Science (CS) 1302, “Principles of Programming II”, (PRINCIPLES OF PROGRAMMING II – 4 credit hours, 3 lecture hours, 2 lab hours, and 5 contact hours), was approved effective Fall

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Semester 2013. (pages 112-114).

3. New course, Physics (PHYS) 4300, “Plasma Physics”, (PLASMA PHYSICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the last sentence of the courses description deleted. (pages 115-121).

4. Revised catalog narrative, admission deadlines, and degree requirements were approved effective Fall Semester 2013 with the narrative changed to read …Latin America, the Modern Middle East, and the Ancient World. The program… (pages 122-124).

5. New course, History (HIST) 4244, “The Hollywood Indian: Native Americans in Film”, (NATIVE AMERICANS IN FILM – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – The study of the portrayal…film, particularly in terms of… . (pages 125-131).

6. Revised course title, and description, History (HIST) 4226, “Colonial South”, (COLONIAL SOUTH – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 132-134).

7. Revised course title, and description, History (HIST) 6226, “Colonial South”, (COLONIAL SOUTH – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 135-137).

8. Revised course title, History (HIST) 6303, “U. S. Spanish Borderland”, (U.S. SPANISH BORDERLANDS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 138-140).

9. New course, History (HIST) 4305, “History of Mexico”, (HISTORY OF MEXICO – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with liberalism, monarchism, federalism and centralism changed from being capitalized to lower case in the description. (pages 141-150).

10. New course, History (HIST) 6305, “History of Mexico”, (HISTORY OF MEXICO – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with liberalism, monarchism, federalism and centralism changed from being capitalized to lower case in the description. (pages 151-160).

11. New course, History (HIST) 4306, “History of Central America”, (HISTORY OF CENTRAL AMERICA – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 161-168).

12. New course, History (HIST) 6306, “History of Central America”, (HISTORY OF CENTRAL AMERICA – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 169-176).

13. New course, History (HIST) 4320, “History of Indigenous Peoples of Latin America”, (HIST INDIGENOUS LATIN AMERICA – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 177-191).

14. New course, History (HIST) 6320, “History of Indigenous Peoples of Latin America”, (HIST INDIGENOUS LATIN AMERICA – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 192-206).

15. New course, History (HIST) 7104, “Seminars in United States History”, (SEM IN UNITED STATES HISTORY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 207-212).

16. New course, History (HIST) 7303, “Seminars in European History”, (SEMINARS IN EUROPEAN HISTORY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 213-218).

17. New course, History (HIST) 7901, “Seminars in World History”, (SEMINARS IN WORLD HISTORY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 219-230).

18. New course, History (HIST) 7902, “Seminars in World History”, (SEMINARS IN WORLD HISTORY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 231-242).

19. Revised course title, History (HIST) 4303, “U. S. Spanish Borderland”, (U.S. SPANISH BORDERLANDS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 243-245).

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Respectfully submitted,

Stanley Jones

Registrar **ATTACMENT B**

***Finance and Administration Policy Routing Form***

Council on Staff Affairs Review 🞎 Endorse 🞎 Not Endorse

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deans’ Council Review Informational Item
 *(No signature required)*

Student Government Review Informational Item
 *(No signature required)*

Cabinet Recommendation 🞎 Endorse 🞎 Not Endorse

*(VP of Finance & Administration, Faculty Senate Representative, and Council on Staff Affairs representative abstaining)*

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Senate Review 🞎 Endorse 🞎 Not Endorse

*(VP’s abstaining)*

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP of Finance & Administration Action 🞎 Approve 🞎 Not Approve

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy adopted by President’s Office \_\_\_\_\_\_\_\_\_ Policy Number

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Simultaneous Review by Constituent Groups*

***Payment Card Merchant Security Policy***

*VSU Financial Services and Information Technology serve as leaders in the annual role of University’s Payment Card Industry Data Security Standard (PCI DSS) compliance program.*

* *VSU Financial Services coordinates payment card acceptance for all funds receipted on the University's ledgers.  Payment card acceptance includes any approved, valid debit/credit card.   VSU Financial Services acts as the liaison between campus merchant departments (who process payment card transactions for the sale of goods and/or services) and the University’s payment card processors.  Methods for processing payment card transactions include point-of-sale card swipe terminals, internet credit card solutions, and various third-party software applications.*

* *VSU Financial Services will consult with prospective and existing merchant departments, set up new campus merchants, and provide guidance, training and troubleshooting assistance related to payment card processing. The Division of Information Technology is responsible for campus Information Security and Acceptable Use policies (AUP), and will also provide guidance, may offer awareness training which includes best practice recommendations in protecting sensitive data, and will monitor adherence with the University’s Payment Card Merchant Security Policy. The AUP reads “All University supplied services and/or materials offered by the University will comply with credit card industry standards. No credit card data will be stored on or transverse the University computer network in an unsecured manner.” The Information Security policy mandates physical and logical security to systems and requires unique user names and passwords as well as a host of other requirements that proceed and/or compliment this policy.*
* *Campus merchant departments must comply with Payment Card Industry Data Security Standards, must complete annual self-assessment questionnaires, and must attest to their PCI DSS compliance. Campus merchant departments shall be responsible for costs associated with PCI DSS compliance as well as any fines or other fees associated with their non-compliance. All Valdosta State University employees working with credit cards must read and agree to the conditions of this policy.*
* *Approval from the Vice President for Finance and Administration is required before a campus merchant account for accepting credit cards can be established.  Requesting departments must inform the Vice President for Finance and Administration of their need to become a campus merchant prior to engaging in any activity or purchasing a new system that will accept card payments. Those departments wishing to use credit card solutions must undergo a Credit Card Merchant Security Assessment conducted by the Division of Information Technology prior to the purchase of third party software or engaging in any contractual services. Departments not complying with approved safeguarding, storage, processing, transmitting and administrative procedures will lose the privilege to serve as a credit card merchant; individuals responsible may receive disciplinary action.*
* *Any technology based equipment used in the processing of card and/or electronic payment transactions will be designated as an asset of VSU. Additionally, while a department may maintain local administrative rights to specific servers and processing equipment, an administrative account will be configured for central IT support.*
* *Any VSU employee, contractor, consultant or agent who, in the course of doing business on behalf of the University, is involved in the acceptance of credit card data, handles cardholder data information, and/or is involved in the acceptance of card payments is subject to this policy.*

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| **Annual Procedures** | **PCI Requirement** | **Responsibility** |
| 1a | Approval must be obtained from the Vice President for Finance and Administration to process credit card payments and/or before entering into any contracts or purchases of software and/or equipment related to credit card processing. | Maintain and Test a Secure Network | VSU Financial Services |
| 1b | Employees shall not use vendor-supplied defaults for system passwords. Also, group, shared, or generic accounts and passwords are prohibited. | Maintain and Test a Secure Network | Annual Questionnaire |
| 1c | Campus card merchants who input card information directly into their payment application, for example, mail orders and/or telephone orders, are required to use secure PC’s designated for that single purpose. | Maintain and Test a Secure Network | Annual Questionnaire |
| 1d | Campus card merchants must notify Financial Services and Information Technology of software upgrades and personnel changes related to credit card processing. | Maintain and Test a Secure Network | Annual Questionnaire |
| 1e | Campus card merchants must provide Information Technology with all outward facing IP addresses used in the processing and/or transmitting of credit card data for the purpose of performing required external scans. | Maintain and Test a Secure Network | VSU Information Technology |
| 1f | Campus card merchants agree to a systems security validation performed by University assigned IT security specialists prior to the installation of a new system, during system upgrades, and at random intervals as appropriate. | Maintain and Test a Secure Network | VSU Information Technology |
| 1g | Perform Quarterly Network Scans | Maintain and Test a Secure Network | VSU Information Technology |
| 2a | Credit card numbers must not be transmitted in an insecure manner, such as by e-mail, IM’s, unsecured or stored fax, or through campus mail. When physically transporting credit card data across campus, the information should be in an envelope marked “Confidential” and sent by a delivery method that can be accurately tracked and trusted (i.e., locked courier bag). | Protect Cardholder Data | Annual Questionnaire |
| 2b | It is prohibited to store sensitive cardholder data [i.e., full account number, expiration date, PIN, and card validation value] in any University system and/or departmental server, third-party software, personal computer, cash register system, e-mail account, portable electronic device (including, but not limited to, laptop, flash drive, floppy disc, CD, PDA, and external or portable hard drive), or on paper. | Protect Cardholder Data | Annual Questionnaire |
| 2c | Employees shall not disclose or acquire any information concerning a cardholder’s account without the cardholder’s consent. | Protect Cardholder Data | Information Technology in-house training through Employee Training and Development |
| 2d | The entire credit card number must not be printed on either the merchant copy or customer copy of any receipts or reports. Old documents with the entire credit card number should have all but the last four digits redacted (blacked out) or be shredded with a cross-cut shredder. | Protect Cardholder Data | Annual Questionnaire |
| **Annual Procedures** | **PCI Requirement** | **Responsibility** |
| 2e | Employees who handle or have access to credit card data are required to attend in-house credit card security training annually. | Protect Cardholder Data | Information Technology in-house training through Employee Training and Development |
| 2f | Though undesirable, in the event that card holder data is written, storage must meet PCI compliance deadlines. | Protect Cardholder Data | Annual Questionnaire |
| 3a | Anti-virus software must be installed and remain current on all systems directly processing and/or transmitting credit card transactions. | Maintain a Vulnerability Management Program | VSU Information Technology |
| 3b | Anti-virus software must be installed and remain current on all systems connected to systems that process and/or transmit credit card transactions. | Maintain a Vulnerability Management Program | VSU Information Technology |
| 3c | Software applications must be developed and based on industry best practices, all of which shall be in accordance with PCI DSS requirements. | Maintain a Vulnerability Management Program | VSU Information Technology |
| 4a | All documentation containing card account numbers must be stored in a secure environment until processed. Secure environments include locked drawers and safes, with limited access to only individuals who are processing the credit card transaction. | Implement Strong Access Control Measures | Annual Questionnaire |
| 4b | Processing should be done as soon as possible and the credit card number should immediately be redacted to the last four digits or that portion of the form be removed and shredded. Also, the card expiration date must be masked. Do not retain card validation values (CVV codes) from backs of cards. | Implement Strong Access Control Measures | Annual Questionnaire |
| 4c | All media used for credit cards must be destroyed when it is no longer needed for business or legal reasons. All hardcopy must be shredded with a cross-cut shredder prior to disposal. | Implement Strong Access Control Measures | Annual Questionnaire |
| 4d | Background checks must be performed prior to the hiring of any positions with access to cardholder information. | Implement Strong Access Control Measures | Handled upon hire by Human Resources |
| 4e | The merchant department must assign an individual to administer the control of log-in privileges, limit software access to secure locations, and delete access to software for terminated employees and those employees whose responsibilities have changed. Access to system components and cardholder data must be limited to those individuals whose jobs require specific access. Assignment of privileges may be based on job classifications or functions and requires written approval of management that specifies required privileges. | Implement Strong Access Control Measures | Annual Questionnaire |
| 5a | Departmental procedures must be established for safeguarding cardholder information and securing storage of data. This pertains to ALL transactions initiated via the telephone, over the counter, mail order, Internet, etc. | Maintain an Information Security Policy | Annual Questionnaire |
| **Annual Procedures** | **PCI Requirement** | **Responsibility** |
| 5b | All third parties with access to cardholder data are contractually required to adhere to PCI security requirements and provide proof of PCI certification to the merchant department and/or Treasury Operations. Written agreements must include the service provider’s statement of responsibility regarding the security of cardholder data that is processed, transmitted, and/or stored on its system. | Maintain an Information Security Policy | VSU Information Technology |
| 5c | Suspected compromise or theft of credit card data must be immediately reported to the Vice President for Finance and Administration. | Maintain an Information Security Policy | Annual Questionnaire |
| 6a | Develop Questionnaire - *To be completed and revised annually* |  Annual Campus Merchant Questionnaire | VSU Financial Services and Information Technology |
| 6b | Send Questionnaire to Campus card merchants and receive completed responses |  Annual Campus Merchant Questionnaire | VSU Financial Services  |
| 6c | Review responses and initiate action if necessary |  Annual Campus Merchant Questionnaire | VSU Financial Services and Information Technology |
| 6d | Annual Review of PCI Self-assessment questionnaire (institutional) |  Annual Campus Merchant Questionnaire | VSU Financial Services and Information Technology |

**ATTACHMENT C**

From: Karla M. Hull
Sent: Tuesday, October 9, 2012 10:16 AM
To: Tracy W. Meyers

Subject: Faculty Handbook

Hi,

We need to get the Faculty Handbook updated. This is a Senate

Responsibility.  Will you delegate this task or should I contact

Someone?

Many Thanks

K

*Dr. Karla M. Hull,*

**Acting VPAA**

**Valdosta State University**

229-333-5950

khull@valdosta.edu

**Members and Visitors Present**

\*Indicates proxy

**Executive Committee:**

T. Woodard-Meyers, Chair

E. Walker, Vice Chair

D. Holliman, Secretary

A. Fowler, Parliamentarian

**Ex Officio:**

N. Argyle (absent)

A. Bernstein (absent)

J. Crawford (absent)

A. Fuciarelli (absent)

S. Fuciarelli (absent)

J. Gaston (absent)

M. Giddings (absent)

K. Hull

A. Hufft (absent)

R. Mast (absent)

W. Plumly (absent)

C. Richards (absent)

**College of Arts:**

L. Corbin

B. Finson (absent)

K. Im Park\*

P. McNeill\*

K. Murray

L. Orenduff\*

K. Paoletti

C. Schaeffer\*

**College of Arts & Sciences:**

Tom Aiello

J. Allard

D. Baracskay

L. De La Garza

J. Dunn

M. Espinosa-Dulanto

S. Fares (absent)

V. Foyou\*

R. Gladwin

D. Hall

M. Hyer

A. Lazari

P. Moch

K. Morris

O. Nikolova

M. Noll

E. Parra

G. Rogers

J. Velez-Marulanda (absent)

T. Woodard-Meyers

**College of Business Administration:**

A. Fowler

D. Kuhlmeier

N. Moates (absent)

T. Royle

E. Walker

**College of Education:**

Lynn Adams

J. Archibald

G. Arome\*

J. Baxter

D. Briihl

G. Doepker\*

M. Gorham-Rowan

M. Grant

R. Green

R. Hannibal

S. Kohn\*

D. Lambeth\*

S. Sanderson

C. Talor

V. Whisler (absent)

**College of Nursing:**

M. Benton

M. Whyte

**Division of Social Work:**

D. Holliman

M. Sanger

**Odum Library:**

E. Rogers

L. Wright

**COSA Representative (non-voting):**

B. Haugabrook

**Student Senators (non-voting):**

R. Baerwalde (absent)

M. Richardson

**Proxies:**

Sean Lennon for Dawn Lambeth

Jessica Baxter for Gina Doepker

Ofelia Nikolova for Kyoung Im Park

Miryam for Lai Orenduff

Daniel Baracskay for Viviane Foyou

Robert Green for Gladys Arome

Diane Holliman for Catherine Schaeffer

Lynn Corbin for Paula McNeill

Deb Briihl for Steven Kohn

**Visitors:**

William Moore – I.T.

Sue Fuciarelli – V. P. for Finance & Administration

Angela Uyeno – Internal Audit

Traycee Martin – Financial Services

Antolina Pilgrim – Financial Services