

Clayton State University – Minutes of the Faculty Senate
Monday April 23, 2012 (11:00 a.m. – 12:15 p.m.)
University Center Board Room (UC 260)

Members Present: Antoinette Miller (Chair), Jim Keebler (Vice Chair), Maria Bullen, Scott Butterfield, Rosemary Fischer, Kathryn W. Kemp, Barbara Musolf, Katherine Ott, Susan A. Walsh, David Williams

Non-Members Present: Dr. Tim Hynes, President, Micheal Crafton, Provost, Robert Vaughan, Academic Affairs, Jim Braun, Chair Faculty Affairs Committee

Faculty Senate Chair Miller called the meeting to order at 11:04 a.m. without a quorum present. Quorum at 11:21 a.m.

A. Approval of Minutes – deferred until a quorum present

1. April 16, 2012
 - a. Motion to accept the minutes.
 - i. Approved unanimously.

B. Reports

1. President's Report (attachment)
 - a. The President thanked the University for CSUs inclusion among the Top 100 Workplaces in Metro Atlanta.
 - i. Senator Musolf asked if survey results will be shared with faculty.
 - ii. President Hynes responded results would be shared when available.
 - b Space available at Faculty Hall.
 - i. Faculty space will be ready for allocation at Faculty Hall by May.
 - ii. Decisions were made by the Administrative Council and recommendations given to the President.
 - c. Budget Process
 - i. That average increase in the system was 5.2%.
 - ii. President Hynes indicated the great work of the university was recognized by the chancellor
 - d. Questions were solicited.
 - i. Vice-Chair Keebler commended the President for the condition of the university grounds and landscaping
 - ii. Vice-Chair Keebler asked about the status of the Graduate Council.
 - a) Robert Vaughan stated things are moving but the council felt a bit rushed to get things done this academic year.
 - i) The Graduate Council's concern is membership.
 - (a). President Hynes asked if a model such as at West Georgia College was considered where each program head is represented by the chair of the committee.

- (i). Robert Vaughan stated that the issue is that coordinators are appointed, not elected.
 - (ii). Chair Miller noted that to date there is an over-representation of appointed members, so the attempt was to strike a balance without too large a committee.
 - (a). Provost Crafton noted that he had served a version of the committee elsewhere with 18-20 members which functioned well.
 - (iii). Discussion regarding cultural changes within committees followed.
 - b) Chair Miller stated updated by-laws from the Graduate Council will be received after May.
 - i). The item will come to the Faculty Senate in the fall.
- 2.0 Academic Affairs – Robert Vaughan
- a) The faculty response rate for the Quality Enhancement Plan (QEP) Survey has been good.
 - i). Responses will be accepted through Wednesday.
 - ii). If anyone has an interest in serving on the committee please signify by Thursday.

Quorum established 11:21 a.m.

- 2. Faculty Affairs Committee (FAC) -Faculty Handbook – J. Braun, Chair
 - a. Section 206 Pre- and Post-Tenure Review
 - i. Jim Braun indicated changes made in this section related to timing for adding evidence or clarification of faculty portfolios.
 - a. Senator Musolf noted that committees at times received poorly organized portfolios which were sent back to the faculty member.
 - i) Jim Braun noted that the committee chair should examine the portfolio for organization
 - a) If a disorganized portfolio comes to the committee Jim Braun stated that there is no going back, in his opinion.
 - (i). The culture should be that a good portfolio is turned in or accept the consequences.
 - (ii). Chair Miller noted that some items can be added for clarification after the submission deadline, but with poor organization it is difficult to determine which item is missing.
 - (a). Chair Miller suggested the term ‘minimal clarification’ be used.
 - (i). Senator Williams stated that is important to allow clarifying Information.
 - (a). Perhaps once the deadline is passed that the candidate should not touch the portfolio and contents can only be added by the Dean.
 - (b). Using ‘minimal’ or any qualifier is open to interpretation.
- b) Jim Braun stated there is a section which says how to organize the portfolio.
 - i) Senator Musolf stated that this section needs to be explicit.
 - (a) Jim Braun stated it needs to be explicit for both pre-and post-tenure.
 - (b) Provost Crafton stated that if a Dean wants additional clarification

section as written. Seconded by Kemp.

i). **Motion passed unanimously.**

iii. Senator Musolf noted that the language needs to be consistent between pre- and post-tenure review.

a). Robert Vaughan noted that post-tenure review is different from pre-tenure.

iv. Senator Musolf asked what happens if a portfolio is not reviewed by the P & T committee?

a). Senator Williams stated if the portfolio is not reviewed for promotion then it should be withdrawn and resubmitted.

b) Discussion regarding which years are counted for promotion and the portfolio.

i). Provost Crafton noted that reviews are at 5 year intervals.

c). Chair Miller asked, since the clock stopped at the beginning of the fifth year because the portfolio is due in August, the fifth year can be used in post-tenure review.

v. **Motion:** Senator Musolf moved that section 206.6 be accepted as modified. Seconded by Kemp.

a). **Motion passed unanimously.**

b. Section 405 of the faculty handbook will be voted on electronically.

C. Announcements

1. Meeting schedule.

a. The Faculty Senate election next week April 30.

b. The UCC forwarded a Physics proposal. There will be an electronic vote.

D. Adjournment.

1. Motion to adjourn.

a. The meeting was adjourned 12:30 p.m.

b. The next meeting is April 30, 1100-1215.

Submitted by: S. Walsh Secretary, as amended Approved 4-30-12 by the Faculty Senate.