

## Clayton State University Faculty Senate

### Meeting Minutes

August 14, 2017

#### Recorded Attendees

*Senate Members:* Marcy Butler, John Mascaritolo, Deborah Gritzmacher, Keith Miller, Adam Kubik, David Williams, Mark Watson (Vice-Chair), Eugene Ngezem (serving as proxy for Kathryn Pratt-Russell), Catherine Matos, MeriBeth Stegall (Secretary), Randall Gooden, Kara Mullen, Celeste Walley-Jean (Chair)

*Guests:* Antoinette Miller, Elaine Manglitz

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes		Minutes of May 8, 2017 Senate Meeting were approved as distributed.
2) Reports of President, Provost, & Standing Committees <ul style="list-style-type: none"> <li>i) President's Report</li>     <li>ii) Provost's Report</li> </ul>	<p>The President's Report: attached as <i>Appendix A</i>.</p>  <p>Dr. Demmitt: Discussed August 14 enrollment report.            Answered questions regarding current developments in Area B. Task force will pick up again this fall. First task is to identify outcomes.</p>	

<b>Agenda Item</b>	<b>Discussion</b>	<b>Senate Action/Resolution/Tasks</b>
<p>iii) Reports of Standing Committees</p> <p>Academic Policy Committee</p>	<p>John Mascaritolo presented the report of the Academic Policy Committee (available on OneDrive).</p> <p>Next step: critique/discussion stage.</p> <p>Discussion ensued regarding: Faculty training before on-line courses. All adjuncts and new hires must all go through training.</p> <p>Expectation of one business day response to emails—clarification of acknowledging email vs full answer, resolution of issue.</p> <p>Question of where guidelines will be located, how they will be enforced, and resources available to support.</p> <p>Question regarding clarification of what is meant by two weeks of material posted before classes start.</p> <p>Question regarding SACS requirements regarding these guidelines. These guidelines meet SACS requirements.</p>	<p>Randall Gooden moved that further discussion be postponed until the next meeting in order that Dr. Lane be invited to distinguish the SACS related requirements regarding the guidelines.</p> <p>Motion to table carried.</p>
<p>3) Reports of Special Committees</p>		

Agenda Item	Discussion	Senate Action/Resolution/Tasks
<p>4) Special Orders</p> <p>i) Standing Committee Appointments</p>	<p>Celeste Walley-Jean (Chair): Has created OneDrive site to which shared documents will be uploaded. Has sent an invitation to Faculty Senate members to join Faculty Senate Microsoft Teams as a place for collaborative work.</p> <p>The following are the committee appointments for 2017-2018:</p> <p>Faculty Affairs Committee: Mark Watson and Eugene Ngezem</p> <p>Graduate Affairs Committee: MeriBeth Stegall and Marcy Butler</p> <p>Academic Policy Committee: Gail Barnes and John Mascaritolo</p> <p>Student Affairs Committee: Randall Gooden and Kara Mullen</p> <p>Undergraduate Curriculum Committee: Catherine Matos and David Williams</p>	
<p>5) Unfinished Business and General Orders</p>		
<p>6) New Business</p> <p>i) Discussion Item: E-Core</p>	<p>Question raised concerning policy regarding number of E-Core classes faculty may teach and the process used to approve.</p>	

Agenda Item	Discussion	Senate Action/Resolution/Tasks
<p>ii) Discussion Item: Creation of Ad Hoc Faculty Senate Website Committee</p>	<p>Dr. Demmitt: Policy is no more than 2 (can go up to three) with overloads requiring approval by chair, Dean, and Provost.</p> <p>Discussion regarding creation of committee to develop Faculty Senate website.</p> <p>Discussion regarding Faculty Senate taking responsibility to update the Faculty Handbook.</p>	<p>Randall Gooden: Point of order regarding taking action on a discussion item.</p> <p>John Mascaritolo moved to make the item regarding the creation of a website committee an action item. Motion carried.</p> <p>Marcy Butler moved that the Faculty Senate form a committee to create a website. Motion carried.</p> <p>Celeste Walley-Jean will send out a request for volunteers for this committee.</p>
<p>7) Adjournment</p>		<p>Marcy Butler moved that the meeting be adjourned. Motion carried.</p> <p>Meeting adjourned.</p>

## **Appendix A**

## President's Report

### Faculty Senate

August 14, 2017

- **Welcome Back** While many of you have been here off and on all summer, the beginning of the fall semester (with a decided increase in traffic) feels like a new start. And so welcome
- **Year Long Conversations**
  - **Year two, strategic plan 2020** we will be working to develop clear deliverables/benchmarks/dashboard indicators to share with internal and external audiences our progress—we will depend on colleagues to assist us in these efforts, especially with institutional identity identified as connected with academically driven connections to community engagement and to recognition of relationships between what students learn in our classes and what they can apply to broad external contexts
  - **Cross Campus Process Review** for each of the divisions (led by VPS) we will choose one divisional or cross divisional process to determine whether there are ways in which we can better deliver services than we are presently doing—have already started that process work with financial aid—more effectively and in more timely ways matching financial needs with available resources—we will be seeking faculty colleagues to participate in these efforts
  - **Next step shared leadership support** a number of associate and recently promoted full professors participated in last year's eight month leadership program—we are still seeking advice of next steps for new and previous participants
- **Thanks** for your willingness to serve
- **Questions**

