



# FACULTY SENATE Est. 1991

**Chairperson**  
Tracy Woodard-Meyers

**Vice Chairperson**  
Ed Walker

**Executive Secretary**  
Diane Holliman

**Parliamentarian**  
Aubrey Fowler

## Minutes March 28, 2013

The Faculty Senate convened on Thursday, March 28<sup>th</sup> at 3:34 p.m. in the U.C. Magnolia Room.

1. Call to Order by Tracy Woodard-Meyers followed by a **10 minute Question and Answer session:** President McKinney and Dr. Karla Hull, Acting VPAA. Questions/Answers as follows:
3. From the recent Faculty Excellence Initiative it is apparent that VSU faculty are ready to transition from a teaching college to a real regional university where faculty have adequate time to pursue professional development. For example, many departments at Georgia Southern are on a 9 hour load. The last President, Schloss, promised that departments would be able to use the super section model to free up more time for their faculty professional development. Is it possible that VSU grant autonomy at the department level for faculty to work together to pursue professional development by allowing departments to set their own teaching loads so long as it meets the needs of our students?

Dr. McKinney answers:

This came up over and over yesterday at the Strategic Planning Retreat. I am asking Enrollment Management this summer to produce a department by department credit load analysis that basically shows instructional FTE and credit hour generation – so that we can get a sense of where we are in terms of credit hour generation and instructional load per department. We will be operating under a new performance funding model coming out of Atlanta that will begin two fiscal years from now. New funding formula will be driven by persistence toward completion (retention and graduation rates). Advantage is we will have the new funding formula in August/September which means we can start planning for it. Once we have the funding formula in hand and the department by department analysis on credit hour production and instructional FTE then we can really start to address this question in an educated way.

4. Several years ago there was a strategic initiative to establish a research foundation at VSU. Is this still a strategic initiative?

Dr. McKinney answers:

States he was not aware of this. Any opportunity we have to bring unrestricted money into the University, privately raised funds, we need to take a look at it. Let me take a serious look at this – I will sit down with the Advancement team. I think this is something that is absolutely worthwhile for

us because we have seen what they do at other universities – we have seen the kind of flexibility that a research foundation allows a university to have. Any opportunity we have to raise private funds to benefit the institution, because when you do that by and large, they are unrestricted funds. You can roll them over – you don't have to worry about the kind of state issues that we deal with not being able to roll over a lot of our public funds.

Aubrey Fowler asked Dr. McKinney to give us a quick impression of yesterday's Strategic Planning Retreat.

Dr. McKinney answered: He thought it was fantastic. It was honest and candid. Wide mix of faculty, staff, students, administrators, community, foundation board members and alumni. Now it is turned over to a Strategic Planning team who will stay in touch with the entire campus. Goal is to have a strategic plan that is clear cut – with broad campus buy in and that has clear markers for success – what it will look like when we achieve x-y-z. Formed a Strategic Planning Committee whose sole purpose will be to keep us on task and report to the broader campus community on these goals. Will be able to develop a new master facilities plan and strategic funding plan.

**2. Approval of the minutes of the February 21, 2013 meeting of the Faculty Senate.**

<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml> (See link for minutes from February 21, 2013) – Minutes approved.

**3. New business**

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

See <http://www.valdosta.edu/academics/registrar/documents/13mar-minutes.pdf>

Academic committee minutes. **Approval of minutes.** Minutes approved.

b. Report from the Committee on Committees –Miryam Espinosa-Dulanto

[meespinosadulant@valdosta.edu](mailto:meespinosadulant@valdosta.edu) **See Attachments B**

Motion was made to accept all the changes submitted by the committees to their bylaws by one vote. Motion was seconded. Vote was taken with one abstention. Changes were accepted and passed.

c. Report from the Institutional Planning Committee – Aubrey Fowler [arfowler@valdosta.edu](mailto:arfowler@valdosta.edu)

No Report

d. Report from the Faculty Affairs Committee – Vesta Whisler [vrwhisler@valdosta.edu](mailto:vrwhisler@valdosta.edu) Report on research 12 month salary payout versus 10 month salary payout.

Vesta Whisler presented a PowerPoint presentation, “10 month pay over 12 months?”. Call to question was made – All in favor to make a resolution to approve the resolution presented by the Faculty Affairs Committee to allow 10 month contract faculty and staff the option to be paid over 12 months. Vote was taken. Motion denied.

e. Report from the Faculty Grievance Committee – John Dunn [jdunn@valdosta.edu](mailto:jdunn@valdosta.edu)

No report

f. Report from the President–Tracy Woodard-Meyers [tmeyers@valdosta.edu](mailto:tmeyers@valdosta.edu)

1. Senate Process for making policy.

Concern over policy that is passed going into the “black hole”. Faculty Senate statutes state that when Faculty Senate passes a motion – it is submitted to the President and he has 60 days to decide if it becomes policy. University Policy has not been changed to this. Dr.

McKinney agreed to look into this. We do have a new Policy on Policies Committee. Tracy will

go back for the past two years and retrieve what has been voted on and passed by the Faculty Senate and send it to the President for him to let Faculty Senate know if it is policy.

Angela Uyeno from Internal Audit offered help to consult or do what they can to help in the efforts to get the policies straight.

## 2. Faculty Senate Committee Composition.

Need to address the issue of the mergers/realignment of colleges on campus. Need to determine number of people in each unit so we can have proportionate representation from each unit. Will not be able to assign anyone to committees until we have the numbers. The number of senators in September will be the same as now. Committee will come forward with “this is what it should be” and try to transition to that Structure. Will have to be capped at 65 to 70.

## 3. Elections for Senate Officers 2013-2014.

Need nominations for Parliamentarian, Secretary and Vice President. Sitting President will remain on the Executive Committee as Past President. Will accept nominations at April meeting. Can be submitted electronically, campus mail or from the floor at the April meeting.

## 4. Old Business

### a. **Report from Academic Scheduling and Procedures Committee**-Ronny Green [rgreen@valdosta.edu](mailto:rgreen@valdosta.edu) **See Attachment C.**

Next meeting committee will address the 2014-2015 academic calendar.

Vote on two issues: Dropping the Fall 2013 break and adding those days to the 2013 Thanksgiving break making it a week long and changing the first day of class (Spring, 2014) from January 6<sup>th</sup> to January 13<sup>th</sup>.

Motion was made and passed to split the vote and vote on each issue separately.

Vote was taken to drop the Fall 2013 break and add those days to the Thanksgiving 2013 break - making it a week long break – Vote passed.

Vote was taken on recommendation to change the Spring, 2014 start date from January 6<sup>th</sup>, 2014 to January 13, 2014. Vote passed.

### b. **Report from Library Affairs Committee**-Ofelia Nikolova [ornikolova@valdosta.edu](mailto:ornikolova@valdosta.edu) **See Attachment D**

One of their main charges is to allocate funds for special request funds from materials for the library – at last meeting a couple of questions came up: 1) Are we required to have a student on committee? If so, would like to request a Graduate Student due to maturity and understanding of resources and materials. 2) Since this is in regards to allocation of funds we do hold open meetings – if requestor is in the meeting, one committee member felt the requestor should leave the room while the committee members discuss it. Is not clear in the bylaws. Bringing recommendation to Faculty Senate that requestor does not have to leave the room but will recuse themselves from the vote, but can remain in the room to answer questions about their particular request.

First Issue - regarding the question of is there a requirement to have a student on their committee? If so, can they request a Graduate Student due to their maturity level and understanding of material and resources. Per Ed Walker it is in the faculty senate bylaws no fewer than one student, recommended by the SGA President, will sit

on each committee. Requesting a Graduate Student is not in the bylaws. SGA does not handle Graduate students. Per Ed the Committee on Committee's could appoint a Graduate Student in an ex-officio capacity. Tracy Meyers recommended that she as President could go to Russ Mast and request a pool of students, who the SGA President could recommend to the Committee on Committee's, to appoint to the standing committees. We want graduate and undergraduate students. Tracy will go to Russ as discussed.

Second issue – Library Affairs Committee requested the Faculty Senate to vote on the recommendation that the person can stay in the meeting, discuss their special request but recuse themselves from voting on the request. Vote was taken and passed.

c. Report from Faculty Scholarship and Research Committee Lynn Adams [ladams@valdosta.edu](mailto:ladams@valdosta.edu)

Lynn Adams reported that the Faculty Scholarship and Research Committee was asked to consider two issues: 1) increase the amount of the awards given for professional presentation, course curriculum and instructional improvement and 2) consider expanding awards to faculty that were not “presenting” but “chairing” a session.

Faculty Scholarship and Research Committee voted to increase the award amount from \$750 twice a year to \$1000 twice per fiscal year or one \$2000 award per fiscal year with no distinction on domestic/international travel. No changes were made for funding “chairing a session”. Funding is strictly for professional presentation, course curriculum or instructional improvement. Changes are effective July 1, 2013.

Changes need to be submitted to Faculty Senate in writing as an appendix. Will vote on at the April meeting. Lynn will send to Diane Holliman.

8. Discussion - Relay for Life, April 19, 2013-Becky Murphy (Handouts will be distributed in Senate meeting)

Becky Murphy asked for help in getting the word out for participation in the Relay for Life event on campus. If you work with student organizations there is still time to sign up and participate. Please contact Becky with any questions.

9. Adjournment at 5:23 p.m.

Respectfully submitted,

Anita Bosch  
Administrative Specialist  
Academic Affairs

## **Attachment A**

### **Questions submitted between Feb and March faculty senate meeting:**

1. Why does VSU not participate in the AAUP annual salary survey? I am curious because it is a great tool for analyzing salaries over time and for comparing with other institutions-especially again, over time.
2. Do you know if the market analysis/salary study will consider years in rank? The difference between a recently promoted full professor and one with 10-15 years in rank is significant I would imagine. No? Last time we had an equity adjustment they did not do this and I remember some of my colleagues with many years in rank were rather disappointed (if not disgruntled).

## **Attachment B**

### **I. Bylaws of the Academic Scheduling and Procedures Committee**

#### ***Article I: Name***

The Academic Scheduling and Procedures Committee is a Standing Committee of the Faculty Senate.

#### ***Article II: Charge***

The Academic Scheduling and Procedures Committee reviews and recommends policies and procedures pertinent to the University Calendar, class periods, final examination scheduling, University catalogs and bulletins, Honors Day, and commencement.

#### ***Article III: Membership***

##### **Section 1. Selection**

The Committee on Committees nominates and the Faculty Senate approves members of the Academic Scheduling and Procedures Committee.

##### **Section 2. Membership**

The membership of the Academic Scheduling and Procedures Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees.
- b. Sufficient additional members of the General Faculty to assure representation of all schools, the Odum Library, and the Division of Social Work.
- c. Ex officio members: the Registrar, the Director of Admissions and Enrollment Management, the Assistant to the Vice President for Academic Affairs, the Director of Auxiliary Services, the Athletic

Director, the Director of Housing and Resident Life, and the Director of the Council of Staff Affairs. Ex officio members are voting. The Academic Scheduling and Procedures Committee may nominate additional ex officio members by written request to the Committee on Committees.

- d. No fewer than one student recommended by the President of the Student Government Association.

### Section 3. Terms

All members of the Academic Scheduling and Procedures Committee serve three-year, staggered terms, as determined by the Committee on Committees, with all terms beginning on September 1 and ending on July 31.

### Section 4. Resignations

Members leaving the Academic Scheduling and Procedures Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members.

## ***Article IV: Officers***

### Section 1. Chairperson and Chairperson-elect

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes. The term of the chairperson may be renewed.

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library.

## ***Article V: Subcommittees***

### Section 1. Authority

- a. The Academic Scheduling and Procedures Committee may establish subcommittees as needed.
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created.

### Section 2. Membership

The Academic Scheduling and Procedures Committee selects the members of subcommittees.

### Section 3. Officers

The Chair of the Academic Scheduling and Procedures Committee appoints from the committee's membership the chairs of all subcommittees.

## Section 4. Reports

All subcommittees of the Academic Scheduling and Procedures Committee submit reports as determined by the Committee Chair.

## Section 5. Terms

The Academic Scheduling and Procedures Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## *Article VI. Procedures*

### Section 1. Meetings

- a. The Academic Scheduling and Procedures Committee establishes a schedule of meetings for each academic year and submits the schedule to the Committee on Committees.
- b. Meetings of the Academic Scheduling and Procedures Committee are open.
- c. The Academic Scheduling and Procedures Committee may invite to its meetings and hear any guests whom the committee deems appropriate.

### Section 2. Goals and Rules

- a. The Academic Scheduling and Procedures Committee develops goals for each academic year and submits the list of goals to the Executive Committee.
- b. The Academic Scheduling and Procedures Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library.

### Section 3. Quorum

A simple majority of the voting membership of the Academic Scheduling and Procedures Committee constitutes a quorum.

### Section 4. Voting

- a. Approval of motions is by majority vote of the voting members of the Academic Scheduling and Procedures Committee present and voting.
- b. The Academic Scheduling and Procedures Committee does not accept proxies but will accept written absentee votes addressed to the Chair of the committee.

### Section 5. Submission of materials

All proposals, recommendations, reports, and other materials for consideration by the Academic Scheduling and Procedures Committee must be submitted to the Chair a minimum of ten working days in advance of a scheduled meeting.

#### Section 6. Annual report

The Academic Scheduling and Procedures Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by June 15.

### ***Article VII: Amendments to the Bylaws***

#### Section 1. Submission of proposed amendments

Proposed amendments to the bylaws of the Academic Scheduling and Procedures Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

#### Section 2. Approval of proposed amendments

Approval of proposed minutes to the Bylaws of the Academic Scheduling and Procedures Committee is by majority vote of the voting members present and voting.

## **B II. Valdosta State University**

### **By-Laws of the Committee on Academic Honors and Scholarships**

#### **ARTICLE I: *Name***

The Committee on Academic Honors and Scholarships is a standing committee of the Faculty Senate of Valdosta State University (Senate By-laws Article II, Section 3 (i)).

#### **ARTICLE II : *Objective***

The objective of the Committee is to oversee and facilitate University activities pertaining to academic honors and scholarships, including: ~~the selection and recognition of First Year Scholars and President's First Year Scholars~~; selection of students for scholarships and honors external to the University, such as the Georgia Legislature Academic Recognition Day and ~~the Georgia Technology Alliance scholarships~~; selection of the recipient of the Annie Powe Hopper Award; and, in conjunction with the Office of University Relations, the coordination of activities for Honors Day.

#### **ARTICLE III: *Members***

##### Section A: Selection of Members

Members of the Committee are nominated by the Committee on Committees and approved by the Senate. Membership is assigned to properly represent each school of the university, the Odum library, and the Division of Social Work (Senate By-laws, Article H, Section 3(a)).

##### Section B: Composition of the Committee and terms of Membership

###### 1. Membership

a. Two of the Committee members must be faculty senators, one of whom is the chairperson (Senate By-laws, Article II, Section 3(a)).

b. Ex officio members may be appointed by the Committee on Committees. All ex officio members on the Committee will be non-voting members. The Committee may nominate ex officio members to the Committee by sending a written request to the Committee on Committees.



c. The Committee may appoint subcommittees to carry out the work of the Committee. Subcommittee members, chosen by the Committee, need not be faculty members or faculty senators.

## 2. Terms

a. All Committee members serve three-year staggered terms. Terms are staggered by the Committee on Committees (Senate By-laws, Article II, Section 5(a, b, c)). Terms of Committee members and chairpersons begin on September 1 and end on August 31.

b. Subcommittee terms are determined by the Committee

## 3. Resignations

Resigning members must submit to the chairperson of the Committee a written resignation. A copy of all resignations must be submitted to the Committee on Committees within one week of receipt by the Committee chairperson of the resignation. The Committee on Committees appoints replacements.

## **ARTICLE IV: *Officers***

### Section A: Chairperson

A chairperson and a chairperson-elect, who must be faculty senators, shall be appointed by the Committee on Committees (Senate By-Laws, Article II, Section 3, (g)). The chairperson serves a one-year, renewable term. The chairperson is responsible for the conduct of the committee meetings and for coordinating the scheduling of meetings and committee activities.

### Section B: Secretary

A secretary, who must be a member of the Committee, shall be appointed by consensus decision of the Committee at its first regular meeting of the term year. The secretary serves a one-year renewable term. The secretary is responsible for the keeping of Committee minutes for the submission of those minutes to the University Archives on a yearly basis.

### Section C: Subcommittee Officials

Subcommittee officials, such as chairpersons and secretaries, shall be appointed by consensus decision of the Committee.

## **ARTICLE V: *Subcommittees***

### Section A: Authority

Subcommittees may be appointed by the Committee to carry out specific tasks of the Committee (Senate By-laws, Article II, Section 5(h)).

### Section B: Reporting

The Committee on Committees will be informed of the membership and composition (names of subcommittee officers) of any and all subcommittees in time to include them in the listing in the University Faculty Handbook.

### Section C: Subcommittee Officers

Subcommittee officers will be chosen by consensus decision of the Committee.

### Section D: Subcommittee Composition

Subcommittees may be composed of any persons selected to serve on the subcommittee by consensus decision of the Committee. At least one member of any or all subcommittees be a member of the Committee. One Committee member serving on any and all subcommittees shall be designated by consensus decision of the Committee as the Subcommittee reporting member. The Subcommittee reporting member is responsible for reporting all activities of Subcommittee to the Committee.

## **ARTICLE VI: *Procedures***

### Section A: Committee Decisions

Decisions of the Committee shall be made by consensus, except in the matter of amending these by-laws, which will be made by a 3/4ths vote of all Committee members, as specified in Article VII, infra. Majority vote may be used as a preliminary procedure in deliberations.

#### Section B: Representation

One half of the Committee membership at a Committee meeting shall constitute a quorum. Proxy representatives of Committee members are permitted.

#### **ARTICLE VII : Amendments to By-Laws**

These By-laws may be amended by 3/4ths vote of the entire Committee.

#### **Attachment B III.**

#### **Report of the Student Services Committee to the Committee on Committees of the Faculty Senate February 19, 2013, Emily Rogers, Committee Chair**

The charge of the Student Services Committee, a standing committee of the Faculty Senate, is, according to the SSC bylaws:

“To review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services.”

Currently the Student Services Committee has one standing subcommittee, the Student Financial Aid Subcommittee.

The Student Services Committee and the Student Activities Committee have reviewed their charges and have voted to merge the two committees into the Student Services and Activities Committee, to begin with the start of the 2013-2014 academic year.

The charge of the new Student Services and Activities Committee is:

“To review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services; as well as student communications and affairs, in general.”

The Student Services and Activities Committee bylaws were approved by members of the SSC and SAC on February 15, 2013. The new bylaws of the Student Services and Activities Committee were submitted to the Committee on Committees on February 19, 2013.

#### Attachment B IV. **BYLAWS OF THE STUDENT SERVICES AND ACTIVITIES COMMITTEE**

#### *Article I: The Student Services and Activities Committee*

#### **Section 1. Relationship to the Faculty Senate**

In accordance with Faculty Senate Bylaws (Article II, Section 3. (i) 8), the Student Services and Activities Committee is a standing committee of the Faculty Senate.

#### **Section 2. The Charge**

In accordance with Faculty Senate Bylaws, (Article II, Section 3. (i) 8), the Student Services and Activities Committee is to review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services; as well as student communications and affairs, in general.

## **Article II: Membership**

### **Section 1. Selection of Members**

Members of the Student Services and Activities Committee are appointed by the Committee on Committees. In accordance with Senate Bylaws, (Article II, Section 3, a.), whenever possible, membership assignments reflect each school of the University and the Odum Library.

### **Section 2. Characteristics and Terms of Membership**

- a.) The Committee chairperson and chairperson elect must be Faculty Senators and will serve a term of one year, the terms of which can be renewed (Senate Bylaws, Article II, Section 3, g.).
- b.) All Committee members will serve three-year terms (Senate Bylaws, Article II, Section 5, a).
- c.) Terms of Committee members and the chair begin on August 1 and end on July 31 (Senate Bylaws, Article II, Section 5, b).
- d.) At least one (1) student and not more than three (3) students recommended by the President of the SGA will sit on the Student Services and Activities Committee (Senate Bylaws, Article II, Section 3, b.) and will have full voting rights.
- e.) The terms of Student Services and Activities Committee members are staggered by the Committee on Committees so that approximately one-third (1/3) of the appointed and elected membership is replaced each year (Senate Bylaws Article II, Section 5, c).
- f.) The Secretary of the Committee, to be elected by the Committee membership at the first meeting of the Committee, will keep written minutes of the Committee meetings, distributing the minutes in a timely manner, including placing a copy in the Odum Library within two weeks of each meeting. The Secretary will serve for a term of one (1) year. The term may be renewed.
- g.) Ex Officio members are appointed to the Student Services and Activities Committee by the Committee on Committees. The Student Services and Activities Committee may nominate ex officio members by sending written nominations to the Committee on Committees. All ex officio members on the Student Services and Activities Committee will not be voting members.
- h.) In accordance with Senate Bylaws Article II, Section 5 (h), the Committee on Committees will appoint replacement members of the Student Services and Activities Committee. Resigning members must submit a written resignation to the chair of the Committee. A copy of all resignations must be submitted in writing by the Chair to the Committee on Committees within a week of the resignation.

### **Section 3. Subcommittees**

- a.) The Student Services and Activities Committee may create subcommittees, if it so deems it necessary or useful, the membership of which may include non-members. The Committee on Committees will be informed by the chair of the Student Services and Activities Committee of the membership of any and all subcommittees (Article II, Section 3, h).

- b.) Subcommittee members do not need to be faculty or Senators and are chosen solely by the Student Services and Activities Committee or the Committee's designee. At least one (1) member of the subcommittee must be a member of the Students Services and Activities Committee.
- c.) The chair of any non-standing subcommittee will be determined by the Student Services and Activities Committee.
- d.) The chair of the Student Services and Activities Committee will inform the Committee on Committees of the membership of each subcommittee in time to include members in the fall listing of the Faculty Handbook.
- e.) Subcommittee terms are determined by the Student Services and Activities Committee. Chairs of subcommittees will give the Committee prior notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.
- f.) Standing subcommittees
  1. The Student Financial Aid Subcommittee is a standing subcommittee of the Student Services and Activities Committee.
  2. The subcommittee reviews Financial Aid Appeals denied in the first appeals process by the Office of Financial Aid.
  3. The subcommittee meets periodically during the academic year, including one meeting during the summer months.
  4. The Office of Financial Aid schedules meetings, disseminates appeals packets one week prior to a meeting date, records votes, informs applicants of the outcomes, and provides statistics on appeals to the Chair of the Student Services and Activities Committee at the end of each academic year.
  5. Appeals are decided by a majority vote.
  6. The members of the Student Financial Aid Subcommittee do not need to be faculty or Senators, but must be permanent full-time employees of the University who are not enrolled as students.
  7. The Student Financial Aid Subcommittee shall be constituted by the subcommittee chair, 12 voting members, and two ex-officio members.
  8. The Chair Elect of the Student Services and Activities Committee will serve as the Chair of the Financial Aid Subcommittee and votes only to break a tie.
  9. The 12 voting members of the subcommittee shall include three core administrative members and nine faculty members.
  10. Core administrative members shall include representatives from the following: Division of Student Affairs appointed by the Vice President of Student Affairs, Division of Finance and Administration appointed by the

Associate Vice President of Finance and Administration, and the Student Services and Activities Committee appointed by the Chair of the Student Services and Activities Committee.

11. Nine faculty members shall be appointed by the Committee on Committees to include a minimum of one representative from each of the following colleges: Arts and Sciences, Arts, Business, Education, and Nursing. Remaining faculty member positions shall be populated by faculty members at large.

12. Voting members shall serve a three year term of service.

13. The subcommittee shall include two ex-officio non-voting members including the Director and Administrative Coordinator of Financial Aid.

### **Article III: Procedures**

- a.) In accordance with Faculty Senate Bylaws, (Article II, Section 6, a.1-3), the Committee will discharge the following responsibilities on or before October 1:
  - 1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
  - 2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
  - 3. Submit written rules governing the Committee's procedures to the Faculty Senate and place these rules in the Odum Library.
- b.) All proposals, recommendations, reports, and any other material to be presented for consideration to the Student Services and Activities Committee must be submitted to the Committee chair, who will set the agenda.
- c.) All Committee meetings will be open.
- d.) Guests of the Committee will be allowed to speak only by expressed permission of the Committee.
- e.) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of minutes, reports, proposals, recommendations, and all other documents will be placed in the Odum Library no later than two weeks after a Committee meeting. At the end of the year, Committee records will be collected and placed in the University archives in the Odum Library (Senate Bylaws Article II, Section 6, e).
- f.) The Committee will prepare an annual report and submit it to the Faculty Senate by April 30 (Senate Bylaws Article II, Section 6, f).
- g.) A quorum to carry on the business of the Committee will be one-half of the voting membership.
- h.) Committee members who are unable to attend a Committee meeting may be allowed proxies. Proxies can be given only to other Committee members. No person may hold more than one proxy at any meeting.
- i.) Voting will be by a show of hands, unless otherwise ordered by the Committee. A majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.
- j.) Meetings will be conducted according to the last revision of Robert's Rules of Order.

## Article IV: Amendments

- a.) The Bylaws of the Student Services and Activities Committee may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chair in a timely manner for review, discussion, and possible action.
- b.) A majority vote by those members in attendance and voting will be required to amend the Committee bylaws.

### Attachment B V (or 5) **Bylaws of the Educational Policies Committee**

#### ***Article I: Name***

The Educational Policies Committee is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sect. 3i (3)).

#### ***Article II: Charge***

Educational Policies Committee is charged with reviewing and recommending policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation (Senate Bylaws, Art. II, Sect. 3i (3)).

#### ***Article III: Membership***

##### **Section 1. Selection**

The Committee on Committees nominates and the Faculty Senate approves members of the Educational Policies Committee (Senate Bylaws, Art. II, Sect. 3a).

##### **Section 2. Membership**

The membership of the Educational Policies Committee includes:

- a. No fewer than two elected senators selected by the Committee on Committees (Senate Bylaws, Art. II, Sect. 3c).
- b. Sufficient additional members of the General Faculty to assure representation of all schools, the Odum Library, and the Division of Social Work (Senate Bylaws, Art. II, Sect. 3a).
- c. Ex officio members: the Registrar, the Director of Admissions and Enrollment Management, the Director of Public Services, the Assistant Dean of the College of Arts and Sciences, and the Director of Women's Studies. Ex officio members are voting members of the Educational Policies Committee. The Educational Policies Committee may nominate additional ex officio members by written request to the Committee on Committees (Senate Bylaws, Art. II, Sect. 3e).
- d. No fewer than one student recommended by the President of the Student Government Association (Senate Bylaws, Art. II, Sect. 3b).

##### **Section 3. Terms**

All members of the Educational Policies Committee serve three-year, staggered terms, as determined by the Committee on Committees, with all terms beginning on September 1 and ending on July 31 (Senate Bylaws, Art. II, Sect. 5a, 5b, 5c).

##### **Section 4. Resignations**

Members leaving the Educational Policies Committee must submit a written resignation to the Chair no less than seven days in advance of the effective date of resignation. The committee's Chair must forward copies of written resignations to the Committee on Committees within one week of receiving such resignations. The Committee on Committees appoints replacements for resigned members (Senate Bylaws, Art. II, Sect. 5h).

## ***Article IV: Officers***

### **Section 1. Chairperson and Chairperson-elect**

The Chairperson and chairperson-elect must be elected Faculty Senators and are selected by the Committee on Committees for the term of one year, except as provided in VSU statutes. The term of the chairperson may be renewed (Senate Bylaws, Art. II, Sect. 3g).

The Chairperson-elect serves as Secretary and keeps written minutes of all meetings. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library (Senate Bylaws, Art. II, Sect. 6f).

## ***Article V: Subcommittees***

### **Section 1. Authority**

- a. The Educational Policies Committee may establish subcommittees as needed (Senate Bylaws, Art. II, Sect. 3h).
- b. The Chairperson will inform the Committee on Committees of the membership of subcommittees at the time they are created (Senate Bylaws, Art. II, Sect. 3h).

### **Section 2. Membership**

The Educational Policies Committee selects the members of subcommittees.

### **Section 3. Officers**

The Chair of the Educational Policies Committee appoints from the committee's membership the chairs of all subcommittees.

### **Section 4. Reports**

All subcommittees of the Educational Policies Committee submit reports as determined by the Educational Policies Committee Chair.

### **Section 5. Terms**

The Educational Policies Committee establishes the terms of its subcommittees. Subcommittees disband when they complete their charges.

## ***Article VI. Procedures***

### **Section 1. Meetings**

- a. The Educational Policies Committee establishes a schedule of meetings for each academic year and submits the schedule to the Committee on Committees on or before October 1 (Senate Bylaws, Art. II, Sect. 6a, 6a (1)).
- b. Meetings of the Educational Policies Committee are open (Senate Bylaws, Art. II, Sect. 6c).
- c. The Educational Policies Committee may invite to its meetings and hear any guests whom the committee deems appropriate (Senate Bylaws, Art. II, Sect. 6d).

### **Section 2. Charges and Goals**

- a. The Educational Policies Committee develops an assessment of their charges and goals for each academic year and submits the list to the Executive Committee (Senate Bylaws, Art. II, Sect. 6a (2)).
- b. The Educational Policies Committee will submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these written rules on reserve at Odum Library (Senate Bylaws, Art. II, Sect. 6a (3)).

### **Section 3. Quorum**

A simple majority of the voting membership of the Educational Policies Committee constitutes a quorum.

### **Section 4. Voting**

- a. Approval of motions is by majority vote of the voting members of the Educational Policies Committee present and voting.
- b. Proxies will be allowed for Educational Policies Committee members who are unable to attend meetings, but can only be given to other Educational Policies Committee members. The Chair of the Educational Policies Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.

### **Section 5. Submission of materials**

All proposals, recommendations, reports, and other materials for consideration by the Educational Policies Committee must be submitted to the Chair a minimum of five working days in advance of a scheduled meeting.

### **Section 6. Annual report**

The Educational Policies Committee Chairperson prepares an annual report and submits it to the Executive Secretary of the Faculty Senate by April 30 (Senate Bylaws, Art. II, Sect. 6f).

## ***Article VII: Amendments to the Bylaws***

### **Section 1. Submission of proposed amendments**

Proposed amendments to the bylaws of the Educational Policies Committee must be submitted in writing to the Chair at least four weeks prior to the next scheduled meeting.

### **Section 2. Approval of proposed amendments**

Approval of proposed amendments to the Bylaws of the Educational Policies Committee is by majority vote of the voting members present and voting.

## **Attachment B (VI or 6)**

### **MINORITY AND DIVERSITY ISSUES COMMITTEE (MDIC)**

As a standing committee of the Faculty Senate it is primary to the mission of the Minority and Diversity Issues Committee (MDIC) to promote and celebrate diversity at Valdosta State University. The MDIC believes that a diverse campus community is one that fosters appreciation and respect for the values and abilities of all its members and, where faculty is culturally competent in order to meet the needs of our diverse student population. To that end, the MDIC will serve in an advisory and complementary role to assist the campus offices working towards that goal.

## **BYLAWS OF THE MINORITY AND DIVERSITY ISSUES COMMITTEE**

### **Article I (Name)**

The Minority and Diversity Issues Committee is a standing committee of the Faculty Senate. (Senate Bylaws, Art. II, Sec 3, (i) )

### **Article II (Objective)**



## The Minority and Diversity Issues Committee:

- a. reviews and recommends policies and procedures pertinent to age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, and sexual orientation;
- b. reviews and recommends policies and procedures pertinent to quality support programs for students with special needs including, but not limited to, those with physical impairments, behavior disorders, and learning disabilities. (Senate Bylaws, Art. II, Sec. 3, (i))
- c. promotes and/or initiates programs and on-going projects in order to build a more inclusive community grounded in respect for difference based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, and sexual orientation.

## Article III (Members)

### Section 1:

#### Selection:

Members of the Minority and Diversity Issues Committee are nominated by the Committee on Committees and approved by the Senate. Membership is assigned to properly represent each College and Odum Library. (Senate Bylaws, Art. II, See 3, (a))

### Section 2:

#### Membership:

- a. Two of the Members must be Senators, one of whom is the chair.
- b. Ex officio members may be appointed by the Committee on Committees. All ex officio members will be voting members. The Minority and Diversity Issues Committee may nominate ex officio members to the Committee by sending a request in writing to the Committee on Committees. Ex officio members are: Director of Social Equity; the Director of the Counseling Center; the Director of Human Resources and Employment Development; the Director of Access Services; and Representatives of COSA and of SGA.
- c. Subcommittee members do not need to be faculty or Senators and are chosen solely by the Minority and Diversity Issues Committee.

#### Terms:

- a. All committee members serve three year staggered terms which are staggered by the Committee on Committees. (Senate Bylaws, Art. II, See 5 (a, b ,c)) Terms of Committee members and chairperson begin on August 1 and ends July 31.
- b. Subcommittee terms are determined by the Minority and Diversity Issues Committee.

#### Attendance:

All committee members are encouraged to attend all meetings. If attendance is not feasible, a proxy should be secured. Proxies must be a member of the committee. After a member has missed three meetings in an academic year, without being represented by proxy, they will be advised by the committee chair to see alternative committee assignment and a replacement will

be sought.

#### Resignations:

Resigning members must submit to the chair of the Minority and Diversity Issues Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within one week of receipt of the resignation by the Committee chair. The Committee on Committees has the responsibility for appointing replacements.

#### Article IV (Officers)

- a. Chair: Must be a Senator, serves a one year term. The Chairperson will be elected by the members of the committee from candidates who are eligible Senators. The name will then be forwarded to the Chair of the Committee on Committees of the Faculty Senate.
- b. Subcommittee chairs will be determined by the chairperson of the Minority and Diversity Issues committee.
- c. Secretary: At the first meeting, committee members shall select one of its members to serve as secretary.

#### Article V (Subcommittees)

- a. The Minority and Diversity Issues Committee may create subcommittees. At least one member of each subcommittee will also be a member of the Minority and Diversity Issues Committee. (Senate Bylaws, Art II, See 5 (h))
- b. The Committee on Committees will be informed by each subcommittee chairperson of the membership of subcommittees in time to include them in the Fall listing in the Faculty Handbook.
- c. Subcommittee chairs will give Minority and Diversity Issues Committee advance notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.

#### Article VI (Procedures)

- a. On or before November 1, the Minority and Diversity issues committee will discharge the following responsibilities:
  1. Set a schedule of the regular meetings and inform the Committee on Committees.
  2. Submit to the executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.
  3. Submit written rules governing their procedures to the President of the Faculty Senate and place these rules on reserve in Odum Library.
- b. Reports, recommendations, and proposals must be sent in writing to the committee chair at least two (2) weeks before the next meeting. The Committee chair is responsible for setting the agenda for meetings.
- c. There will be a transitional meeting held between the present Chair, the past Chair, the Chair elect and the Secretary in August.
- d. All Committee and subcommittee meetings are open. Members will decide whether or not guests will be heard and under what conditions.
- e. The Committee will keep substantive minutes or recordings of its deliberations. Copies of Committee minutes or recordings, reports, proposals, recommendations, and all other documents

are to be placed on reserved in Odum Library, by the Secretary, no later than two (2) weeks after they have been approved by the Committee.

- f. The Committee will prepare an annual report and submit it to the President of the Faculty Senate by May 1.
- g. A quorum shall consist of half of the voting committee membership.
- h. Any member may request a paper ballot vote on any issue.
- i. All members listed under "ex officio" in III 2 (b), may cast one vote per office represented.
- j. The chair of the committee only votes to break a tie.
- k. A motion will be carried by a majority of voting members in attendance.

#### Article VII (Amendments to Bylaws)

- a. Advanced notice of proposed amendments to the bylaws of the committee must be submitted in writing to the Committee chair at least four (4) weeks in advance of the next scheduled meeting.
- b. A majority vote will be required to amend the committee bylaws.

01/30/13

**Attachment B VII or 7 – Library affairs bylaws are included as a pdf**

#### **Attachment C**

### **Academic Scheduling and Procedures Committee (ASPC)**

Proposal: Revise the 2013/2014 Calendar.

The ASPC voted to recommend the following for Faculty Senate

Consideration:

1. Drop the Fall 2013 Break
2. Extend the Fall 2013 Thanksgiving Holidays

(Mon – Fri, Nov 25 – 29)

3. Spring Semester 2014, First Day of Class to begin on

Monday, January 13, 2014.

Rationale:

Committee Members, including Student Representatives, determined a more effective use of school and release time could be achieved by reducing the Fall Breaks from two to one.

The spring 2013 start date did not allow any time to assist students prior to the beginning of classes.

A later start date allows more time to prepare for new student orientation/accept new applications.

A later start date allows VSU to be more competitive with other schools that are starting during the week noted (week of Jan 13).

Jan 13 is the date online collaborative programs begin (eCore, eMajor, GOML).

If we don't start on the 13th, these programs will end a week later causing a number of issues for students (incomplete transcripts, delays in graduation, financial problems, etc.).

Proposed Revised Calendar:

**FALL 2013**

Mon, Aug 12	First Class Day
Mon, Sept 2	Labor Day Holiday
Thurs, Oct 3	Midterm
<del>Mon-Tues, October 14-15</del>	<del>Fall Break</del>
Mon- Fri, Nov 25 – 29	Thanksgiving Holidays
Mon, Dec 2	Last Class Day
Tues, Dec 3	Exam Prep Day
Wed-Fri, Dec 4-6	Exams
Sat, Dec 7	Graduation

**SPRING 2014**

Mon, Jan 6 13	First Class Day
Mon, Jan 20	MLK Holiday
Thurs, Mar 6	Midterm
March 17-21	Spring Break
Mon, May 5	Last Class Day
Tues, May 6	Exam Prep Day
Wed- Fri, May 7-9	Exams
Sat, May 10	Graduation

**SUMMER 2014**

<b>(Summer I)</b>	
Thurs, May 15	First Class Day – Summer I
Tues, May 27	Midterm
Mon, May 26	Memorial Day Holiday
Thurs, June 5	Last Class day
Fri, June 6	Exams
<b>Summer II (full term)</b>	
Wed, Jun 11	First class day

Thurs, Jul 3	Midterm
Fri, Jul 4	Holiday
Tues, Jul 28	Last Class Day
Jul 30-31	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>	
Mon, Jul 8	First class day
Fri, Jul 17	Midterm
Tues, Jul 29	Last class day
Thurs, Jul 30	Exams
Sat, Aug 2	Graduation

**Attachment D: Library Affairs**

- d) The LAC Chair should inquire at the Faculty Senate whether students are to be invited as members of the committee. The LAC members feel that if the committee needs to have student representation, it will be better to invite graduate students than undergraduates.
- e) The LAC members are of the opinion that the requestor (if a member of the committee) should recuse him/herself from voting on their request, but should remain at all times in the room and be given opportunity to answer questions or make clarifications while the request is being discussed. The LAC Chair should convey this opinion to the Faculty Senate for furthering the discussion on these matters that is already under way.

## Members and Visitors Present

\*Indicates proxy

### **Executive Committee:**

T. Woodard-Meyers, President  
E. Walker, Vice President/President Elect  
D. Holliman, Secretary  
A. Fowler, Parliamentarian

### **College of Arts:**

J. Bickerstaff  
L. Corbin\*  
B. Finson (absent)  
K. Im Park (absent)  
P. McNeill  
K. Murray  
L. Orenduff\*  
K. Paoletti\*  
C. Schaeffer

### **College of Arts & Sciences:**

Tom Aiello  
J. Allard  
D. Baracskey\*  
L. De La Garza  
J. Dunn  
M. Espinosa-Dulanto  
S. Fares  
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  
T. Woodard-Meyers

### **College of Business Administration:**

A. Fowler  
D. Kuhlmeier\*  
N. Moates \*  
T. Royle  
E. Walker

**College of Education:**

Lynn Adams  
J. Archibald\*  
G. Arome (absent)  
J. Baxter  
D. Briihl  
G. Doepker  
M. Gorham-Rowan  
M. Grant  
R. Green  
R. Hannibal  
S. Kohn\*  
D. Lambeth  
S. Lennon  
S. Sanderson  
C. Talor\*  
V. Whisler

**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 (absent)

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

R. Baerwalde (absent)

**Proxies:**

Emily Rogers for Deborah Hall  
Aubrey Fowler for Nathan Moates  
Renee Hannibal for James Archibald  
Ed Walker for David Kuhlmeier  
Deb Briihl for Chuck Talor  
Peggy Moch for Andreas Lazari  
Sonya Sanderson for Lynn Corbin  
Ofelia Nikolova for Lia Orenduff  
Maren Hyer for Karen Morris  
Said Fares for Randy Gladwin  
Viviane Foyou for Dan Baracskey  
Melissa Benton for Steven Kohn  
Vesta Whisler for Karl Paoletti

**Visitors:**

Joseph Adgie                      Spectator

Berkley Henshaw	Spectator
Rebecca Murphy	Employee & Organizational Development
Justin Smith	Graduate Student/SCO
Angela Uyeno	Internal Audit
Sheri Gravett	Academic Affairs
Chad Jerkins	Higher Ed
Jill Honnecker	Higher Ed
Katie Coup	Higher Ed
Matt Lovelace	Higher Ed
Randi Rice	Higher Ed
Holly Gaskins	HESA
Chilcry Ujans	HESA