

**Peggy Moch**  
**President**

**Mike Holt**  
**Vice President/  
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**Sudip Chakraborty**  
**Secretary**

**Sean Lennon**  
**Parliamentarian**

**Michael Noll**  
**Past President**

**Annual Reports**  
**May 2016**

1. Annual Reports

a. Statutory Committee Reports

- i. Academic Committee – Sheri Gravett: **Attachment A**
- ii. Committee on Committees – Kalina Winska: **Attachment B**
- iii. Faculty Affairs – Alicja Rieger: **Attachment C**
- iv. Faculty Grievance Committee – Patti Campbell: **Attachment D**
- v. Institutional Planning Committee – Donald Thieme: **Attachment E**

b. Meeting minutes from the various committees should be sent to FS Secretary (Sudip Chakraborty ([schakraborty@valdosta.edu](mailto:schakraborty@valdosta.edu))) to be uploaded to the Faculty Senate website **AND** to the library ([archives@valdosta.edu](mailto:archives@valdosta.edu)) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:

- i. Technology\_Minutes\_04-29-2015
- ii. Academic\_Honors\_and\_Scholarship\_Minutes\_08-28-2015

Thank you for your assistance in getting and keeping our records up to date. ☺

2. Annual Reports

a. Standing Committee Reports

- i. Academic Honors & Scholarships – Han Chen: **Attachment F**
- ii. Academic Scheduling & Procedures – Katharine Lamb: **Attachment G**
- iii. Athletic Committee – Peggy Moch: **Attachment H**
- iv. Educational Policies – Jacob Jewusiak: **Attachment I**
- v. Environmental Issues – Arsalan Wares: **Attachment J**
- vi. Faculty Scholarship – Maura Schlairet: **Attachment K**
- vii. Library Affairs – Michelle Forbes Ocasio: **Attachment L**
- viii. Internationalization and Globalization Committee – Fleming Bell: **Attachment M**
- ix. Diversity and Equity – Karen Acosta: **Attachment N**
- x. Student Affairs – Kelly Davidson Devall: **Attachment O**
- xi. Technology Committee – Mike Holt: **Attachment P**

## **Attachment A:**

### **Academic Committee Annual Report**

VSU's Academic Committee met seven times over the course of the 2015-2016 academic year (September-November, and January-April). All the approved minutes of those meetings are available at <http://www.valdosta.edu/academics/registrar/academic-committee.php> . In addition to the regular rounds of curriculum and course changes, additions, and deletions, the Committee also approved updated bylaws at its October 2015 meeting (those bylaws are also available at the same website).

Sincerely,  
Dr. Sharon Gravett, Chair

## Attachment B:

### 2015-2016 Annual Report of the Committee on Committees (CoCo) Valdosta State University Faculty Senate

#### 2015-2016 Membership

Dereth Janette Drake (CE), Michael Holt, S. Andrew "Andy" Ostapski, Deborah Gail Paine, Michelle Ritter, Kalina Winska (C)

#### CoCo Meeting Dates

September 09, 2015

September 30, 2015

February 19, 2016

March 23, 2016

March 25, 2016

Note: much of the committee's work was done via email

#### CoCo Meeting & Activity Summary

*Fall 2015 (September 09, September 30, and email)*

- In Spring 2015 CoCo put off all its usual committee filling responsibilities.
- The Statutory Committees and Faculty Senate seats with terms beginning August 1, 2015 were filled during meeting on September 30th. Standing Committees seats with a term of 2015-2018 were filled by October 5<sup>th</sup> 2015.
- CoCo used Qualtrics to fill the Standing Committee seats and to hold at-large elections for the Grievance Committee.
- Grievance Committee At-large Elections:  
At-large elections were held online using Qualtrics. Voting was open Monday, August 17, 2015 through Friday, August 21, 2015; consequently, due to low response, the survey's deadline was extended until Wednesday, August 26, 2015.  
The faculty listerv was emailed four times, August 17, 20, 21, and 26.  
285 ballots were submitted. Each ballot was intended to collect 2 votes.  
The two winners of the 2015-2018 Grievance Committee at-large seats are Tracy Meyers and Thom Aiello. Their terms start August 1, 2015 and end July 31, 2018.
- Resolution Committee—a special committee to draft a resolution in support of the faculty and staff receiving non-renewal letters.  
The Faculty Senate remanded the creation of the committee to the CoCo. There were a few faculty members interested in being on the committee who sent their requests to CoCo. The CoCo committee's decided to structure the committee the way the Standing committees are (at least two Senator representing different colleges + general faculty representative from different colleges/units).
- CoCo held elections for a Chair Elect during the meeting on September 9th. As a result, Michael Holt became a Chair-Elect. However, due to Michael Holt's elections to the Faculty Senate Vice-Presidency during the FS meeting on September 17<sup>th</sup>, the CoCo held elections for a new Chair Elect (September 30<sup>th</sup> meeting.) Dr. Dereth Drake became a Chair-Elect.
- During the FS meeting on September 17<sup>th</sup> the FS held elections for two new CoCo members: one from COEHS and one from A&S. The newly elected college representatives were: Debbie Gail Paine (COEHS) and Dereth Jan Drake (A&S.)

*November 2015 – January 2016 (communication and tasks completed via e-mails)*

- Updated Faculty Senate, Statutory and Standing Committee rosters were submitted to the President of the Senate.

- Statutory and Standing Committee rosters were e-mailed to all the senate committee Chairs
- Committee on Committees Chair and Chair-Elect reviewed the rosters and staggered the membership of all the senate committees so that approximately 1/3 of appointed members is replaced each next year as per CoCo Bylaws, Article IV, Section 2, B:  
 “Terms of committee members will be staggered by the Committee on Committees in a manner so that approximately one-third (1/3) of the appointed and elected membership is replaced each year.”
- CoCo members representing all the university units emailed their respective Deans the list of Faculty Senate seats and Statutory Committee seats for the Faculty Elected by Units that would be vacated after Spring 2016 and requested from Deans to hold elections before January 14<sup>th</sup>, 2016.
- January, 2016 updates:  
 CoCo received and certified the election results for Senate and Statutory Committees in COA, LIB, A&S. CoCo was awaiting the results from the remaining university units: COHNS, COEHS, and COBA
- February, 2016 update:  
 Due to the resignation of two senators from A&S, the college ran quick elections to replace the two positions. The elected senators would begin their terms starting in Fall 2016 for the two year term ending in 2018.  
 Faculty Grievance Chair elections: Arsalan Wares accepted the position for the remainder of this academic term. In March, the faculty senate held formal elections for this position with a term beginning in Fall 2016.

*Spring 2016 (February 19, March 23, March 25, and emails)*

- CoCo updated/revised the Committee Bylaws from 1999 and unanimously approved on March 23rd. Consequently, the Bylaws were posted on the Faculty Senate website.
- During the FS meeting on March 24th the FS held elections for two new CoCo members: one from COBA and one from LIB. The newly elected representatives were: Andrew Ostapski (COBA; reelected) and Catherine Bowers (LIB.)
- Standing Committee Appointments  
 The Standing Committee Survey for seats with a term of 2016-2019 was created in Qualtrics and sent to the faculty listserv March 8th, 2016, and was closed on March 21st. CoCo met and reviewed the results March 23rd and began the process of assigning seats. Assigning process continued on March 25<sup>th</sup> meeting. As of April 30<sup>th</sup> all the vacancies on senate committees are filled except SGA seats and most recent resignations (COA senator and COEHS general faculty member.)

*Ongoing Activities*

- Need to finish assigning Standing Committee seats for SGA
- Need to send the updated rosters for 2016-2019 term to the FS Executive Committee
- Prepare and send out Grievance Committee Qualtrics Survey for Faculty at large vacancies (COA, LIB, and A&S): distribute the names of the tenured faculty (awaiting the updated list form Honey Coppage); the faculty will vote to fill the vacancies on the Grievance Committee through Qualtrics.
- Need to outline timeline for next year’s activities
- Need to review all Standing Committees to determine whether overlap or duplication exists among the committees and will report to the Faculty Senate (as per Bylaws.)

**Attachment C:**

**2015-2016 Annual Report of the Faculty Affairs Committee**

***Alicja Rieger, Chair***

The Faculty Affairs Committee met seven times during the 2015-2016 Academic Year. The minutes of each meeting have been submitted to FS Secretary (Sudip Chakraborty (schakraborty@valdosta.edu) and to the library (archives@valdosta.edu) by the secretary of this committee, Dr. Eric Howington.

**Summary of Major Topics Addressed During the 2015-2016 Academic Year**

*September 29, 2015 meeting:*

The Faculty Affairs Committee has reviewed and approved by the unanimous vote the Faculty Affairs Committee Bylaws with 2 minor editorial changes. Those changes included 1) removal of "Draft" from the title, and 2) correction of typographical error in section 2 of Article VII (in last sentence, change "minutes" to "amendments"). The Faculty Affairs Committee Bylaws approved with 2 minor editorial changes have been submitted to Dr. Moch on September 30, 2015.

Faculty Affairs Committee set up goals for 2015-2016 year related to two ongoing charges from the previous year: 1) review a status of academic freedom at VSU and 2) review sick-leave policy, particularly in regard to the possibility of applying accrued sick leave time toward retirement.

Based on the last year experience the committee members found that working on subcommittees on designated charges was not effective. It was suggested disbanding the subcommittees and instead working on the charges as a whole committee this year. It was motioned, seconded, and unanimously voted to disband the subcommittees and adopt a whole committee format for this year's work on the designated charges.

*October 20, 2015 meeting:*

An invited guest, Dr. Michael G Noll provided background information and clarification related to our ongoing charges: Sick-Leave and Academic Freedom.

A new charge remanded to Faculty Affairs Committee by the Faculty Senate, October 15, 2015: Credit for SOI Compliance.

*November 10, 2015 Meeting:*

Revisions and/or final additions related to unused Sick Leave statement of findings: Statement related to unused Sick Leave\_TRS\_ORP Comparisons

Continued work on academic freedom: What is and what is not addressed within the organizational policies related to academic freedom at VSU as compared to AAUP and BOR and Others? (A Comparison Chart: Academic Freedom at VSU as compared to AAUP and BOR and Others).

*December 1, 2015 Meeting:*

The Faculty Affairs Committee discussed the Faculty Senate "Resolution of Support."

Continued work on academic freedom: (A Comparison Chart: Academic Freedom at VSU as compared to AAUP and BOR and Others).

*February 17, 2016 meeting:*

Completed charge (See Attachment #1). A summary statement of our findings regarding unused sick leave in relation to the two available faculty retirement options, Teacher's Retirement System (TRS) and Optional Retirement Plan (ORP) at VSU was unanimously approved by the Faculty Affairs Committee and presented at January's Senate meeting (28 Jan '16). No requests have been made to continue to do any more work on this charge.

Work on the "Credit for SOI Compliance" charge.

*March 2, 2016 meeting:*

Work on new charge remanded by Faculty Senate, February 18, 2016: Faculty Course Reassigned Time Request Policy.

Work on the "Credit for SOI Compliance" charge.

*April 6, 2016 meeting:*

Completed charge (See Attachment #2). Status of Academic Freedom at VSU Statement of Findings was unanimously approved by the Faculty Affairs Committee and presented at April's Senate meeting (21 April'16). No requests have been made to continue to do any more work on this charge.

Completed charge (See Attachment #3). Credit for SOI Compliance Statement of Findings was unanimously approved by the Faculty Affairs Committee, submitted to Dr. Moch on April 21, 2016 and it would be presented at August's 2016 Senate meeting.

Completed charge (See Attachment #4). Faculty Course Reassigned Time Request Policy Statement of Findings was unanimously approved by the Faculty Affairs Committee, submitted to Dr. Moch on April 21, 2016 and it would be presented at August's 2016 Senate meeting.

Attachment #1: Statement related to unused Sick Leave\_TRS\_ORP Comparisons

Dear Dr. Peggy Moch,

The Faculty Affairs Committee was remanded by the Faculty Senate to review policies concerning unused sick leave in relation to the two available faculty retirement options, Teacher's Retirement System (TRS) and Optional Retirement Plan (ORP; See TRS & ORP Comparison sheet).

The Faculty Affairs Committee acknowledges that important differences exist between the two available retirement options:

The TRS was established by the General Assembly in 1945 and is available to all teachers in Georgia (See O.C.G.A. 47-3-92). The TRS offers an attendance incentive program which allows for employees the option of vacation leave payout and sick leave credited toward retirement ([www.trsga.com](http://www.trsga.com)). However, only elementary and secondary school teachers and not post-secondary teachers, have the option of a sick leave payout (See O.C.G.A. 20-2-853).

Effective September 1, 1990, the Board of Regents adopted the ORP (See O.C.G.A. 47-21-3 and ORP Handbook). While the ORP does not require an employee be vested after 10 years as with the TRS, employees do not accrue vacation leave with ORP and it does not allow for sick leave credit toward retirement/payout.

More detailed information regarding the two retirement options may be found in the above referenced documents (pdf attached) and/or the VSU Human Resource and Employee Development webpages available at <http://www.valdosta.edu/administration/finance-admin/human-resources/>

[https://www.valdosta.edu/administration/finance-admin/human-resources/forms/ORPUSGRetirement\\_Election\\_Form.pdf](https://www.valdosta.edu/administration/finance-admin/human-resources/forms/ORPUSGRetirement_Election_Form.pdf)

New faculty are encouraged to carefully consider the two available retirement options, within the 60 day review period from the date of hire. Consultation with a Human Resource Representative may be beneficial in identifying important considerations including faculty mobility, vested time required, credited sick leave toward retirement, and other investment options. Careful consideration is warranted as the retirement plan choice is irrevocable during University System of Georgia employment.

Respectfully submitted,

Faculty Affairs Committee  
Valdosta State University

Attachment #2:

### **Status of Academic Freedom at VSU: Statement of Findings**

The Faculty Affairs Committee (FAC) was remanded by the Faculty Senate to review the status of academic freedom at VSU. The FAC conducted a review of the status of academic freedom at VSU in comparison with AAUP statements and policies, BOR policies, and other institutions of higher education policies as they relate to academic freedom. The main question guiding the review was *what is and what is not addressed within the organizational policies related to academic freedom at VSU as compared to AAUP and BOR and Others?* Additionally, the review was guided by five academic domains that may include language that assists in safeguarding and protecting academic freedom. The five domains included:

- Definition/Language of Academic Freedom
- Tenure and Promotion
- Academic Code of Professional Ethics
- Shared Governance
- Non-discriminatory and Equal Opportunity Practices

A summary of this review is provided below. A detailed table of findings is also available from the FAC.

#### **I. Definition/Language of Academic Freedom**

*Valdosta State University (VSU) Statutes*

<http://www.valdosta.edu/administration/policies/documents/2000.1StatutesofVSU.pdf>, Chapter 3, Article VI, p. 31] contain specific provisions about academic freedom. The three-point policy statement indicates that teachers are “entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for

pecuniary return should be based upon an understanding with the authorities of the institution.” Additionally, teachers are “entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.” Finally, teachers are “citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.” The academic freedom policy statement found in the VSU statutes mirrors the three-point policy statement found in the *1940 Statement of Principles on Academic Freedom and Tenure by the American Association of University Professors (AAUP)* [<http://www.aaup.org/file/1940%20Statement.pdf>, p. 14].

By comparison, the academic freedom policy statement found in the *VSU Statutes* is similar to the provisions cited on the website of the Office of the Senior Vice President of Academic Affairs and Provost at *The University of Georgia (UGA)* [<http://provost.uga.edu/index.php/policies/statutes/article-x-faculty-members>, para 5] in that faculty members are “entitled to full freedom of expression in research, teaching, and publishing” and as citizens of the community should be “free from institutional censorship or discipline”. However, the VSU policy statement does not include provisions regarding the “confidentiality and security of university faculty files in offices throughout the campus.” Similar to provisions made by UGA, VSU may wish to specifically address in its policy statement that faculty files “shall be preserved and protected at all times, insofar as is consistent with state and federal law. A faculty member shall have the right to examine his/her official records as provided under state and federal law.” USG procedures for safeguarding and protecting academic freedom are also available at <https://sacs.uga.edu/compliance/p3.7.4.html>.

Finally, the *Board of Regents (BOR) policy manual* [<http://www.usg.edu/policymanual/section3/C337/>] does not provide a specific statement/definition regarding academic freedom, but maintains a University System of Georgia Faculty Council (USGFC) to provide a faculty voice on academic freedom. “The USGFC shall be mindful and respectful of matters that are more appropriately handled at the institutional level but may make recommendations that have University System level impact or implications” (Board of Regents Policy Manual 3.2.4.1).

## **II. Safeguarding & Protecting Academic Freedom by Tenure and Promotion**

Tenure constitutes permanent professional standing that one is awarded upon satisfying certain professional criteria and that has legal implications. Tenure safeguards and protects academic freedom. According to *Faculty Evaluation Model at Valdosta State University* [<http://www.valdosta.edu/academics/academic-affairs/documents/FEMfinal.pdf>], “Tenure protects academic freedom; it is granted only after a rigorous review of an individual’s teaching and instruction, professional growth and productivity, and college and community service”(p. 8).

Valdosta State University emphasizes the protections that apply to academic freedom by an adherence to the procedures and policies for appointment to tenure and promotion, *Valdosta State University Tenure and Promotion Policies and Procedures* [<https://www.valdosta.edu/academics/academic-affairs/documents/vsu-tenure-and-promotion-policies-and-procedures.pdf> ]. These procedures and policies address academic freedom in establishing fair and consistent criteria for the faculty evaluation. As indicated in *Valdosta State University Tenure and Promotion Policies and Procedures*, “evaluation of faculty performance,



including the awarding of tenure and promotion, should be conducted according to a set of policies and procedures that are adequate, appropriate and administered fairly across all units” (p. 2).

Due process is at the heart of tenure safeguard and protection of academic freedom. *Valdosta State University Tenure and Promotion Policies and Procedures* further address academic freedom by building into their procedures for tenure and promotion the review of “all tenure and promotion dossiers for procedural and substantive due-process errors” (pp, 4-5) to ensure error-free review process and non-discrimination. According to these procedures “an illegal or constitutionally impermissible consideration, such as that which has unlawfully taken into consideration a candidate’s gender, race, age, nationality, handicap, sexual orientation, or which has violated the candidate’s exercise of his or her protected First Amendment rights ( p. 5), or “A recommendation significantly based on any consideration which violates academic freedom or which involves discrimination on the basis of race, gender, religion, national origin, age, physical handicap, marital status or sexual orientation” (p. 5) would be examples of a substantive due-process error. Additionally, according to these procedures, the faculty is ensured a right to an appeal at any stage of the review for tenure and promotion. “Candidates have the opportunity to appeal at specific stages of the review process. See Appendix C. Candidates should follow the appeal process as outlined in their unit’s promotion and tenure document” (p. 4).

Valdosta State University emphasizes the same protections that apply to academic freedom during the post-tenure review as indicated in the *Faculty Evaluation Model at Valdosta State University* [<http://www.valdosta.edu/academics/academic-affairs/documents/FEMfinal.pdf>], “Routine evaluation of tenured faculty is a system of recognition, reward, and enhancement of faculty performance. In every aspect of post-tenure review, the principles of academic freedom and due process must be protected” (p. 8).

*Valdosta State University Tenure and Promotion Policies and Procedures* align with the 1940 *statement of Principles on Academic Freedom and Tenure* [<http://www.aaup.org/file/1940%20Statement.pdf>] which purpose is to “promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities” (p. 14). They also align with the University of Georgia Principle 3.7.4 *Academic Freedom* compliance statement [<https://sacs.uga.edu/compliance/p3.7.4.html>] which indicates that “Academic freedom at the University is further protected by the Guidelines for Appointment, Promotion and Tenure. These guidelines state that their purpose is “to protect the rights of the faculty,” ensuring “fair, rigorous and discipline-appropriate” processes. [6] Similarly, the Policy for Review of Tenured Faculty explicitly addresses academic freedom and non-discrimination in establishing fundamental criteria for review” (para. 3).

However, *Valdosta State University Tenure and Promotion Policies and Procedures* may wish to provide a more specific language to reiterate that the criteria and the review process for awarding tenure and promotion adhere to the principles of academic freedom in both research and teaching. Such language can be adapted from the University of Georgia Principle 3.7.4 *Academic Freedom* compliance statement [<https://sacs.uga.edu/compliance/p3.7.4.html>] which directly in the *Guidelines for Appointment, Promotion and Tenure* states that “According to the policy, the promotion/tenure unit “shall ensure that the criteria governing faculty review do not infringe on the accepted standards of academic freedom of faculty, including the freedom to pursue novel, unpopular, or unfashionable lines of inquiry” (para 2). As indicated the 1940 *statement of Principles on Academic Freedom and Tenure* [<http://www.aaup.org/file/1940%20Statement.pdf>], “Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. 2 The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and

research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. 3Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities” (p. 14).

### **III. Safeguarding & Protecting Academic Freedom by Academic Code of Professional Ethics**

The *VSU Code of Ethics* [ <http://www.valdosta.edu/administration/faculty-senate/handbook/rights-and-responsibilities/code-of-ethics.php> ], which details the responsibilities of faculty to subjects, students, colleagues, institution, community as well as the role of administration in sustaining an environment conducive to fulfilling the terms of an Academic Code of Professional Ethics balances academic freedom with obligations imposed by the institution. That is, although faculty members may enjoy academic freedom in their classroom while pursuing “the truth as they see it and as it relates to their subject” (The Statement, para 1), encouraging “the free pursuit of learning in their students...” and thus protecting “their academic freedom”(The Statement, para 2), as well as speaking freely in matters related to how the university is operated, “...provided the regulations do not contravene academic freedom, they [professors] maintain their right to criticize and seek revision”(The Statement, para 4). At the same time, faculty members, when speaking or acting as private citizens should “avoid creating the impression of speaking or acting for their college or university.” (The Statement, para 5).

As such, the *VSU Code of Ethics* policy is consistent with the *1940 Statement of Principles on Academic Freedom and Tenure* [ <http://www.aaup.org/file/1940%20Statement.pdf> ] which indicates that, “When they [professors] speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution” (p. 14).

The *VSU Code of Ethics* policy is also consistent with the *University System of Georgia* policy, which cautions that “Although professors and other teaching personnel have an expectation of academic freedom, this is not an absolute right. The institution has the right to establish reasonable time, place, and manner regulations. ..” (p. 132). “Additionally, the institution has the right to make academic judgments as to how best to allocate scarce resources” or “to determine for itself on academic grounds who may teach, what may be taught, how it shall be taught, and who may be admitted to study” p. 132). Consequently, “The First Amendment will not protect all classroom activities even if speech related... However, employee discipline based on teaching or researching activities will be evaluated by First Amendment standards and should be reviewed by Legal Affairs prior to action being taken.”(p. 132).

### **IV. Safeguarding & Protecting Academic Freedom by Shared Governance**

#### **VSU:**

VSU Academic Code of Professional Ethics states on Page 5 (section 5): “4. Faculty accept responsibility for discharging their appointed share of committee assignments, student advising, and other governance tasks assigned to the faculty.” In addition, the Statutes of VSU state in Article 1, Section 1 that “..the Faculty Senate serves as the mechanism for shared governance at the University and is the body to which the statutory, standing, and special committees of the Senate report.” Thereby, VSU acknowledges that faculty should accept responsibility for governance and that, specifically, the Faculty Senate is the mechanism for discharging the shared governance.

## **AAUP:**

The AAUP addresses shared governance in two documents. First, the AAUP document "Academic Freedom & Electronic Communication" section X considers the role of faculty and shared governance. This document states that "faculty members must participate, preferably through representative institutions of shared governance, in the formulation and implementation of policies governing electronic communications technologies. However, . . . those faculty members who participate in such work need to become more informed about both the technical issues involved and the broader academic-freedom implications of their decisions."

Second, AAUP's "Academic Due Process" document on Financial Exigency addresses financial exigency in the situation where "termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., a severe financial crisis that fundamentally compromises the academic integrity of the institution as a whole and that cannot be alleviated by less drastic means." In this situation, this document then notes the following:

- "Each institution in adopting regulations on financial exigency will need to decide how to share and allocate the hard judgments and decisions that are necessary in such a crisis."
- "There should be an elected faculty governance body, or a body designated by a collective bargaining agreement, that participates in the decision that a condition of financial exigency exists or is imminent."
- "Judgments determining where within the overall academic program termination of appointments may occur should therefore be the primary responsibility of the faculty or of an appropriate faculty body."
- "The faculty or an appropriate faculty body should also exercise primary responsibility in determining the criteria for identifying the individuals whose appointments are to be terminated."

## **BOR and Others:**

The **BOR Policy Manual**, section 3.2.4 "Faculty Rules and Regulations" states that "the faculty, or the council, senate, assembly, or such other comparable body at an institution shall, subject to the approval of the president of the institution, make statutes, rules, and regulations for its governance and for that of the students." In addition, it says that "a copy of an institution's statutes, rules and regulations made by the faculty shall be filed with the Chancellor."

Looking at another USG university, the **Georgia Southern** Faculty Handbook states that "academic freedom exists within the institutional framework of shared governance in which collegial forms of deliberations are valued, responsibilities are shared, and constructive joint thought and action are fostered among the components of the academic institution."

## **Summary**

In summary, these documents all indicate that faculty are to take an active part in governing themselves, including addressing issues of academic freedom.

## **V. Safeguarding & Protecting Academic Freedom by Non-discriminatory and Equal Opportunity Practices**

The *VSU Office of Equal Opportunity Programs and Multicultural Affairs Non-discrimination Policy* [<http://www.valdosta.edu/administration/policies/documents/3002.1Non-DiscriminationPolicy.pdf>] does not include specific language related to safeguarding and protecting academic freedom.

However, other VSU documents note academic free in conjunction with non-discrimination. For example, the *VSU Academic Code of Professional Ethics* [<http://www.valdosta.edu/administration/faculty-senate/handbook/rights-and-responsibilities/code-of-ethics.php>, The Statement, para 2] indicates that professors “avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.” Likewise, the *VSU Tenure and Promotion Policies and Procedures* [<https://www.valdosta.edu/academics/academic-affairs/documents/vsu-tenure-and-promotion-policies-and-procedures.pdf>, p. 5] indicates that substantive due-process errors include a “recommendation significantly based on any consideration which violates academic freedom or which involves discrimination on the basis of race, gender, religion, national origin, age, physical handicap, marital status or sexual orientation.” Both academic free and non-discrimination are addressed in the VSU Code of Ethics and Tenure/Promotion policies, but the relationship between the two is not clearly established beyond that students and faculty are entitled to both.

By comparison, the *American Association of University Professors (AAUP)* provides guidelines regarding academic freedom and protection against discrimination in their *Recommended Institutional Regulations on Academic Freedom and Tenure* [<http://www.aaup.org/file/RIR%202014.pdf>, Section 9, p. 85]. The AAUP document specifically states that “all members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure” and are entitled to “protection against illegal or unconstitutional discrimination... not limited to race, sex, religion, national origin, age, disability, marital status, or sexual orientation”. The document also provides guidelines for handling complaints of violation of academic freedom or of Discrimination in non-reappointment. Both academic free and non-discrimination are addressed in the AAUP document, but the relationship between the two is not clearly delineated beyond that faculty are entitled to both.

*The University of Georgia Non-Discrimination and Anti-Harassment Policy* [<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>, Section II. Rights and Responsibilities, Letter G. Academic Freedom and Freedom of Expression] explicitly expresses the university’s commitment to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. The policy statement indicates that “Academic freedom and freedom of expression shall be strongly considered in investigating complaints and reports of discrimination or harassment, but academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.” [This policy is unique in that it states that academic freedom will be considered in investigation of discrimination or harassment.](#) USG’s commitment to upholding procedures for safeguarding and protecting academic freedom regarding non-discriminatory and anti-harrasment policy may also be found in the USG academic freedom compliance statement [<https://sacs.uga.edu/compliance/p3.7.4.html>].

Finally, the *Board of Regents policy manual* [<http://www.usg.edu/policymanual/section3/C337/>] establishes a system faculty counsel to “...provide faculty a voice on academic and educational matters and the BOR policies... including, but not limited to...academic freedom” (Board of Regents Policy Manual 3.2.4.1).

[In light of this review](#), specific language related to safeguarding and protecting academic freedom [was not found in VSU’s non-discrimination policy statement](#). VSU may wish to add to the existing policy statement by adding that academic freedom will be considered in any investigation of discrimination or harassment, but academic freedom does not excuse behavior that constitutes a violation of the law or policy.

## Sources

Statement Regarding Academic Freedom, Valdosta State University, Available from <http://www.valdosta.edu/administration/faculty-senate/handbook/rights-and-responsibilities/freedom.php>

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<http://www.valdosta.edu/administration/policies/documents/2000.1StatutesofVSU.pdf>

Valdosta State University Tenure and Promotion Policies and Procedures, Valdosta State University, Available from <https://www.valdosta.edu/academics/academic-affairs/documents/vsu-tenure-and-promotion-policies-and-procedures.pdf>

VSU Office of Equal Opportunity Programs and Multicultural Affairs Non-discrimination Policy, Valdosta State University, Available from

<http://www.valdosta.edu/administration/policies/documents/3002.1Non-DiscriminationPolicy.pdf>

VSU Code of Ethics, Valdosta State University, Available from

<http://www.valdosta.edu/administration/faculty-senate/handbook/rights-and-responsibilities/code-of-ethics.php>

Intellectual Pluralism and Academic Freedom, Valdosta State University, Available from <https://www.valdosta.edu/academics/academic-affairs/documents/intellectual-pluralism.pdf>

### Attachment #3: FAC Credit for SOI Compliance Statement of Findings

The Faculty Affairs Committee (FAC) was remanded by the Faculty Senate to review the status of Valdosta State University (VSU) policy regarding extra credit for SOI completion. This charge was initiated by an email to the VSU Faculty Senate from Deborah Robson, Associate Professor, Communication Arts, dated September 16, 2015. Findings based on telephone, and email correspondence with Dr. Robson and Dr. Sharon Gravett, Associate Provost, indicated the following:

- Some college administrators have indicated to faculty that it is against VSU policy to grant extra credit for SOI completion.
- Statements have been made “about the inappropriateness of giving extra credit for SOI's.”
- The “Sample SOI Syllabus Statement” on the VSU website specifies that “student compliance may be considered in determination of the final course grade.”

- The “Sample SOI Syllabus Statement” was provided because some faculty members require SOI completion as part of the final course grade (not necessarily to give extra credit).
- There is no VSU policy prohibiting the use of extra credit for SOI completion. It is currently up to the discretion of each faculty member to provide incentive for SOI completion.
- While there have been past discussions in the Faculty Senate about recommending a policy against offering extra credit for SOI completion, no recommendation has been made.

#### Attachment #4: Faculty Course Reassigned Time Request Policy Statement of Findings

The Faculty Affairs Committee (FAC) was remanded by the Faculty Senate to review the *Faculty Course Reassigned Time Request Policy and Process* form. The FAC conducted a review as well as obtained feedback from faculty outside the FAC committee. Based on the review and obtained feedback, the FAC suggested some revisions to the document. The suggested revisions are marked in yellow in the document and obtained feedback contributing to the proposed revisions is provided at the end of the document.

#### Faculty Course Reassigned Time Request Policy and Process

Tenured and tenure track faculty who undertake certain extraordinary service, **research, and professional development activities** [1] related to the academic mission of the University may be eligible for a reduction in their regular teaching load during their term of service. Roles that may qualify for service-related course reassignment include, but are not limited to, the following: Department Head, Program Directors, or faculty assigned other extraordinary service commitments in line with the University's mission and values. Roles that may not qualify for service-related course release include, but are not limited to, the following: work done as part of normal faculty workload (teaching, scholarship, and service activities-including committee membership, directing conferences, editing journals, providing leadership in professional organizations, or holding paid consultantships (unless an outside agency provides funding to the Institution for the reassigned time).

All faculty seeking reassigned time from their normal teaching obligation **of their college** [2] must complete the Faculty Course Reassigned-Time Request Form (FCRR) prior to any reduction in course load. The individual faculty member is responsible for initiating and completing the FCRR at least a semester before the reassignment is requested. **There is no guarantee that a FCRR will be approved.** [3] (If the reassignment is conditioned upon external funding, submit the FCRR [4] concurrently with the submission of the funding request). The faculty member should submit a completed FCRR to the Department Chair/Center Director/Program Supervisor for review. If approved, the FCRR progresses next to the Dean, the Provost and Vice President for Academic Affairs, and President for their review and approval. At each level, the amount of service required for the role will be taken into consideration as well as equity concerns across the Institution.

The form must be completed and fully approved prior to the start of any requested reassigned time, and before the BANNER Schedule is submitted to the Registrar's Office (normally early August for following spring semester and early January for fall semester.). No reassigned time will be granted unless, and until, the Faculty Course Reassigned Time Request Form (FCRR) is fully approved by the President through the appropriate channels (via Head/Director, Dean, and Provost). These guidelines do not apply to staff members.

[5] Faculty who receive reassigned time from their regular teaching load should recognize that they are expected to fulfill their departmental and College service obligations. The University, the Provost, or operating unit, may discontinue, temporarily suspend, or alter a Reassigned Time approval of any faculty member based on institutional needs. The faculty have the right to appeal this decision via the grievance procedure or grievance policies. [6]

For applicable forms or questions please contact the Valdosta State University Office of Academic Affairs.

Obtained Feedback Contributing to the Proposed Revisions:

[1] "Currently, the background/introductory sheet that came with the form says to use this form for release time for "service". Because it doesn't mention professional development (ie research), it gives the impression that faculty will no longer be able to request release time for professional development. This should be clarified and explicitly state that release time can be earned for service and professional development activities."

FAC committee believes that release time should be earned also for research and professional development activities.

[2] "Currently, not all colleges at VSU send release request forms to the Provost (for example according to COBA and COA websites they handle release time at the college level, but the COAS sends request forms through the provost's office." Additionally, some colleges, such as the College of Business, provide scheduled release time regularly.

"[I]t should explicitly state that all colleges must use this form in order to request release time" from normal teaching obligations within the college.

[3] "The only thing I could think of that could possibly be added is a statement that there is no guarantee that a FCRR will be approved. I would think approval might be contingent upon available funding and whether a qualified faculty member or adjunct instructor is available to teach the course for which the re-assigned time is being requested. "

[4] "The only edit that I noticed was in the second paragraph it has FRR in the middle of the paragraph when I think it should be FCRR."

[5] "Receiving release time is an honor, much like receiving a faculty seed grant, so it would be nice to showcase the faculty who receive release time to conduct service or research that goes above and beyond "normal" activities. It would be nice if Academic Affairs would list these faculty on their website, which would help advertise the exciting work that the faculty do at VSU..."

FAC committee recommends to include within the approval letter to the faculty who receive release time, information that their names would be listed on the Academic Affairs website to advertise the exciting work that the faculty do at VSU.

[6] FAC committee believes that faculty should have the opportunity to appeal this decision.

**FACULTY COURSE REASSIGNED TIME REQUEST  
(FCRR) FORM**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Rank: \_\_\_\_\_  
\_\_\_\_\_ Semester (for reassignment): \_\_\_\_\_ Fall  
\_\_\_\_\_ Spring Year: \_\_\_\_\_

#of Credit Hours to be Reassigned: \_\_\_\_\_

Is Extra Compensation also being provided for this activity?: Yes No

If yes, Amount\$ \_\_\_\_\_ Source:.....: \_\_\_\_\_

Describe purpose of reassignment from normal teaching load: \_\_\_\_\_

Specific Outcomes Expected:

Method of Evaluation and Report Due Date:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Director/Department Head*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Dean*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Provost and Vice President of Academic Affairs*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*President Dean*

**NOTE: The form must be completed and fully approved prior to the start of any requested time, and before the Master Schedule is due to the Registrar's Office (normally early August for the following Spring Semester and early January for Fall Semester).**



## Attachment D:

### Faculty Grievance Committee Final Report – May 11, 2016

All grievance procedures for processing a faculty grievance that were developed by the committee which prepared the Bylaws of the Faculty Senate as adopted and amended by the Faculty Senate on April 23, 1992 and subsequently amended by the Faculty Senate, April 22, 1993; March 24, 1994; May 25, 1995; and November 2, 1995 were rigorously adhered to in the conduct of this grievance. <https://www.valdosta.edu/administration/faculty-senate/handbook/grievance.php>

The Faculty Grievance committee met in plenary session (Section 3. Grievance Procedures) to consider the request of Dr. A (petitioner) to hear a grievance against Dr. B and Dr. C (respondents) on Wednesday, March 8, 2016 at 2:30 in the Dean's Conference Room of the Dewar College of Education and Human Services. Members present were Patti Campbell, Dewar College of Education and Human Services (Chair); Jim Muncy, Langdale College of Business; Erick Parra, College of Arts Sciences; Deborah Davis, Odum Library; Maura Schlairet, College of Nursing and Health Sciences, and Ken Smith, Odum Library. The grievance alleged unprofessional and unethical conduct on the part of Drs. B and C surrounding the submission of a manuscript for publication. Dr. A provided an overview of the letter sent to Grievance Committee dated January 21, 2016 and additional documents. Dr. A was asked what the desired outcome of the hearing would be. The response was 1) an apology of wrongdoing and 2) the option for the contribution of all other involved parties to be acknowledged in the manuscript. Members present unanimously agreed to form a hearing panel.

A hearing panel was formed (Section 4. Grievance Procedures) and a grievance hearing was held at 9:30 AM on Friday, April 22 in Meeting Room 1 (A and B) of the Student Union Building. All parties agreed that the hearing would be private. The hearing was audiotape recorded. All parties in this grievance were faculty at Valdosta State University. Those serving on the Grievance Panel were Jim Muncy, Langdale College of Business (Chair), Tom Aiello, College of Arts and Sciences, Maura Schlairet, College of Nursing and Health Sciences, Ken Smith, Odum Library, and Tracy Woodard-Myers, College of Arts and Sciences.

Recommendations of the hearing panel, based solely on the oral and written record presented at the hearing, were forwarded the President of the University, the Chairperson of the Faculty Grievance Committee and all parties to the grievance on Friday April 29, 2016. Section 5.17 of the Grievance Procedures states, "Within thirty working days of receipt of the Hearing Panel's recommendation, the President will officially inform the Chairperson of the Faculty Grievance Committee and all parties involved in the grievance regarding actions taken in response to the Hearing Panel's recommendation. The Chairperson of the Faculty Grievance Committee will notify the members of the Hearing Panel of those actions." At the date of this report the President's response is pending.

The Chairperson of the Faculty Grievance Committee will be the custodian of the evidence presented in the hearing. The Chairperson of the Faculty Grievance Committee will retain this evidence in a secure fashion for three years from the date of the Hearing Panel's written recommendation, after which the Chairperson will destroy all the evidence. (Section 5.19 Grievance Procedures).

Respectively submitted,

Patti C. Campbell,  
Chair of Faculty Grievance Committee

## Attachment E:

### Institutional Planning Committee Annual Report 2015-2016

Faculty Senators: Donald Thieme, Chair, Fred Knowles, Chair Elect, Diane Wright, and Karl Wildman

General Faculty: Michael Eaves, Mark Blackmore, William "Bill" Buchanana, Eugene Asola, Gayle Taylor, Laura Wright

Administrators: Brian Gerber, Traycee Martin, James Archibald, Barrie Fitzgerald

COSA: Yvonne LeRoy-Landers, Selenseia Holmes

SGA: David L. Burdette

The Institutional Planning Committee convened three (3) times during the 2015-2016 academic year. The following presents a brief summary of the committee's activities:

- Revised bylaws of the Institutional Planning Committee (see attached).
- Defined and achieved quorum for all three (3) meetings under revised bylaws
- Crafted a motion to remove "Columbus" from the designation for "Fall Break" and brought that motion to the full senate where it was passed unanimously on October 15, 2016.
- Passed a motion supporting the spirit of Resolution 15-15 of the Student Government Association replacing the Student Health Center Saturday hours with a call center.
- Formed a new subcommittee to conduct research on university policies regarding "Free Speech."
- Represented both the Faculty Senate and the IPC at meetings of the Planning and Budget Council (PBC).

The IPC Bylaws were initially reviewed at the IPC meeting on September 22, 2015 and specific revisions were discussed and approved at the IPC meeting on December 1, 2015.

Reports of IPC activities were made to the Faculty Senate on October 15, 2015, December 28, 2015, and April 21, 2016.

The IPC unanimously approved a **motion** on September 22, 2015 stating that "Fall break should be the official name of the break in October and Columbus Day will not be used in conjunction with it."

The IPC unanimously approved a **motion** on December 1, 2015 stating that "The chairperson of the Institutional Planning Committee (IPC) or another faculty senator who is a member of the IPC will represent both the Faculty Senate and the IPC on the VSU Planning and Budget Council (PBC), attending the PBC meetings as a voting member."

The IPC unanimously approved a **motion** on April 18, 2016 stating "The Institutional Planning Committee supports the spirit of Resolution 15-15 of the Student Government Association, Valdosta State University. However, we have concerns about implementing the resolution as currently written and what further actions will be needed."

The IPC formed a subcommittee on April 18, 2016 to study Campus Free Speech with Michael Eaves as Chair and Members Yvonne LeRoy-Landers and Gayle Taylor.

**Attachment F:**

**Academic Honors and Scholarship Committee**  
Annual Report

1. Publicized, reviewed, and voted for Georgia Legislature Academic Recognition Day Award
2. Publicized, reviewed, interviewed, and voted for Annie Powe Hopper Award
3. Arranged/voted for speakers for the Honors Dinner
4. Remind departments, colleges, etc., about annual awards
5. Confer with Event Services regarding the Honors Dinner
6. Hosted the Honors Dinner Night by Dr. Han Chen (Chair)

## **Attachment G:**

### **2015-2016 Annual Report of the Academic Scheduling and Procedures Committee (ASPC) Valdosta State University Faculty Senate**

The Academic Scheduling and Procedures Committee (ASPC) meetings for the 2016-2016 academic year:

- ❖ Friday, October 30, 2015 - 12 members in attendance, 0 ex officio, 0 SGA rep., 0 visitor
- ❖ Wednesday, December 9, 2015 - 10 members in attendance, 1 ex officio, 0 SGA rep., 0 visitor
- ❖ Friday, February 19, 2016 - 13 members in attendance, 0 ex officio, 0 SGA rep., 1 visitor
- ❖ Friday, April 01, 2016 - 5 members in attendance, 0 ex officio, 0 SGA rep., 0 visitor

#### **ASPC Meeting Summaries:**

##### Friday, October 30, 2015

The main purpose of this first meeting for the 2015-2016 academic year was to establish the goals of the committee per faculty senate requirements. Also, this meeting addressed the approved changes made to Final Exam Schedule for Summer II, 2016 regarding colleges that offer M/W and T/H classes, but the classes may not meet the required 2250 minutes of minimum class meeting time overall because they have only 13 class days, instead of the 15 required.

##### Goals:

The issue was tabled as more information for the committee to make an informed decision and determine a solution. Katherine will gather the information and forward it to members for consideration.

##### No new business

##### **Wednesday, December 9, 2015**

The committee discussed progress on the scheduling issue raised for Summer II, 2016 regarding colleges that offer M/W and T/H classes, but the classes may not meet the required 2250 minutes of minimum class meeting time overall because they have only 13 class days, instead of 15.

##### Goals:

The committee voted unanimously to move the start dates for Summer II and III, for 2016 and subsequent years, to begin on the same day. This eliminates any issue with a shortfall of class meeting hours.

##### No new business

##### **Friday, February 19, 2016**

Committee chair informed the members that Summer II scheduling issue, discussed and approved by the last committee meeting, was approved by the Faculty Senate. This issue is now considered solved and closed.

Committee chair also informed the members that Columbus Day has been now renamed as Fall Break on the academic calendar after its approval by the Faculty Senate.

##### Goals:

##### New Business:

The Committee agreed to allow a platform and the floor to Karen Knoll. She discussed retaking a proposal to synchronize VSU calendar with Lowndes County and Valdosta City School Districts. The committee was informed about the history of this proposal by Mrs. Knoll. The committee discussed and voted to take this information as a general discussion issue, with no further action unless a committee member presents a formal proposal to the committee.

##### **Friday, April 01, 2016**

The final meeting of the Academic Scheduling and Procedures Committee was convened to address any outstanding issues or concerns. None were stated.

## **Attachment H:**

### Athletic Committee Annual Report: 2015-2016

The Athletic Committee met four times during 2015-2016 (twice in the fall and twice in the spring). During the first meeting the bylaws were amended and the group requested and received graduation rates for student athletes for spring 2015. The Blazer Scholar-Athlete (BSA) Award was sent to the full Faculty Senate for approval.

During the second meeting the Blazer Scholar-Athlete Award was placed on the November Faculty Senate agenda for a vote. The group was charged with conducting an internal search for a new Faculty Athletic Representative (FAR) to make a recommendation to the Provost for filling this NCAA required post.

An application form was sent out to all faculty and three applications were received. During the first spring meeting the committee met and ranked the applicants and then sent their recommendation to the Provost.

During the last meeting of the committee the FAR representative was announced per the Provost's selection: Dr. David Kuhlmeier. Dr. Sonya Sanderson, the committee's chair-elect, will work on creating a form for soliciting nominations for the BSA Award. Nominations for this award will begin to be solicited in fall 2016.

## **Attachment I:**

To: Peggy Moch President, Faculty Senate  
From: Jake Jewusiak Chair, Educational Policies Committee  
Date: April 29, 2016  
Re: Annual Report, 2015-2016

### **Education Policies met as follows:**

10-09-2015 (Attachment #1) 11-13-2015 (Attachment #2) 1-26-2016 (Attachment #3) 3-09-2016 (Attachment #4)

### **Summary**

For the 2014-2015 year, Educational Policies was charged with evaluating the current SOI model used at VSU. After surveying the faculty, the committee determined that it could be improved. This year, in consultation with a subcommittee chaired by Steve Downey, Educational Policies approved a new SOI design that was also approved by the senate. As chair, I sent a memo to the provost requesting funds for the redesign, but I am not currently aware about the status of the request. In the meantime, Dr. Downey is developing questions that will appear on the new SOI format. For 2016-2017, Educational Policies will need to ascertain the status of the funds for the SOI redesign and work in consultation with the subcommittee to finalize the new set of core questions.

This year our committee also revised and approved new language for final exams, to be inserted into the Undergraduate Catalog and Faculty Handbook. This was also approved by senate.

Unfinished business:

Educational policies was charged with reviewing proposals by the SGA regarding academic forgiveness and early enrollment for members of the ROTC. We reviewed these requests but returned them to the SGA for revisions. I have not heard back from the SGA about this issue, so I am attaching my email (Attachment #5) and the requested revisions to this report (Attachment #6). If the SGA makes the revisions, this committee will need to vote on the resolutions and write up a policy for them that will then be voted on by the senate.

At the final meeting of the faculty senate, two document were remanded to Educational Policies for review regrading academic probation (Attachment #7) and override policy (Attachment #8). Due to the time constraint at the end of the semester, these issues will need to be addressed during the 2016-2017 year.

Attachment #1

## **EDUCATIONAL POLICIES COMMITTEE Minutes**

**October 9, 2015, 2:03pm**

**Bailey Science Center 3026**

**Attendees: Eugene Asola, Elvan Aktas, Susan Michele Blankenship, Jennifer Bransome, Dereth Drake, Jacob Jewusiak, Ken Smith, Tiffany Soma**

### **1) Review of Bylaws**

- a) Discussion of if ex officio member should vote on committee.
- b) Decision to change language to indicate ex officio members as non-voting members.

### **2) Discussion of Progress on SOI**

- a) Announcements
  - Subcommittee created for revision of SOI. Will report to Educational Policies.
  - Timeline: attempt to vote on SOI by November.
  - Send any questions or comments to Jake Jewusiak.
  - Meet in early November.
- b) Overview of Proposed Major Changes to SOI
  - Focus SOI model more on instructional feedback rather than administrative evaluation.
  - Allow instructors to create own questions. Smaller number of core questions that will apply for all faculty.
  - Improve response rates by personalized emails and apps for smartphones.
  - Make student participation anonymous.
  - Develop more robust instrument for looking at trends over time.
- c) Recommendation to specify a sufficient response rate for faculty evaluation in Faculty Policy Manual.

Meeting adjourned at 2:40pm.

Attachment #2

**EDUCATIONAL POLICIES COMMITTEE  
Minutes**

**November 13, 2015, 2:00pm  
Bailey Science Center 3026**

**Attendees: Jacob Jewusiak, David Bruno, Krishnendu Roy, Prosper Tsikata, Benjamin Wescoatt, Dereth Drake, Elvan Aktas, Jennifer Branscome, Michelle Blankenship, Tiffany Soma, Steven Downey, Eugene Asola, Sherrida Crawford, and Michael Daniel (Student Government representative).**

- 3) The committee approved minutes from 10//9/2015 meeting.
- 4) The committee had a discussion on whether ex officio member should vote on committee
- 5) The committee unanimously passed the resolution to not allow ex-officio members to vote on the committee
- 6) SOI re-design
  - a) Steve Downey presented a brief overview of the SOI re-design process. He discussed:
    - A high level overview of the SOI redesign process.
    - How students will receive individual emails about SOI
    - Discontinuation of completion reports with names of completing/non-completing students. Faculty will only see a completion percentage.
    - Timeline for introducing the new SOIs
  - b) The committee unanimously voted to recommend the Faculty Senate to discuss the SOI redesign during the November Faculty Senate meeting.
- 7) The committee discussed changing the language about final exams in the undergraduate catalog and faculty handbook. Committee members will seek input from their departmental colleagues about this and consider this again in future meetings.

Meeting adjourned at 2:50pm.

Attachment #3

**EDUCATIONAL POLICIES COMMITTEE  
Minutes**

**January 26th, 2016 – 2:00 p.m.  
Bailey Science Center, Room 3026**

**Attendees: Elvan Aktas, Sherrida Crawford, Jennifer Branscome, James LaPlant, Ben Wescoatt, David Bruno, Steve Downey, Dereth Drake, Krishnendu Roy, Michael Daniel, Proper Tsikata, Jacob Jewusiak, Ken Smith**

#### **8) SOI Survey**

- a) A motion was made and seconded to send the proposed SOI presented by Steve Downey to the Faculty Senate for consideration. The motion passed with one opposed and one abstention. The next Faculty Senate meeting is in two days, and the SOI will be discussed then.
- b) If the Faculty Senate approves the proposed SOI structure, then the specific language to be included within the new SOI measure will be discussed in this Committee.
- c) The next step in the SOI process is to develop software to implement the measure.

#### **9) Final Exam Language**

- a) The Committee solicited feedback on the proposed final exam language from their respective Departments. These responses were shared and discussed. Also, the current final exam language and the proposed final exam language was shared.
- b) James LaPlant shared that changing the final exam language had been discussed several years ago but that no changes had been made.
- c) Significant discussion took place regarding the proposed language. Several comments were made and questions raised regarding the purpose of the proposed changes as well as the impact the changes would have on courses, faculty, and students. The major points/comments/questions were:
  - 1) The proposed policy seems to impugn professors' integrity.
  - 2) Can the new language be made simpler and simply state that exams should be held during the final exam period?
  - 3) What are the consequences of not following the exam policy now and with the proposed changes? It seems that there are no consequences for not following the exam policy with the current language.
  - 4) Many of the faculty (and students) may not be aware of the current policy.
  - 5) The new language is flexible.
  - 6) Faculty cannot (should not) depart from the exam policy; therefore, what is the point of having a new policy?
  - 7) What data exist that suggest that faculty and students are deviating from the exam schedule so as to leave campus early?
  - 8) The policy seems to "micromanage" faculty duties.
  - 9) Is this policy for both undergraduate and graduate students?
- d) The Committee discussed the USG's required hours of instructional time and how this interacts with the proposed (and current) exam policies. Specifically, The USG requirement is 750 minutes of instruction per credit hour. For a 3-hour class 2,250 minutes of instruction are required. Each 3-hour class meets 150 minutes a week. 2,250 minutes of instruction divided by 150 contact minutes each week equals 15 weeks of instruction. Final exams occur in the 16th week of the semester minutes of instruction. Given this, final exams fall outside of the USG's required hours. Can the University mandate exams be held beyond the 15 weeks?
- e) The Committee was not clear on what action it was to take on the proposed policies (e.g., vote for approval, suggest changes). Peggy Moch will be asked to clarify what this Committee is intended to do.
- f) Stanley Jones will be contacted to gather data on the pattern of faculty grade submissions with the intent of clarifying if faculty are leaving campus early. There are no other data available to determine if faculty are leaving campus early, prior to the scheduled final exam times.

Meeting adjourned at 2:47 p.m.



**EDUCATIONAL POLICIES COMMITTEE  
Minutes**

**March 9th, 2016 – 2:00 p.m.**

**Bailey Science Center, Room 3026**

**Attendees: Elvan Aktas, Eugene Asola, Sherrida Crawford, Jennifer Branscome, Ben Wescoatt, David Bruno, Steve Downey, Krishnendu Roy, Michael Daniel, Proper Tsikata, Jacob Jewusiak, and Stanley Jones.**

**10) SOI Survey**

- a) Jacob Jewusiak updated the committee about the progress of SOI redesign process. There mentioned that there was no update from the higher administration. It was also mentioned that a sub-committee is working on redesigning the core questions.
- b) Steve Downey presented the SOI redesign document with the proposed core questions. Committee members were requested to give feedback by selecting the top-seven questions. Some members requested more time to do this beyond the meeting to seek input from faculties in their department.

**11) Final Exam Language**

- a) Jacob Jewusiak presented a revised draft of final examination language. The committee discussed the proposed changes. Motion to approve the revised draft passed unanimously.

**12) Academic Forgiveness Bill**

- a) Jacob Jewusiak presented the Academic Forgiveness Bill that the SGA passed in 2015. The committee discussed various pertinent issues related to this bill:
- b) The committee was unsure about whether this bill applies only to undergraduate students or not; the committee assumed that to be the case.
- c) The committee discussed about what happens if a department has a more stringent requirement than what this bill proposes.
- d) Registrar mentioned that a more appropriate wording might be “repeat policy” as opposed to forgiveness policy.
- e) The committee had questions about the impact of this on registration. Specifically, what the priority of repeat students and whether repeat students will block enrollment for non-repeat students or not. Committee also discussed about academic dishonestly and repeating a class.
- f) The committee had concerns about the 4th whereas, specifically overall gpa calculation.
- g) The committee suggested that the 3rd whereas should be dropped altogether.
- h) The committee will discuss this further in future meetings.

**13) Air Force ROTC Early Registration**

- a) Jacob Jewusiak presented the Priority Registration for Air Force ROTC students bill that SGA passed in 2015.
- b) The committee discussed the bill and tried to understand the rationale behind this proposal. The committee decided that it needs more background data to understand the proper context of this bill and decided to revisit this issue at a later date.

Meeting adjourned at 3:00 p.m.

Attachment #5

Dear David,

I will be travelling this week, so I will just write out the committee’s comments. Stop by my office next Monday or Wednesday if you would like to talk about this in person. Please see the attached document for our suggestions to the Academic Forgiveness Bill. In addition to the comments

embedded in the document, the committee feels that there need to be two additions. One, a clause that states students may not repeat a class for a higher GPA in case of academic dishonesty. Two, a clause that acknowledges that the GPA with “forgiven” courses will not count toward academic awards or honors (magna cum laude, etc.).

Regarding the ROTC early enrollment. Stanley Jones expressed his concern that early enrollment was becoming packed with students, and thus losing some of its significance in terms of allowing students to enroll early. There are upwards of 1000 students who qualify right now. Do you have any documented cases of ROTC students not being able to register for classes that they need? If not, the committee would prefer to leave things the way they are.

Please let me know your thoughts when you get the chance.

Jake Jewusiak

Attachment #6

Student Government Association Resolution

**Bill #14-12**  
**Academic Forgiveness Bill**

Authored by: Senator Matthew Cowan, Senator Christopher Hellams

Sponsored by: Senator Anyanwu, Cato, Poe,

Date: November 10, 2014

Revised: January 20, 2015

Be it enacted by the Senate of Valdosta State University (VSU) here assembled, that:

**WHEREAS**, the calculation of a current or future student’s grade point average toward a degree be calculated by replacing a lower course grade completed by the higher attempted course grade on the student academic record,

**WHEREAS**, this policy will replace the current policy where an average of the course’ attempted hours total the new grade after a class is retaken at Valdosta State University.

**WHEREAS**, the suggested policy will allow for the term GPA and overall attempted GPA hours to coincide and reflect only courses taken and courses that were retaken with the highest grade replacing the lowest grade, Also policy will only show an Institutional GPA that will be separate from a student’s actual transfer GPA recorded by other institutions,

**WHEREAS**, this will ensure that hours are represented accurately and recorded representative of the hours that were calculated from the student’s highest attempt after retaking a course. The final GPA will then reflect the highest Institutional GPA at Valdosta State University which will not be included towards a student’s transfer GPA, calculated GPA used by state and federal laws for financial aid purposes, and only allow for courses that are retaken that have received a grade of D or lower on the traditional grading scale,

**WHEREAS**, implementation of this new policy may improve the enrollment and retention rates of Valdosta State University,

**WHEREAS**, upon enactment of this bill any current student and future student will be allowed to retake a class and have only the highest course grade reflected in the GPA,

**WHEREAS**, this policy will only be allowed for up to 5 replacements per student,

**WHEREAS**, the Student Government Association Senators have collected signatures of students in favor of this policy change,

**THEREFORE be it enacted**, the Student Government Association recommends to the VSU Faculty Senate and the University Administration that the current academic grading system, for a student who is enrolled at Valdosta State University, be replaced by the suggested grading scale. Also let this show that the attached petitions reflect the consent of students currently attending Valdosta State University who agree that the current grading system be replaced by the policy mentioned above. **FINALLY, LET IT BE RESOLVED**, the highest grade of a taken course is the only grade reflected on any current or future student's Grade Point Average.

Attachment #7

**VSU's current Academic Probation and Suspension policy is below. At the request of the Assistant and Associate Deans, Academic Affairs, in conjunction with Enrollment Management, has been exploring more consistent and comprehensive ways to handle student suspension appeals. The recommendation—to move the current student appeals process for first and second suspensions from the deans' offices to a university-wide Suspension Appeal Committee—will help create a clearer and more consistent process.**

From <http://www.valdosta.edu/academics/academic-affairs/advising/academic-probation-and-suspension.php>

### **Academic Probation and Suspension**

Valdosta State University seeks to provide an environment suitable for promoting the systematic pursuit of learning. To ensure this primary goal, the University requires of its students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement.

Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Continued performance at this level will result in the student being placed on academic suspension.

Academic probation is designed to serve three purposes: (1) to make clear to all concerned the inadequacy of a student's academic performance; (2) to provide occasion for necessary counseling; and (3) to give students whose success is in doubt additional opportunity to demonstrate performance.

Academic suspension is imposed as a strong indication that the student incurring such suspension should withdraw from the University, at least for a time, to reconsider the appropriateness of a college career or to make necessary fundamental adjustments toward the academic demands of college.

### **I. Stages of Progress with Minimum Grade Point Averages Required**

An individual's stage of progress is determined on the basis of the number of academic semester hours attempted, including those transferred from other institutions. Transfer credits are not included in computing grade-point averages.

<b>Semester Hours attempted at VSU and hours transferred to VSU</b>	<b>Cumulative grade-point average required on VSU courses</b>
1 - 29	1.60
30 -59	1.75
60 - 89	1.90
90 - graduation	2.00

## II. Academic Probation

A student will be placed on academic probation if, at the end of any semester while the student is in good standing, the cumulative GPA falls below the minimum specified in the table above or the semester GPA falls below 2.00. Even though a student on probation is making some progress toward graduation, it should be clearly understood that without immediate academic improvement, suspension may result.

## III. Academic Suspension and Academic Dismissal

- a. A student will be suspended if at the end of any term, while on academic probation, the cumulative GPA falls below the minimum specified in the table above, and the term GPA falls below 2.00.
- b. A first suspension will be for one semester. (See suspension appeal procedures below.)
- c. A second suspension shall be for two academic semesters.
- d. A third or subsequent suspension shall result in the student being academically dismissed from the institution for a minimum period of three (3) years.
- e. Should another institution permit a student on suspension from Valdosta State University to enroll, work taken at that institution during any period of suspension shall not be counted as degree credit at Valdosta State University unless the student obtains prior approval from the dean of the student's major.
- f. Only fall and/or spring semesters count as "sit out" semesters.

## IV. Right of Appeal

Upon appeal by the student, the Suspension Appeal Committee has the authority to waive a suspension if unusual circumstances warrant.

## V. Suspension Appeal Procedures

Students must appeal in writing to the Suspension Appeal Committee prior to registration for the semester in which they plan to return using the online form available at XXXX. A suspension waiver may be granted for unusual and compelling reasons. Students whose appeals are granted will return on probation and may have specific academic requirements imposed by the Suspension Appeal Committee. A student who has been granted an appeal but does not reenroll will remain on academic suspension. The decisions of the Suspension Appeal Committee are final.

For full information about the committee and for deadlines, visit its website at XXXXX

**Information for the Suspension Appeal Committee Website:**

### RECOMMENDED COMPOSITION OF SUSPENSION APPEAL COMMITTEE

Chair: Stanley Jones, Registrar

1 assistant/associate dean or department head/faculty member from the College of Arts and Sciences

1 assistant/associate dean or department head/faculty member from the College of the Arts

1 assistant/associate dean or department head/faculty member from the Dewar College of Education and Human Services

1 assistant/associate dean or department head/faculty member from the Langdale College of Business Administration

1 assistant/associate dean or department head/faculty member from the College of Nursing and Health Sciences

Ex-Officio: one representative from Admissions; one representative from Centralized Advising

### APPEALS DEADLINES:

For spring semester: the first day in January that the university is open (January 2, 2017)

For fall semester, the first Monday in August after summer semester has concluded (August 7, 2017)

Students may not appeal suspensions for summer semesters unless unusual circumstances warrant (some possible exceptions may include NCAA requirements, Study Aboard, program progression).

### FINANCIAL AID

If students will need financial aid in order to continue in classes, they should also apply for Reinstatement of Aid using the Satisfactory Progress Petition (available at <http://www.valdosta.edu/admissions/financial-aid/process/sap.php>).

Attachment #8

## **PROPOSED OVERRIDE PROCESS**

Department Heads Handbook

### **2.13.3 Overriding students into classes**

Department heads, with faculty approvals, may add students to closed classes through Banner Forms, available only to the department head. Some departments have override forms which contain the necessary information for department heads to perform overrides: the class number and section, the CRN number, the student's name and VSU id number, and the instructor's signature.

*Last updated November 2015.*

### **PROPOSED OVERRIDE PROCESS**

Students may seek overrides into classes for different reasons:

(1) ENROLLMENT CAP: During the registration period, the course has closed because it has reached its prescribed enrollment.

(2) APPEAL OF PRE- OR CO-REQUISITE OR REGISTRATION STATUS: The student wishes to appeal the pre-or co-requisite for the course.

The pre-requisites and enrollment caps are set to facilitate both student success and completion, ensuring that students are adequately prepared for classes and that they can complete their curriculum in a timely manner. Valdosta State University works to balance student needs with educational best practices.

Before requesting an override, students must consult with their academic advisor to determine if an override is possible and/or necessary (students may not have evidence to support appealing a pre-or co-requisite, other sections of the course may be available, or other courses may also meet their program of study).

Before completing the paperwork to request an override, advisors should consider the following questions:

- What rationale do students have to waive the established course prerequisite, co-requisite, and/or registration restrictions? If students wish to appeal these criteria, they must provide evidence of other types of learning to indicate that they will be successful in the course.
- Are students scheduled to graduate\* at the conclusion of the current term and must complete the specified course in order to graduate?
- Do students, whether or not they are in their last term of study, need a specific course as a prerequisite in order not to delay graduation? Is the course needed for a student to stay ontrack for graduation?
- Are students engaged in sanctioned university activities (such as a student athletics or AFROTC) and cannot take the open section of the course in question because that section conflicts with required university commitments?
- Are students unable attend the open section of the course because of access issues due to a disability? This disability should be documented in the Access Office.

\*In order to qualify as a graduating student, students must have applied for graduation.

If the advisor believes the student meets the appropriate criteria, the advisor should complete the online "Request for Override Form." The form should then be forwarded to the department head of the appropriate academic department.

Department heads should then use the override forms to determine the following:

- For those students appealing an enrollment cap, does the student have a documented need for the class to complete graduation requirements or to stay on progress for the degree?
- For those students appealing a pre-or co-requisite, does the evidence provided support that the student has the skills or knowledge to be academically successful in the course?

If department heads receive multiple requests for override to a class that has already met its enrollment cap, they should consider the following:

- Do enough requests exist to document the need for an additional section? If yes, prepare a request for the dean with the supporting documentation.
- If new sections of a course will not be available, the department head will need to decide if extra seats should be added to existing courses. These decisions should take several factors into consideration:
  - o The space available in the existing classroom, laboratory, or studio. Does the need justify moving the course to a different location, if one is available?
  - o The pedagogical goals of the class. Will additional student compromise instruction, or can instructors successfully accommodate more students?
  - o The needs of students. Will students' plans for graduation/transfer be compromised if seats are not available or are other appropriate alternative available?

While department heads have the authority to determine teaching schedules and assignments (VSU Statutes, Chapter 5, Section 3.d), they should work with instructors to develop a strategy for student completion and/or success.

#### OVERRIDE REQUEST FORM

STUDENT AND VSU ID NUMBER:

STUDENT CONTACT INFORMATION (VSU EMAIL ADDRESS AND PHONE NUMBER)

OVERRIDE REQUEST:

COURSE	CRN	TERM/YEAR	TYPE OF OVERRIDE: CAP OR PRE- REQ?
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IF THIS OVERRIDE IS TO ALLOW THE STUDENT TO ENTER A CLOSED SECTION (OVER THE ENROLLMENT CAP), WHAT IS THE RATIONALE?

STUDENT IS GRADUATING THIS TERM AND THE COURSE IS NEEDED FOR GRADUATION Y/N  
 STUDENT COMPLETED HOURS  
 ANNOUNCED GRADUATION DATE  
 COMPLETED APPLICATION FOR GRADUATION  
 COURSE IS NEEDED FOR STUDENT TO STAY ON SCHEDULE FOR GRADUATION Y/N  
 OTHER:

IF THIS OVERRIDE IS TO REQUEST **AN EXCEPTION TO A PRE OR CO-REQUISITE**, PLEASE PROVIDE EVIDENCE DETAILING HOW STUDENT IS PREPARED TO BE SUCCESSFUL IN THIS COURSE.

SIGNATURE OF ADVISOR/DATE:

FORM MUST BE SUBMITTED TO THE DEPARTMENT HEAD, WHO WILL COMMUNICATE THE DEPARTMENTAL DECISION TO THE STUDENT.

OVERRIDE APPROVED Y/N      REASON:

DEPARTMENT HEAD SIGNATURE:

## Attachment J:

### EIC Annual Report 2015-2016

The EIC met on the following dates:

- November 19, 2015
- February 25, 2016
- April 28, 2016

The meeting minutes are posted on the EIC webpage. During the 2014-2015 academic year the EIC and its subcommittees were involved in the following:

- The Campus Beautification and Stewardship subcommittee:
  - o Worked on Campus lighting policy and has a report for submission to faculty senate.
  - o Would like to see as a long-term project the removal of invasive plant species on campus and replace these trees with native species. Dr. Richard Carter provided a list of appropriate native trees and shrubs
  - o Continued to educate the campus community about protecting the pine trees from damage caused to trees from hammocks and signs
  - o Used funds to plant a variety of native trees during the spring semester that included short-leaf pines, red maples and red maples

Resource Conservation Committee Annual report 2015-2016

- Work on the development of a campus wide culture of conservation.
- Develop an educational campaign to inform students, staff, faculty, and administrators about ways to conserve energy, water, and other natural resources where possible.
- Develop digital information “flyers” on conservation methods.
- Placement of digital “flyers” across the many digital displays across campus.
- Digital presence within the University’s web links – EIC to control an active link to its on-site – Keith Warburg (Assistant Director) with Creative Services will help with this.
- Work with faculty and students to develop educational videos that can be shared via various media.
- Work with student organizations such as SAVE to help develop a culture of conservation on campus.
  - o Show documentaries on conservationism
  - o Develop campus activities for Earth Day, Arbor Day, etc...
  - o Vegan / Vegetarian vendor options on campus –

The Recycling Subcommittee

- o Continued to improve the recycling efforts on campus.
- o Worked to pick up trash and recycling on grounds prior to the end of the semester

Other Events

EIC members took part in the following events: the Campus Lighting Walk on February 11, 2016 and the Arbor Day on February 21, 2016. EIC and SAVE jointly hosted Dr. Dixon’ Talk on climate change on April 05, 2016.

Respectfully submitted, May 10, 2016  
Arsalan Wares, Chair



**Attachment K:**

**Faculty Scholarship and Research Committee Annual Report 2015-16**

Committee Chair: Maura Schlairet

The Faculty Scholarship and Research Committee met monthly. As of April, 2016 the committee voted electronically four times in Fall of 2015 and met three times/voted electronically one time in Spring of 2016.

**Scholarship Funding:**

Total number of Awards made for FY16: 249

Total \$ amount awarded: \$300,000

Funding was exhausted effective March 28, 2016.

Awards granted by College and Division are:

College of the Arts – 43

College of Arts and Sciences – 101

College of Business Administration – 25

College of Education/Human Services – 67

College of Nursing/Health Sciences – 5

Odum Library – 7

Graduate School – 1

**Research Seed Grant Funding:**

One competition for Fall, 2015 semester and one for Spring, 2016 semester.

Total number of Awards made for FY16: 9 in Fall, 10 in Spring

Total \$ amount awarded: \$100,000

Awards granted by College and Division are:

College of the Arts – 2

College of Arts and Sciences – 13

College of Business Administration – 1

College of Education/Human Services – 3

Odum Library – 0

**Attachment L:**

**2015-2016 Annual Report of the Library Affairs Committee (LAC)  
Valdosta State University Faculty Senate**

**The LAC met as follows:**

September 25, 2015      Attending: 6 faculty/staff, 1 *ex officio*, 0 student rep., 0 visitors  
November 6, 2015      Attending: 12 faculty/staff, 1 *ex officio*, 0 student rep., 0 visitors

**LAC Monthly Meeting Summaries**

*September 25, 2015*

The main purpose of the inaugural meeting on September 25, 2016 was to introduce the members and determine if there were any plans for the LAC this year (as there were none the previous year). Upon a motion by Ken Smith, the Bylaws were updated to reflect his correct and complete title (“Head of Acquisitions and Collections Development.” It was suggested that a student representative should and is welcome to attend the LAC meetings and as such, the current president of the Student Government Association was contacted with the intention of the SGA electing someone to attend the LAC meetings.

The possibility of faculty workshops in technology was discussed. Before the end of the previous academic year, members of the LAC were asked to survey their departments to determine if faculty was interested in workshops that would teach them new methods of research in technology. It was suggested that workshops be held specifically for different departments and Denise Montgomery informed us that she would let the reference librarians know that these workshops were of interest to faculty and they would decide their next step.

Also discussed was the Library Contingency Fund. As there is a small pool of money available, faculty members could apply for money for materials for a new program or a current program for which materials are lacking. The email was sent out on October 27, 2015.

It was proposed that a meeting would be held in the November to review the applications as a group and decide on the funds’ recipients.

*November 6, 2015*

This was a very brief meeting for the sole purpose of selecting the recipient of the Library Contingency Fund. After reviewing the applications, it was decided that the recipients (Dr. Fred Knowles, Dr. Rynn Porterfield and Dr. Melissa Grady) would share the \$3000 contingency funds.

Attachments:

1. Meeting minutes 9/25/2015
2. Meeting minutes 11/06/2015
3. Library Affairs Committee Bylaws (updated)

[Note: No attachments were included with this report.]

## **Attachment M:**

### **2015-2016 Annual Report of the Internationalization Globalization Committee (IGC) a Valdosta State University Faculty Committee**

#### **The IGC met as follows:**

September 24, 2015 – attending: 11 faculty/staff, 0 student rep., 0 visitors  
October 20, 2015 – attendance unavailable  
December 1, 2015 – attending: 13 faculty/staff, 0 student rep., 0 visitors  
January 26, 2016 – attending: 15 faculty/staff, 0 student rep., 0 visitors  
February 23, 2016 – attending: 10 faculty/staff, 0 student rep., 1 visitor  
April 28, 2016 – attending: 14 faculty/staff, 0 student rep., 0 visitors

#### **IGC Monthly Meeting Summaries:**

##### *September 24, 2015*

F. Bell provided a brief summary of the IGC's membership situation. As the list of new members has not been provided, it is uncertain as to who has actually been assigned to the committee.

There was a discussion to revise the Bylaws. The following revisions were passed by unanimous vote.

Art. V, a): The date for the discharge of duties was changed to October 1

Art. III b): The following sentence was added. "Should the Chair-elect not be present, a "Secretary-designee" shall serve as Secretary.

Art. II, Sec. 4: The following sentence was eliminated "Senate Bylaws will need to be amended to add this new standing committee to the list"

Art. II, Sec. 2, a): The number of members who must be VSU Senators should be amended to "Three".

F. Bell opened discussion on the reorganizing of the subcommittees. It was decided that the VSU Study Abroad Subcommittee not change. C. Serran-Pagan proposed that, due to limited membership and common focus, the old "Curriculum, Faculty, and Student Internationalization Subcommittee" be combined with the "International Efforts on Campus Subcommittee" and be renamed. After much good discussion, it was agreed that the two subcommittees be combined into one. It was then renamed the "Internationalization Policies & Events Subcommittee". Regarding the task of making the two subcommittees work with limited resources, I. McClellan suggested that we use existing VSU communication tools and mentioned the VSU Communications Office has a staff person assigned to each college. Contacting those staff members would facilitate the coordination of the campus calendar.

D. Kuhlmeier mentioned that he would like to pursue the creation of a "Global Experts" list for both internal and external use. Such a list could include a profile of all faculty and staff on campus who has international expertise and interests and, possibly, a list of all campus international organizations with their contact information. Such a list could be used as a "clearinghouse" for organizations and events. It was suggested that such a list could be placed on Facebook or on the VSU webpage under "Faculty". Mike Holt suggested that Keith Warburg of Creative Services be contacted for assistance.

Mike Holt stated that he would like to get Library Services involved with the Study Abroad Subcommittee to provide direct access for VSU students studying abroad. He mentioned that he is going to Belize to train other faculty members in how to utilize library tools.

Irina McClellan mentioned that the problem with Study Abroad is advising students on the different study abroad programs on campus. She asked how the IGC could possibly provide support

to the different Departments for students who are interested in studying abroad. Matthew Richards suggested a short video that would briefly describe each program.

Fred Ware recommended that the IGC get involved with his Georgia Scholars Summer program for promising Georgia high school students.

### *December 1, 2015*

Fleming Bell noted that there was no November meeting because the goal was for subcommittee members to meet and begin work on their projects. David Kuhlmeier requested that all committee correspondence contain "IGC" at the beginning of the subject line (Or IGC – Subcommittee Name for subcommittee business) to make sure that emails concerning committee business get seen.

Cristóbal Serrán-Pagán y Fuentes gave a report on his subcommittee meeting with Keith Warburg and other members of the subcommittee. The goal was to create some sort of calendar to promote international events. Luckily it is easy to do and Keith will create a special calendar for this to add as a category for the main calendar, which is accessible on the VSU home page. Events get added to this calendar through the software R25 which can be added to anyone's computer through an IT request. The subcommittee is currently considering adding all department secretaries to the calendar so that adding events to the calendar is easier. There was a good deal of debate about how best to present the calendar so it is seen by the most people. The argument was made by several members that international events are a great recruitment and retention tool and it would be in our best interests to promote them fully. Mike Holt suggested several ways for promoting events and promised to share a list of these with the committee.

Deb Marciano was not present to provide a report for the Study Abroad subcommittee, but other subcommittee members mentioned her Study Abroad survey that went out at the beginning of November was all the activity they were aware of.

Tiffany Soma brought up some issues with International Students and how they get funding/ receive financial aid. We seem to be presenting somewhat of a mixed message to International Students and she was wondering how this might be corrected. Fleming Bell suggested the potential creation of a subcommittee, but also suggested waiting until the next meeting when Ivan Nikolov and Irina McClellan could bring their knowledge to the question.

### *January 26, 2016*

Fleming Bell called the meeting to order. Other members of the committee re-introduced themselves. A call for the minutes of December 1, 2015 to be approved was issued and the minutes were approved with a spelling correction to Vanessa Jones' name.

Fleming Bell discussed a letter from Kalina Winska, the chair of the Committee on Committees, on volunteer members serving on the IGC Committee. There are three choices for doing so, per Kalina. 1. You can attend any meeting you wish at any time 2. You can volunteer to serve when the call is issued every year. 3. You can serve in an ex-officio capacity

Deb Marciano presented her report about the progress being made in the Study Abroad subcommittee. She has been working with admissions to get the word out to potential students concerning Study Abroad programs. There was discussion about how best to train ambassadors to promote Study Abroad programs, but it was decided that it would be best to bring parties from other departments to an IGC meeting to discuss these matters.

After Deb's report there was discussion about the administration's vision for international programs on campus. The committee agreed to draft questions about this issue to send to the faculty senate executive committee for their next meeting with President Staton.

Cristóbal Serrán-Pagán y Fuentes then gave a report on the progress of the Policies and Events subcommittee. Cristóbal wanted to make sure everyone is requesting access to R25 so we can add events to the new calendar. To get R25 contact the IT helpdesk and request the software to be installed. When Keith Warburg was contacted to check on the calendar's progress, he noted that

he had not yet followed up but would create the calendar shortly. Cristóbal also noted the upcoming Philosophy and Religious Studies program with Colin Law on India and religious diversity.

Fleming brought up the issue from the 12/1/15 meeting about funding for International Students. Irina McClellan and Nicole Njouku discussed this issue noting that some aid in the form of scholarships might be available, but it is not called “financial aid” to avoid any confusion with Federal Financial Aid, which international students are definitely not eligible to receive. What is available essentially amounts to out of state waivers for students, which are granted to the Office of International Programs to give to deserving international students. But it is important to note that they are “waivers” and not “financial aid” or “scholarships” Outside of better communication of policies, there is not much more that can be done.

Nicole Njouku asked about the possibility of a program to help International Students with Taxes. Irina McClellan responded that there are several ways this is being addressed, including workshops from the Accounting Department and software for taxes that is available for international students. Irina said to be on the lookout for emails from International Programs for more information.

### *February 23, 2016*

Fleming Bell called the meeting to order. A call for the minutes of January 26, 2016 to be approved was issued and the minutes were approved with spelling corrections to several names and removal of duplicate names in the present and absent columns. Mike Holt will submit the minutes to the Faculty Senate Secretary and the Archivist.

Mychael Walker from IT discussed R25 and the IGC’s plans to promote international events. Members of the committee were urged to install R25 on their computers if they have yet to do so. Mr. Walker walked the committee through how to enter events into the calendar in R25 and also noted that the calendar was not yet in production. Cristóbal Serrán-Pagán y Fuentes asked about a date for it to become active and Mike Holt volunteered to contact Keith Warburg about making the calendar a production calendar.

The charges of both subcommittees of the IGC were discussed. The study abroad subcommittee was ok with their goals staying the same and were making progress with their goals. The International Planning and Events subcommittee were ok with their goals but were considering adding in a goal about the logistics of international events on campus.

The committee discussed drafting questions to be asked of the President and Provost at the next meeting of the Faculty Senate Executive Committee. There was a group of core questions developed, but final consensus was difficult to obtain. The committee agreed to complete the list by email by Thursday, March 3rd at 3:30 PM.

### *April 28, 2016*

Fleming Bell called the meeting to order. Other members of the committee re-introduced themselves. Fleming Bell asked for approval of the previous meeting’s minutes Eugene Asola moved for their approval, Kyung-Im Park seconded and the minutes were unanimously approved.

The committee then discussed the responses to the list of questions that were given to the President and Provost at the last Faculty Senate Executive Committee meeting. Because Interim President Staton is leaving this summer, it has been decided that the committee will ask the questions again in the fall. Though the question about waiving the institutional fee for study abroad students was not answered, Ivan Nikolov suggested removing the fee might also remove salaries for study abroad.

Rebecca Gaskins asked whether or not the outside agency for international student recruiting might suggest a preference for this type of internationalization over study abroad. Michael Holt responded that it seemed that they were interested in this because it seemed to be the type of internationalization that the school was able to get, since getting state dollars for study abroad has its own issues.

Deborah Davis asked a question about how well honors students are attending study abroad programs. Ivan Nikolov responded that they aren't attending that well. Out of about 500 students, 11 go on study abroad. Deborah Davis suggested a push to get honors students to go. Deb Marciano mentioned that her Italy program was trying to include honors students as well as students in her own department.

There was discussion about expanding the committee's view to include addressing international students' needs. They face unique challenges and faculty often do not acknowledge these issues. It was suggested that next year, the committee examine these issues in more depth.

Fleming Bell followed up on the issue of the International Events calendar. Michael Holt agreed to follow up with Keith Warburg after the meeting.

Ivan Nikolov mentioned the possibility of reviving the Faculty Associate for the Center for International Programs. There was a great deal of interest among committee members for reviving this position.

## **Subcommittee Membership Summary**

### *I. VSU Study Abroad Subcommittee*

Deb Marciano —chair, Deborah Davis, Eugene Asola, Fred Ware, Grazyna Walczak, Hanae Kanno, Helena Krumbacher, Irina McClellan, Jamie Holland, Jie Fowler, Marko Horn, Michael Holt, Tiffany Soma, Vanessa Jones, Victoria Russell

### *II. Internationalization Policies and Events Subcommittee*

Cristóbal Serrán-Pagán —chair, David Kuhlmeier, Fleming Bell, Grazyna Walczak, Hanae Kanno, Irina McClellan, Kyoung-im Park, Matthew Richard, Michael Holt, Nicole Njoku, Rebecca Gaskins

## APPENDIX A

### SUBCOMMITTEES

### INTERNATIONALIZATION AND GLOBALIZATION COMMITTEE

Revised October 2015

#### **1. VSU Study Abroad Subcommittee**

##### Charge:

To promote VSU Study Abroad Programs; develop more support, both financial and staff, for study abroad; and offer possibilities for international internships and work experiences for VSU students

##### Goals:

- Facilitate Funding for Study-Abroad Participation by students, e.g., scholarships, special loans, work-study arrangements, advice on earning money for overseas classes, requests for USG Board of Regents funding and institutional funding, capital campaign line items
- Facilitate Funding for Study-Abroad Participation by faculty, e.g., develop equitable remuneration, create incentives such as funded faculty development opportunities and elimination of such risk factors as those which create uncertainty or devalue the worth of going overseas in lieu of remaining on campus to teach
- Strengthen the already established institutional culture of faculty (study abroad directors) involvement in Valdosta State University's policy development and financial management of study abroad programs, promote best practices related to the increasing role of study abroad directors in the financial stewardship and student-focused stimulus (stimuli) incentives within their respective study abroad programs

- Lead an effort for Valdosta State University to join the Generation Study Abroad Initiative (Institute of International Education) for the purpose of expanding our study-abroad participation and effectiveness
- Sponsor and host the first of “Best Practices” Conferences in Georgia to share study-abroad program successes among USG schools, private colleges and universities, and other higher educational institutions in the Southeastern United States
- Achieve more visibility of study-abroad opportunities at our institution, e.g., provide an “International Programs” link on the VSU home page among “Popular Links”

### **Goals for 2015–2016:**

- Get Library Services involved to provide direct access for VSU students studying abroad
- Inject some University Ambassador training into study abroad preparation, if not making study abroad students official ambassadors outright.
- Obtain a breakdown of how the funds from the \$295 Institutional Fee are distributed.
- Ask for a waiver of this fee when students study abroad and pay tuition and fees to another academic institution for the same credit hours.

### **Members (alphabetical by first name):**

Deb Marciano —chair; Deborah Davis; Eugene Asola; Fred Ware; Grazyna Walczak; Hanae Kanno; Helena Krumbacher; Irina McClellan; Jamie Holland; Jie Fowler; Marko Horn; Michael Holt; Tiffany Soma; Vanessa Jones; Victoria Russell

## **2. Internationalization Policies and Events Subcommittee**

### **Charge:**

To assist in the establishment of more courses with international perspectives, with possible internationally-oriented minors; the facilitation of hiring more faculty and staff who are internationally experienced; the development of collaborative efforts via relationships with other universities around the world; the promotion of faculty participation in programs outside the US; and the promotion of increased cultural diversity on VSU’s campus by organizing and coordinating more cultural and international events.

### **Goals:**

- Communicate and coordinate with other such committees on campus to strengthen VSU's international course offerings.
- Establish academic "alliances" that might allow the IGC to coordinate faculty exchange programs with other universities around the world.
- Promote more international events on campus such as the creation of an international film series, and panel discussions with international scholars and students
- Encourage the collaboration of Schools and Departments to invite more international scholars and musicians to work with VSU’s faculty and students.
- Promote healthier and more internationally diverse food that is offered by the catering companies on campus.
- Collaborate with the International Fair of Valdosta to promote and participate in international events.
- Establish dialogues between different cultures and interfaith religious traditions by inviting guests to address social justice and global issues (in accordance with the VSU Mission Statement).
- Invite international business people and professionals who work in the Valdosta community to share their experiences of working in South Georgia.

### **Goals for 2015–2016:**

- Pursue the creation of a “Global Experts” database of persons and organizations at VSU with expertise in, and/or experience with, locations and cultures around the world for both internal and external reference
- Pursue the creation of a universal calendar for international and study abroad related events on campus or in the local community
- Invite Keith Warburg to a subcommittee meeting to seek first-hand information of the logistics of these two initiatives

### **Members (alphabetical by first name):**

Cristóbal Serrán-Pagán — chair; David Kuhlmeier; Fleming Bell; Grazyna Walczak; Hanae Kanno; Irina McClellan; Kyoung-im Park; Matthew Richard; Michael Holt; Nicole Njoku; Rebecca Gaskins

## APPENDIX B

### **Questions from the Faculty Senate Internationalization and Globalization Committee**

Our goals on the Internationalization and Globalization Committee have been to raise awareness at VSU of international programs; as a result, we see the significance of internationalization to enhance recruitment and retention of both students and faculty. In this light, we have the following questions for the university president:

- a. What are the VSU goals and visions for developing, promoting, and teaching of study abroad programs?

President Staton wanted to remind everyone that in addition to his duties as the interim president of VSU, he was also still the Chief Internationalization Officer for the Board of Regents. He’s working when he can on ways to raise funds for internationalization on campus. He very much realizes the importance of internationalization and globalization for college students and noted that nearly every job interview out there is asking about international experience from students.

- b. How do you plan to support faculty engagement in study abroad programs and for encouraging all faculty and advising personnel to discuss these opportunities and benefits with students?

We have been supporting faculty who are having trouble getting study abroad sessions to make by offering pro-rated stipends for courses with fewer students. So if a course with 10 students gets 10% one with 6 might get 6% and so on. They also mentioned the faculty internationalization fund for faculty to get money for international travel.

As for encouraging discussion, he noted it is very much talked about in recruiting now. Tee Mitchell has tried to make it a selling point, but that is dependent on how interested parents are.

- c. How do you feel about the comparison of VSU’s percentage of participation in study abroad with the national average?

This is somewhat difficult to increase, given the economic makeup of a large percentage of our student population. Because students have to generally pay their own way, it is difficult for us to increase participation. But that does not mean it is not a goal to pursue. Increasing Study Abroad participation is a goal we should work toward. As for promotion, they did seem to think that promotion was largely the role of the faculty member who was teaching the study abroad section.



d. What are your plans for the promotion of international programs through the various departments and colleges?

We are working on hiring an outside firm to do recruiting of international students. If we can't get high numbers for study abroad, we'd at least like to bring more international students to us.

e. Is it possible to provide a waiver of fees for students participating in study abroad programs, such as of the \$295 Institutional Fee? Additionally, is it possible to designate a small portion to support international initiatives from these student fees?

[Question not posed.]

**Attachment N:****2015-2016 Annual Report of the Equity and Diversity Issues Committee  
Valdosta State University Faculty Senate**

- The Equity and Diversity Issues Committee did not propose any amendments to the bylaws of the committee.
- The Equity and Diversity Issues Committee did not receive any relevant issues that needed the committee's attention during the 2015 – 2016 academic year.
- The Equity and Diversity Issues Committee did not form any subcommittees in 2015 – 2016. The Equity and Diversity Issues Committee members did not meet this academic year.
- Finally, The Equity and Diversity Issues Committee did not receive any remands from the Faculty Senate during this academic year.

**Diversity and Equity Issues Membership**

COA	Linda Jurczak	<a href="mailto:lpjurczak@valdosta.edu">lpjurczak@valdosta.edu</a>	PC	Sen	2013-2016
COEHS	Regina Suriel	<a href="mailto:rlsuriel@valdosta.edu">rlsuriel@valdosta.edu</a>	CE	Sen	2015-2018
A&S	Karen Acosta	<a href="mailto:karacosta@valdosta.edu">karacosta@valdosta.edu</a>	C	Sen	2014-2017
COA	Nicole Cox	<a href="mailto:nbcoc@valdosta.edu">nbcoc@valdosta.edu</a>			2014-2017
COA	Carol J. Krueger	<a href="mailto:cjkrueger@valdosta.edu">cjkrueger@valdosta.edu</a>			2015-2018
A&S	Sebastian Bartos	<a href="mailto:spbartos@valdosta.edu">spbartos@valdosta.edu</a>			2014-2017
A&S	Myrto Drizou	<a href="mailto:mdrizou@valdosta.edu">mdrizou@valdosta.edu</a>			2014-2017
COBA	Gary Futrell	<a href="mailto:gdfutrell@valdosta.edu">gdfutrell@valdosta.edu</a>			2013-2016
COBA	Roy Copeland	<a href="mailto:rcopeland@valdosta.edu">rcopeland@valdosta.edu</a>			2014-2017
COEHS	Sean M. Lennon	<a href="mailto:smlennon@valdosta.edu">smlennon@valdosta.edu</a>			2015-2018
COEHS	Crystal Randolph	<a href="mailto:crandolph@valdosta.edu">crandolph@valdosta.edu</a>			2013-2016
CONHS	Kynthia James	<a href="mailto:kljames@valdosta.edu">kljames@valdosta.edu</a>			2013-2016
CONHS	Heidi Gonzalez	<a href="mailto:hcgonzalez@valdosta.edu">hcgonzalez@valdosta.edu</a>			2013-2016
LIB	Changwoo Yang	<a href="mailto:cyang@valdosta.edu">cyang@valdosta.edu</a>			2013-2016
LIB	Deborah Davis	<a href="mailto:dsdavis@valdosta.edu">dsdavis@valdosta.edu</a>			2013-2016
COSA	Sue Bailey	<a href="mailto:subailey@valdosta.edu">subailey@valdosta.edu</a>			2015-2016
COSA	Gwen Manning	<a href="mailto:gemanning@valdosta.edu">gemanning@valdosta.edu</a>			2015-2016

**Ex Officio**

	Maggie Viverette	<a href="mailto:mviveret@valdosta.edu">mviveret@valdosta.edu</a>	Director for Equal Opportunity Programs/Multicultural Affairs		
	Rebecca Smith	<a href="mailto:rebecsmith@valdosta.edu">rebecsmith@valdosta.edu</a>	Student Affairs Counselor		
	Denise Bogart	<a href="mailto:dbogart@valdosta.edu">dbogart@valdosta.edu</a>	Director of Human Resources		
SGA	Nicole Njoku	<a href="mailto:ncjoku@valdosta.edu">ncjoku@valdosta.edu</a>			2015-2016
SGA	Jayson Ross	<a href="mailto:jaysross@valdosta.edu">jaysross@valdosta.edu</a>			2015-2016

The Equity 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.

## **Attachment O:**

### **2015-2016 Annual Report of the Student Activities and Services Committee Valdosta State University Faculty Senate**

#### **The SASC met as follows:**

November 12, 2015

February 23, 2016

#### **SASC Meeting Summaries:**

##### ***November 12, 2015***

The main purpose of the meeting on November 12, 2015 was to introduce the members, share the By-Laws of the committee, elect members to the Financial Aid Appeals subcommittee, assess the charges of the SASC, and establish goals for the 2015-2016 academic year. The committee was not able to meet until November given the fact that the roster was not finalized until late September.

During this meeting, the duties for members of the Financial Aid Appeals subcommittee were reviewed and it was stated that 2 new members from the SASC were needed. As there were not enough attendees for a vote, it was decided that the nominations for members to this subcommittee would proceed through email.<sup>1</sup>

Review of initiatives from the previous academic year demonstrated that questions regarding the hours of the Recreation Center and the Student Success Center were resolved.

Committee member Pat Miller suggested that the committee review past Senior Student Exit Survey data to identify possible ideas for new initiatives. Kelly Davidson Devall offered to contact Michael Black regarding this data and send the information to committee members for review.

##### ***February 23, 2016***

Discussions for this meeting focused on 2 main areas: (1) review of Senior Student Exit Survey data and (2) ideas for campus safety.

Copies of and results from the Senior Student Exit Survey were sent to committee members pursuant to suggestions made during the November meeting. Committee members did not offer any specific suggestions for improving student activities and campus life based on the survey data but agreed that a similar survey could be a useful tool in the future. Committee Chair Kelly Davidson Devall offered to stay in contact with Michael Black regarding the specifics of such an initiative (still underway).

Committee members posed specific questions, including:

- (a) How can results be interpreted given the low response rate from previous surveys? Can conclusions about initiatives for the SASC be made from this survey?
- (b) If a new survey was instituted, what would be the time and cost?
- (c) How could the participation and response rate be increased?
- (d) What initiatives do peer institutions have in this area?

Committee members also suggested some ideas to follow up on campus safety issues. It was confirmed that questions regarding lighting and bus routes were addressed during the previous academic year. One committee member suggested a campaign for awareness regarding the campus escort service—are students aware of the service? What is the usage pattern? How can we make students and faculty members more aware of this? These ideas were set forth as possible areas of exploration.

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<sup>1</sup> Email communications: Tom Aiello and Kelly Davidson Devall were named for the committee. Following established protocols, Karl Paoletti serves as the Chair of the subcommittee given that he was the Chair-Elect for the SASC.

## **Attachment P:**

### **Annual Report of the Faculty Senate Technology Committee for 2015-2016**

#### **1. The Technology Committee met on Oct. 22, 2015**

13 members and 4 guests were in attendance

1 Guest: Jarrod Murray

#### **2. Bylaws were edited**

To disseminate information to faculty regarding campus technologies (both hardware and software) and to provide venues for faculty to become involved with eLearning and IT initiatives and innovations.

#### **3. Master List of Technology Needs:**

- Brian Haugabrook presented on the need for this master list of IT needs for their department's strategic planning purposes. The committee discussed processes to get this information in the hands of IT.

#### **4. Two subcommittees were formed.** A subcommittee to address promoting and improving online learning led by Steve Downey and a subcommittee to address Information Technology security issues.

#### **5. The Technology Committee met on December 12, 2015**

There were 14 members in attendance. There were also two guests, Malynda Dorsey and Joe Newton from IT.

#### **6. Edits to Bylaws were approved**

#### **7. Brian Haugabrook discussed the technology master list.**

The goal of the project is to create a prioritized list of software and hardware needs across all departments and colleges. Next the list will be aligned with recent university strategic goals such as retention and enrollment of students. A second goal is to utilize technology to be more efficient and allow for end of year funds to procure such technology as it is prioritized. A "template" excel sheet was presented by IT. This excel sheet will be updated and disseminated to colleges for deployment to departments to gain faculty and staff input. The committee plans to collect information from departments and send to IT for collating and analysis by late February 2016 prior to end of year fiscal expenditures. Whereby common technology needs will be assessed and new technology as well.

#### **8. Jarrod Murray reported on an Elearning Workshop**

The **E-learning workshop** held 12/11/2015 at the IDEAS center from 10:00-11:30 am was a success in terms of engaging discussions with members of the university. Input from faculty and staff to change or improve the E-learning center is still being considered and will be reported back to the Technology committee for discussion at our next meeting.

#### **9. An additional subcommittee** was discussed that would work with the e-learning advisory board (ELAB) to discuss matters of technology improvement in online learning. The formation of this subcommittee was tabled until the next meeting.

#### **10. The Technology Committee met on March 3, 2016**

There were 15 members in attendance. There were also two guests, Malynda Dorsey and Joe Newton from IT.

**11. Additional Ex Officio members were added to the committee to ensure IT representation at all future meetings**

- Joe Newton – IT
- Malynda Dorsey- IT

**12. The Technology Master Project List** from last meeting was discussed further. An edited excel sheet was approved for dissemination across colleges and department. Also, it was noted that technology items such as software & hardware were not limited to the master project list, but items such as “a process”, for example streamline of online service portal, were also encouraged for inclusion on the list. Now members of the committee will contact department heads across their college for input to the master project list. The goal is to build this list throughout the year for the next fiscal cycle, so that technology items can be categorized by needs across campus, etc. **After Brian spoke, it was determined that the subcommittee on e-mail communications should meet with Brian / IT as soon as possible to begin to work on revising and updating the current policy.**

**13. The VSU Testing Center & Availability for online students** who live far away was discussed. For the formers, testing hours should be advertised more efficiently and additional personnel may be needed for additional hours at the center. As for online students, various solutions were discussed such as the remote software “Proctor U”. However, additional programs for online students may cost upwards of \$20 per exam. Another solution is a type of online ecore proctoring system. Members of this committee will work with the Testing Center to uncover viable solutions.

**14. In lieu of a final meeting, members were encouraged to solicit contributions for the IT Master List**

- At the time of the preparation of this report, only Odum Library and the College of the Arts had submitted contributions

Submitted by Michael Holt  
Chair, Faculty Senate Technology Committee