Clayton State University Faculty Senate

Meeting Minutes

February 12, 2018 11:00 AM

Senate Members Present: Scott Bailey, Gail Barnes, Randall Gooden, Deborah Gritzmacher (also serving as proxy for Marcy Butler), Catherine Matos, Keith Miller (also serving as proxy for John Mascaritolo), Eugene Ngezem, Kathryn Pratt Russell, Muhammed Rahman, Andrew Sbaraglia, Kendolyn Smith, MeriBeth Stegall (Secretary), Celeste Walley-Jean (Chair), Mark Watson (Vice-Chair), David Williams

Senate Members Absent: Marcy Butler, Adam Kubik, John Mascaritolo, Kara Mullen

Guests: Tim Hynes, Kevin Demmitt, Greg McNamara, Antoinette Miller

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes		The minutes of the January 22, 2018, meeting were approved as distributed.

2) Reports of President and Provost
   i) President's Report
   ii) Provost's Report
	The President's Report is attached as Appendix A.
	
	The Provost's Report is attached as Appendix B.
	
	Discussion followed the Provost's Report regarding committee membership and requirements for service for promotion and tenure.
	Comments:
	• Committee service contributes to shared governance. If not required, will service on committees decrease?
	• There was support for expansion of the definition of service beyond committee work with addition of new areas, rather than simply subtracting committee work.
	• First, departments should consider changes rather than top-down directives.	

3) Reports of Standing Committees		
4) Special Orders		
5) Unfinished Business and General Orders		

Agenda Item	Discussion	Senate Action/Resolution/Tasks
6) New Business a. Well-Being Incentives Program (Maisie Kocher)	a. Maisie Kocher presented information regarding the 2018 Well-Being credit. Everyone will be receiving mailers regarding how credits are earned and the options for earning credits. (Handout attached as Appendix C.)	
b. Report from University System of Georgia Faculty Council (Celeste Walley-Jean)	b. Celeste Walley-Jean presented a brief report from the last meeting of the University System of Georgia Faculty Council.	
c. Motion to amend section IV of the Faculty Bylaws to include section D	c. A motion to amend the Faculty Bylaws was presented by the Faculty Affairs Committee. Discussion: The motion was presented to distinguish changes in the Faculty Handbook that can be changed by/updated by the Provost's Office regarding BOR changes. Comment: Needs to be more inclusive of other changes, not only BOR. Add alignment with BOR and federal law. Comment: Section VI requires a 60% vote of the Faculty Senate and a 60% vote of the faculty. What does "in consultation" mean? Suggestion that reference should be made to specific sections of the Faculty Handbook. Suggestion that the two parts of the motion could be separated with language added to increase the specificity of the first part.	c. Motion from the Faculty Affairs Committee to amend section IV of the Faculty Bylaws to include section D. **D. Changes to the Faculty Handbook** Academic Affairs, in consultation with the Faculty Senate, has responsibility for changing sections of the Faculty Handbook containing Board of Regents policy. However, the procedure to amend the sections of the Faculty Handbook pertaining to annual faculty evaluations, promotion and tenure, pre- and post-tenure review, academic freedom and responsibility, syllabus and course structure, textbook and materials, faculty office hours, and grade reporting shall follow the procedures listed in section VI of the Faculty Bylaws. MOTION by Kathryn Pratt Russell to postpone the motion so that the Faculty Senate can reconsider the parts of this

Agenda Item	Discussion	Senate Action/Resolution/Tasks
		motion. This motion was seconded. The vote was held by show of hands. Nine yes votes and six no votes with no abstentions were counted. The motion passed. Celeste asked that Senate members send her thoughts and comments on changes in the resolution.
7) Adjournment		Randall Gooden moved that the meeting be adjourned. The motion was seconded. The motion was passed and the meeting adjourned at 12:10 pm.

Appendix A.

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President's Report

Faculty Senate

February 12, 2018

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- **Free Speech legislation** http://www.legis.ga.gov/Legislation/20172018/171302.pdf this is the version of proposed legislation to be discussed today by a senate committee. The USG will be testifying that institutional and board policies are sufficient safeguards for campus speech. This involves both affiliated speeches (invited by campus groups) and requests for uses of facilities by unaffiliated groups. Board Policy manual, among other policies, speak to this issue http://www.usg.edu/policymanual/section6/C2653
- **Budgetary issues** the general assembly has just begun the review of the FY 2019 budget, as discussed at our last session. We are working with delegations from south metro counties in an effort to include the completion of the Academic Core funding ($5.3m) as the budget is reviewed by the House and then the state senate. Increases for dual enrollment and retirement funds remain in the proposed budget. We are rescheduling a meeting of the Planning and Budget Advisory committee in the effort to increase the number of participants—likely to occur later in February
- **General matters**—homecoming occurs this week, a significant set of events for many of our traditional students, and others on campus, ranging from a 5K to men's and women's basketball to a Spivey Hall concert with Gil Shaham http://gilshaham.com/about/ noted as one of the great violinists of our times. The campus was once again named by the Arbor Day Foundation as part of Tree Campus USA https://www.arborday.org/programs/treecampususa/learn.cfm
- **Strategic Planning** after completing update sessions with leaders of implementation groups for the CSU strategic plan, we will be holding update open meetings as well as web posting of implementation updates
- **Thanks and Questions**

Appendix B.

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Faculty Senate Provost's Report

February 12, 2017

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In a recent Provost's report I discussed the physical format of promotion and tenure portfolios and the opportunity for the faculty to design evaluations of teaching that are more reflective and professional growth oriented. This week I would like to share some thoughts on the service component of faculty responsibilities.

According to section 205.03.1.2c of our Faculty Handbook:

> **Outstanding Service to the Institution**: Demonstration of effectiveness as shown by areas such as service on committees at the departmental, college/school, and/or university level, advisement and mentoring, faculty mentorship, student activity engagement and other evidence germane to this category may be included as the candidate deems appropriate for evaluation (205.03.1.2c Universal Requirements for Promotion and/or Tenure)

In the portfolios that I have reviewed over the years the most common evidence of service has been participation on departmental, college or university committees. While service on committees is essential to the optimal functioning of the University, there are other activities that get less attention but may be equally valuable – especially those that tie directly to the University's Strategic Plan and mission. These activities would include community engagement activities (e.g. school presentation, service to community organizations, teaching a PACE course), career engagement activities (e.g. outreach to area businesses to create internship opportunities) and activities that have improve student retention and graduation rates (e.g. mentoring, independent student research projects, sponsoring a student organization). Unlike committee membership opportunities, which may be limited in number, these latter type of service activities are virtually limitless and can be customized to the strengths of individual faculty members.

Elsewhere in the handbook section addressing annual evaluations (202.02), this category is stated as **Outstanding Service to the Institution *and Larger Community.*** In a section 4.7.2 of the University System of Georgia Faculty Handbook, the following comments are made about service for institutions like Clayton State that have teacher education programs:

> **Definition**: service is outreach or engagement by higher education faculty for the purpose of contributing to the public good. Contributions to the public good may include faculty work that contributes to solutions to complex societal problems, to the quality of life of Georgia's citizens, and to the advancement of public higher education. In the case of service to the public schools, the intent should be for the improvement of teaching quality and student learning. The following activities might be included in work with the schools: involvement in Learning Communities, workshops given based on need, collaborative development of courses, unit writing for the new Georgia Performance Standards, design of field experiences to support existing courses, engagement in co-observation / vertical alignment, etc.

> **Evidence of Service:**

- Evidence that the faculty member links his/her work in some way to public contemporary issues and/or to improving the quality of life.

- Evidence that the faculty member, either through scholarly work and/or service, applies knowledge toward solutions to complex societal problems and human needs.

- Evidence that the faculty member contributes to the continuous improvement of public higher education.

- Evidence that the faculty member contributes in some way to the public good.

Our promotion and tenure guidelines vary by design according to the characteristics of the individual colleges and academic department. Some have relatively broad and inclusive definitions of service while others are more limited. The purpose of this report is to further a conversation on our faculty evaluation guidelines rather than to propose a single one-size-fits –all definition of service. I believe comprehensive definitions of service that include activities that advance institutional goals and strategic priorities can be beneficial to faculty, to students, to the University, and to the larger community in which we live and work.

Appendix C.