

Clayton State University – [Faculty Senate Agenda](#)

Monday October 15, 2012 (11:00 am-12:15 pm)

University Center Board Room UC260

**Members Present:** Jennell Charles, Qui Fang, Randall Gooden, Jim Keebler, Kathryn Kemp, Barbara Musolf, Erin Nagel, Ken Nguyen, Katherine Ott, Muhammad Rahman, J. Celeste Walley-Jean, Ximena Zornosa

**Non-Members Present:** Michael Crafton, Rhonda Gibson, Tim Hynes, Lou Jourdan, Vickie Smith, Kate Troelstra

➤ **Meeting called to order at 11:01am**

- Dr. Keebler reminded Senators to please inform him if they are unable to attend a meeting. He also delineated the options Senators have if they are unable to attend: (1) Senator can provide the Chair with a written proxy on how they would vote on a specific agenda item; (2) Senator can advise the Chair in writing of a qualified faculty substitute from their academic unit who will represent them and vote for the absent member.

➤ **Approval of Minutes**

- Approval of Minutes from the October 1, 2012 meeting
  - Moved, seconded, and voted to approve minutes.

➤ **Reports**

➤ **President**

- President Hynes provided a written [report](#). Summarily, he thanked the Senate for their work on the P&T policies. President Hynes also provided notes from the Board of Regents session which included a focus on enterprise risk management for institutions. A highlight of the session was the fact that Clayton State's risk management plan and Complete Georgia Plan were positively featured. Following a request from Dr. Keebler, President Hynes forwarded Domestic Partnership plans that have developed over the past several years. He indicated that following a complete review, his office will share materials on the range of benefits including identified "soft" benefits that are in the purview of Clayton State that we can (and in some instances) already provide as well as those benefits exclusively within the control of the Board of Regents. Finally, President Hynes announced that the first meeting of the Planning and Budget Advisory Committee will be October 19<sup>th</sup>.
- Randall Gooden asked whether there's ever been discussion of extending benefits to aging parents who live with faculty members. President Hynes answered that although he was unsure what the nature of the conversation would be, he wouldn't be shocked if there have been discussions yet he does not have information about it.
- Qui Fang inquired if Clayton State is qualified to receive any subsidies from the government for our tree assets. President Hynes indicated that he did not know if there would be any exotics that would be under special protection or what our qualifications would be.

- Barbara Musolf asked about the renovations that were supposed to occur in NBS 128 that had been designated as a space for natural science faculty research. Provost Crafton responded that he and Dean Nasser Momayezi spoke last week and were surprised that there was no movement on it. Provost Crafton indicated that Vice President Corlis Cummings indicated that other projects had diverted money from completion and they are currently receiving new estimates. Dr. Musolf asserted that this situation emphasized how important it is that information is shared with faculty/department because they did not know that the project had fallen off the list of priorities.
- Dr. Keebler announced that there will be a follow-up on the November agenda about domestic partnerships.
- Academic Affairs
  - Provost Crafton used his time to re-announce some upcoming events as well as encourage the Senate to stay “in the loop” and have input on these important university events. First, he reminded the Senate that our SACS reaffirmation is coming up. He indicated that we are required to create a plan for QEP this year and have to write a draft of the compliance certificate. He voiced that these two efforts will need faculty volunteers to help. Dr. Antoinette Miller is chairing the QEP committee and Drs. George Nakos and Jill Lane will co-chair the committee writing the compliance certificate. Provost Crafton voiced that he has been working with administrators and a very few faculty members. He reiterated that the Complete College Georgia initiative is a “big deal.” Finally, Provost Crafton reminded the Senate of the importance of the development of the Enhanced Learning Initiative (e.g., High-Impact Learning) to our strategic plan. Provost Crafton emphasized that there are a lot of activities occurring. He affirmed that there is a continued need for Senate members and all faculty to be involved but he is concerned about requesting too much. He encouraged faculty to be judicious and that we do not over-commit.
  - Dr. Musolf inquired whether there was a need for groups to help evaluate applications for the grants for which faculty could apply in relation to the High-Impact Learning initiative. Provost Crafton answered that Dr. Robert Vaughn and the Portland Five are spearheading this effort. He anticipates that they will need people to help with all aspects of the initiative (e.g., setting it up, helping faculty use them, and evaluating them when they’re done).

## **Returning Business**

- SEI recommendations for student evaluations
  - SAC Faculty Senate representative Celeste Walley-Jean informed the Senate that after discussing the SEI’s recommendations to the Faculty Senate, the SAC has requested a formal opportunity to engage in a dialogue with the SEI committee. Through the dialogue, the SAC hopes to gain a clearer understanding of the sub-committee’s recommendations as well as provide input. Dr. Keebler indicated that he would like to have such a meeting prior to the next Faculty Senate meeting of November 5<sup>th</sup>. Randall Gooden voiced the concern that he does not want to see the SEI committee or the Senate have to “start from scratch” in addressing student evaluation. Dr. Keebler affirmed that the Senate needs to move forward on this issue.

- A summary of the SAC's concerns was requested. Celeste agreed to forward the SAC minutes to the Senate.
- APC recommendations for Academic Calendar
    - Although Dr. Butterfield could not attend, Dr. Keebler reported that Dr. Butterfield needs to have one more meeting with the Academic Calendar committee. Following this meeting, the Senate can possibly take a vote on the APC recommendations. A question was asked about whether there is a consideration of making the fall break the entire week of Thanksgiving. Dr. Keebler responded that the subcommittee will provide final recommendations. President Hynes requested that the recommendations be added as a specific agenda items so that the pros and cons can be more fully discussed.
  - Appointment of Two Senators to Graduate Affairs Committee
    - The appointment of two senators to the Graduate Affairs Committee was deferred. Dr. Keebler noted that a further discussion of whether representatives would need to be graduate faculty would need to occur.
    - Dr. Keebler called for a second vote on the motion to approve the addition of the Graduate Affairs Committee as a standing committee of the Faculty Senate, as required by the Bylaws. The motion was made, seconded and unanimously approved.
  - Next steps for revised P&T section of Faculty Handbook
    - Dr. Keebler reported that he has received additional input from faculty. He plans to bring all revisions back to faculty senate for approval. Following this step, the approved revisions will go out for an all-faculty vote. Revisions have to receive approval by 60% of all faculty.
  - **New Business**
  - Update on Branding Initiative – Kate Troelstra
    - Ms. Troelstra reported that the university community will be seeing Dreams. Made. Real. more in the future. She described the branding of Clayton State as a “marathon initiative, not a sprint.” Ms. Troelstra reminded the Senate that the process get here was conducted thoroughly, with lots of conversations with students, faculty, and staff. She voiced that the motto is who we are as a university. She stated that an “internal launch” occurred at the first-year convocation this year, and that Dreams. Made. Real. will be launched to an external audience, including members of the press, alumni, and other external stakeholders on Thursday, October 25<sup>th</sup> at 10am in Spivey Hall. She directed senators to Dolores Cox as a resource and contact person. She indicated that a website has been set up and that she would send the link to Dr. Keebler to forward to senate members. She outlined the next steps which include banners and the development of department pieces that will have the consistent theme of the motto. She repeated to the Senate that faculty need to be aware of the initiative so that we can share it with others and that we all have to work together to make the branding initiative successful. President Hynes reiterated that consultants wandered about asking faculty, staff, and students about their experiences at Clayton State which garnered a consistent theme of what we can do to make goals a reality. He voiced that as we go forward, the consistent idea will be making things “real.” What will be variable is what those “things” are: dreams, accomplishments, increased economic stability, etc. This theme was based on

very good research. Dr. Keebler inquired if an open call for stories will remain. The answer was yes.

- Update on faculty grants management – Rhonda Gibson/Vickie Smith
  - Rhonda Gibson and Vickie Smith provided a report of the faculty grants management process. Ms. Gibson indicated that she is responsible for pre-award activities. She reported that she has helped faculty look for funding, write, and submit applications. To date, Clayton State faculty and staff have submitted twenty-three proposals requesting funding of \$1.6 million. Of that amount, seven proposals with a total of \$500,000 have been awarded. She stated that going forward she'd like to create a website that has information about the proposals that have been submitted and funded. She indicated that she can be reached at X5053.
  - Vickie Smith stated that she is responsible for post-award processes. She voiced that she was happy that she and Rhonda were able to collaborate to put all the grant funding processes under one umbrella. She described that she helps with the development of the budget, and, once a grant is funded, she is responsible for providing reports to the federal government, ensuring compliance, particularly time and effort reporting.
  - Celeste Walley-Jean inquired whether Ms. Gibson's office would address issues with the IRB process (e.g., the significant amount of time it takes to get applications approved). Ms. Gibson answered that she will be working with Robert Vaughn and Susan Walsh on IRB processes. Jennell Charles publicly thanked Ms. Gibson and Smith for all their help. President Hynes also publicly thanked the Senate for urging the institution to have a full-time person to handle grants.
  
- **Updates from Subcommittees**
- Academic Policy Committee
  - Chair wasn't present, report deferred until Nov. 5<sup>th</sup>.
- Faculty Affairs Committee
  - Meeting Monday October 22<sup>nd</sup>
- Graduate Affairs Committee
  - Meeting October 15<sup>th</sup>
- Student Affairs Committee
  - Meeting Nov. 14<sup>th</sup>
- Undergraduate Curriculum Committee
  - Meeting 1<sup>st</sup> Fridays at noon
  - Making sure they follow-up and close the loop for recommendations they make to the Senate
  - Finishing with STEM
  
- **Suggestions for New Business at next meeting**
- Emergency Preparedness – Faculty responsibilities
  - Provost: Need to have training and would like Senate members to think about
  - Chair-What about modules like Sexual Harassment training? • Log into the [CSU Training University](#) using your current CSU user name and password.
- Domestic Partner health benefits – USG status

**Adjourned: 12:04pm**

Respectfully submitted,  
J. Celeste Walley-Jean