

Faculty Senate Meeting Minutes

October 24, 2016

Recorded Attendees

Senate Members: Randall Gooden (Chair), Kathryn Pratt-Russell (Vice-Chair), Seth Shaw (Secretary), W. Gail Barnes, Marcy Butler, Debra J. Cody, Craig Hill, Keith Miller, John Mascaritolo, Junfeng Qu, Muhammad Rahman, Meri Beth Stegall, J. Celeste Walley-Jean, Allen Ward, Mark Watson, and David Williams.

Guests: Kevin Demmitt, Mary Lamb, and Corlis Cummings.

Minutes

- I. Reading and Approval of the Minutes
 - A. Minutes of the October 12th, 2016 Regular Meeting were approved by unanimous consent.
- II. Reports of President, Provost, and Standing Committees
 - A. President Hynes was absent. A written report is attached.
 - B. Provost Demmitt provided commentary on the difficulty of managing budget cuts. Tuition increases are very unlikely, so they are looking at strategies to support faculty and students over the long-term. No one has fat in their budgets. Academic Affairs has 60% of the budget and 80% of that is faculty. All cuts are felt.
This year is odd. a formula-based cut was expected, but additional pressures include a new payment for our share in the ADP partial replacement (about \$350k) and the need to replenish cash-reserves that were deemed too low.
 - C. Academic Policy Committee (report by John Mascaritolo). Guidelines for on-line courses is 90% done with a few more tweaks left. They expect to present the guidelines during the next meeting. It all comes down to two-way interaction. These guidelines will be useful for lifting online courses away from a possible correspondence courses designation.
- III. New Business
 - A. Motion by Williams to Approve a Change in the Course Credits for FILM 2520 (See attachment FILM 2520). Second by Qu. **Approved.**
 - B. Motion by Williams to Approve Revisions in BA and AA in Film Production (See attachment Fall 2016 Film Curriculum Production Curriculum Revision Proposal). Second by Stegall. During discussion Qu noted that a course in Area F (CSCI 1301) may be replaced with a better course. It was noted by multiple individuals that this discussion would happen in a different forum. **Approved.**

- C. Guest Speakers: Corlis Cummings, vice president for Business and Operations.
Presentation based on one presented to the Administrative Council on financial ratios and trends. Notes that ~10 years ago KPMG was asked to investigate when a private educational institution was financially healthy or not. Financial ratios are a tool to help administrators to determine the health of an institution and avoid paying student aid to institutions that are in danger of shutting down. These ratios are also useful for determining the financial health of public educational institutions. SACS indicated we were financially sound but we have been drifting into a potential problem classification. See attached documentation.
- IV. Meeting adjourned

Appendices

1. FILM 2520
2. Fall 2016 Film Curriculum Production Curriculum Revision Proposal
3. President's Report
4. Presentation materials from Corlis Cummings



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Banner Course Action System - Review FILM-2520

Welcome Jocelyn Steward, Logout?

Current Status: Dean of School/College Review

Proposal - Modify Course

A. Course Catalog Information

Prefix	Number	Term Effective
FILM	2520	201608

[Edit Banner Action Form](#)

Course Details

Course Details

Item	Existing Value
Subject Code	FILM
Course Number	2520
Term Effective	201602
Title	Georgia Film Academy Course II
College	CA
Department	VPA
Status	A
Approval	D

[Expand All](#) [Collapse All](#)

Item	Requested Value
Subject Code	FILM
Course Number	2520
Term Effective	201608
Title	Georgia Film Academy Course II
College	CA
Department	VPA
Status	A
Approval	D

[Table](#) [Approve](#)

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Hours

Hours	Existing Values			Hours	Requested Values		
	Low	Indicator	High		Low	Indicator	High
Credit	12			6			
Billing	12			6			
Lecture	1			0			
Lab	11			6			
Other							
Contact	12			6			

Repeat Details

Item	Existing Value	Item	Requested Value
Limit		Limit	
Maximum Hours		Maximum Hours	
Repeat Status	NR	Repeat Status	NR

Other Details

Item	Existing Value	Item	Requested Value
Tuition Waiver		Tuition Waiver	
Additional Fees	N	Additional Fees	N

Levels - Grading Modes - Schedules

Level

Level	Existing Value
	US

Level	Requested Value
	US

Grading Mode

Audit	Existing Grading Modes	Normal	Requested Grading Modes
	(Default)		(Default)

Schedule Types

Lecture/Supervised Lab/Clinic	Existing Schedule Types	Lecture/Supervised Lab/Clinic	Requested Schedule Types

Corequisites

Corequisite Course

And/Or	Course or Test	Grade/Score	Concurrent	Comments...	And/Or	Course or Test	Grade/Score	Concurrent
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Equivalent Course

No Equivalent Courses	Existing Value	No Equivalent Courses	Requested Value
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Description

Description

Existing Description
 This course is the second of a two-course program designed specifically to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standard organizational structure, professional equipment and on-set procedures. The skills and knowledge gained in FILM 2510 will form a foundation for students to be able to perform at an entry-level on working productions. This course will focus on professional-level productions, on which students will have roles in on-set and pre-production crafts. Because of the compressed and sometimes unusual scheduling nature of film production, students must have flexibility in their own schedules to be able to work on these projects. The course will be structured similar to a seminar or practicum.

Requested Description
 This course is the second of a two-course program designed specifically to provide students with a basic level of on-set film production skills, knowledge and experience with film-industry standard organizational structure, professional equipment and on-set procedures. The skills and knowledge gained in FILM 2510 will form a foundation for students to be able to perform at an entry-level on working productions. This course will focus on professional-level productions, on which students will have roles in on-set and pre-production crafts. Because of the compressed and sometimes unusual scheduling nature of film production, students must have flexibility in their own schedules to be able to work on these projects. The course will be structured similar to a seminar or practicum.

Prerequisites

Prerequisites

Existing Prerequisites				Requested Prerequisites			
And/Or	Course or Test	Grade/Score	Concurrent	And/Or	Course or Test	Grade/Score	Concurrent
	FILM 1520	US C	No		FILM 1520	US C	No

Restrictions

Field of Study Restrictions

No Restrictions	Existing Field Of Study	No Restrictions	Requested Field Of Study
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Class Restrictions

No Restrictions	Existing Class	No Restrictions	Requested Class
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Level Restrictions

No Restrictions	Existing Level	No Restrictions	Requested Level
-----------------	----------------	-----------------	-----------------

Program Restrictions

No Restrictions	Existing Program	No Restrictions	Requested Program
-----------------	------------------	-----------------	-------------------

Campus Restrictions

No Restrictions	Existing Campus	No Restrictions	Requested Campus
-----------------	-----------------	-----------------	------------------

College Restrictions

No Restrictions	Existing College	No Restrictions	Requested College
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Student Attribute Restrictions

No Restrictions	Existing Student Attribute Restrictions	No Restrictions	Requested Student Attribute Restrictions
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Cohort Restrictions

No Restrictions	Existing Cohort Restrictions	No Restrictions	Requested Cohort Restrictions
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Expand All Collapse All

Table Approve

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Comments

Comments

Comments...
 We are requesting a change in course credits because of changes by the Georgia Film Academy in credit and contact time for this course.

Proposal Workflow History

Expand All Collapse All Return To List

[Feedback] [Help]

Date: August 26, 2016

**To: Department of Visual and Performing Arts Curriculum Committee
College of Arts and Sciences Curriculum Committee
Undergraduate Curriculum Committee**

**From: Dr. Susan Tusing, Chair
Department of Visual and Performing Arts**

Re: Curriculum Proposal: Film Production revisions

The VPA Department proposes revisions to the Bachelor of Arts and Associate of Arts degrees in Film Production. These revisions are necessary to address changes in the curriculum of the Georgia Film Academy and to maintain SACS compliance in the AA program. The proposal is in two parts: Revision of Area F, and change in credit hours for FILM 2520, Georgia Film Academy Course II.

Revision of Area F

- This revision affects Area F in both the BA and AA degrees (identical in the two programs.)
- The revision consists of:
 - removing **Option 2: Georgia Film Academy Concentration Requirements**, resulting in one overall path to completion of Area F
 - Listing FILM 1520 (Georgia Film Academy Course I) as an optional replacement of CMS 2410 and CMS 2420
- The revised Area F would look like this:

Lower Division Core Requirements (Core Curriculum Area F) 18 hours

CMS 2100 Introduction to Film..... 3 hours

FILM 2700 History of Cinema..... 3 hours

Select six hours from:

CMS 2410 Digital Imaging..... 3 hours

CMS 2420 Introduction to Field Production 3 hours

OR

FILM 1520 Georgia Film Academy Course I6 hours

Select two courses from:

ACCT 2101 Principles of Financial Accounting3 hours

ART 1101 Drawing I3 hours

ART 1104 2-D Design and Color Theory.....3 hours

BLAW 2106 Legal Environment of Business3 hours

CSCI 1301 Computer Science.....3 hours

CPTG 1111 Introduction to Computing.....3 hours

ECON 2106 Principles of Microeconomics3 hours

FILM 2430 Storyboarding3 hours

THEA 1880 Introduction to Acting3 hours

THEA 2100 Stagecraft.....3 hours

THEA 2900 Directing3 hours

FILM 2520, Georgia Film Academy Course II

- Because of actual instructional/contact time in this course and the desire of the GFA to offer a more extensive curriculum in its certification program, the GFA has lowered the credit for GFA II to six hours. This allows for additional courses to be added to the 18-hour GFA curriculum.
- We propose lowering the credit hours in FILM 2520 to six hours to remain parallel to the GFA curriculum. A Banner Action Form for course modification accompanies this memo.

(N.B.: FILM 2520 and new courses developed by the GFA will not be listed in our BA or AA curricula. However, we will map these courses to our curricula and use them as course substitutions as appropriate.)

President's Report

Faculty Senate

October 24, 2016

- **Budget Discussions** Thanks to many of you who attended one of the two sessions—PowerPoint slides from the session can be found at <http://www.clayton.edu/President/Communications>. As shared then, we continue to work through declines in new student enrollments over a two-year period, that affect our claim on state general funds for two years (lagging formula funding). Together with other factors (a pause in tuition increases and fee increases, increased expenses such as utilities and health care costs, and increased pension liabilities), we must continue to search for ways to reduce expenses and increase revenues over the next few years. Our enrollment management efforts will be a key part of those future efforts. Thanks in advance for your work on academic programs that continue to make our institutional success possible.
- **Strategic Planning Roll Out** The plan is nearly finalized, and meetings have already begun with leaders of implementation groups on a variety of specific outcome areas. The current plan version can be found at <http://www.clayton.edu/portals/1/strategic-plan/CSU-Strategic-Plan.pdf>. Last Friday's exception meeting of community partners for the PACE program reminds us how building on earlier plan efforts (Carnegie Engaged Campus Status) can have continued payoffs for the success of the university.
- **Apologies** I am currently attending the strategic leadership visit with the Fayette Chamber of Commerce to York County, South Carolina, and hope to further advance strategies for partnerships between higher education and communities.
- **Thanks** for your commitment to shared responsibility to learning success at our university.



Financial Ratios & Trends

(What do you they tell you?)

Ms. Corlis Cummings
Vice President Business Operations
&
Donal Christian
Associate Vice President/Controller
October 4, 2016

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Financial Ratios



Archived Information
KPMG Peat Marwick LLP

Financial Ratio Analysis Project
Final Report

August 1, 1996

Prepared on behalf of:



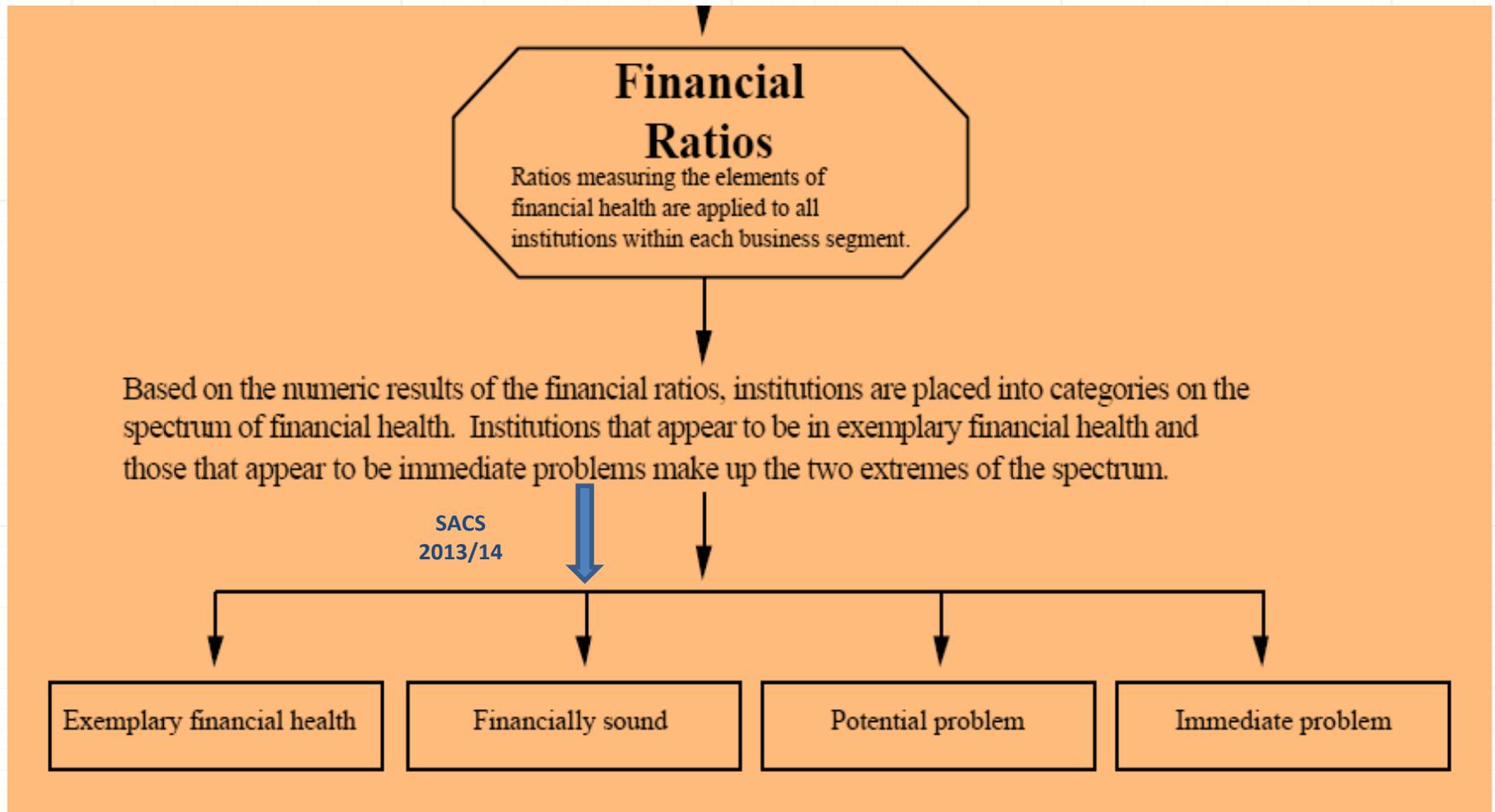
U.S. Department of Education

Rectangular Snip

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Four Categories of Fiscal Health

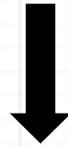
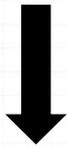




Current

Cash

Viability



Ability to pay short-term & long-term. Can we pay our debt with our cash/cash equivalents like short-term investments?

Pay current liabilities with cash and cash equivalents.

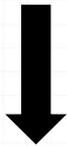
Availability of expendable net assets to cover debt as of balance sheet date.

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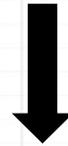


Return on Net Assets



Measure of whether or not the institution's resources are growing. This ratio determines whether the institution is financially better off than in previous years by measuring total economic return. A decline in this ratio may be appropriate and even warranted if it reflects a strategy to better fulfill the institution's mission. An improving trend in this ratio indicates that the institution is increasing its net assets and is likely to be able to set aside financial resources to strengthen its future financial flexibility.

Primary Reserves



Measure of financial strength. How long could CSU use its expendable reserves to carry on business? Without relying on additional.

Capital Liability Burden Ratio



Measures what percentage of an institution's income is used to make PPV payments. Basically, the percentage of total revenues in any given fiscal year that are used to pay an institution's capital lease payments associated with the PPV program.

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CSU Ratio Analysis

CSU Ratios	FY 2016	FY 2015	FY 2014	FY 2013
Current Ratio	1.81	1.96	2.31	2.07
Cash Ratio	1.60	1.73	1.93	1.85
Return on Net Assets	67.50%	-8.50%	-7.30%	-5.75%
Net Operating Revenue	13.40%	-2.20%	-4.60%	-3.92%
Primary Ratio Reserve	-20.70%	-23.30%	6.30%	7.56%
Viability Ratio	-20.10%	-21.40%	7.60%	8.85%

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STEPS TO IMPROVE RATIOS



- Decrease Expenses
- Increase Revenues
- Improve Reserves or Increase fund balances that do not lapse
 - Auxiliary Services Reserves
 - DSS- Departmental Sales and Services
 - Tuition Carry Forward
 - Indirect Costs

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Calculations



Handout Discussion

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BALANCE SHEET			
Current Assets			
Saving Account	800	2,500 C	
Checking Account	600		
Investment	1,100		
Car/Jewelry	600		
Total Current Assets	<u>3,100</u>	A	
Current Liabilities			
Credit Card	200		
Mortgage	400		
Rent	200		
Total Current Liabilities	<u>800</u>	B	
Non-Current Liabilities			
Total Loan	2,000	D	
Owners Equity	300	E = (A-B-D)	
Current Ratio	3.88	(A/B)	
Cash Ratio *	3.125	(C/B)	

INCOME STATEMENT			
Revenue			
Monthly Salary			
Husband		2,000	
Wife		3,000	
Total Revenue		<u>5,000</u>	X
Expenses			
Mortgage		3,000	
Utilities		500	
Food		700	
Clothes		1,000	
Total Expenses		<u>5,200</u>	Y
Gain/(Loss)		(200)	Z = (X-Y)
Net Operating Revenues Ratio	(0.04)	(Z/X)	Gain/Loss Divided by Total Revenue
Return on Net Assets	(0.67)	(Z/E)	Gain/Loss Divided by Owners Equity
Primary Reserve Ratio	0.06	(E/Y)	Owners Equity Divided by Total Expense
Viability Ratio	0.15	(E/D)	Owners Equity Divided by Total Non-Current Liabilities

* We exclude Car/Jewelry

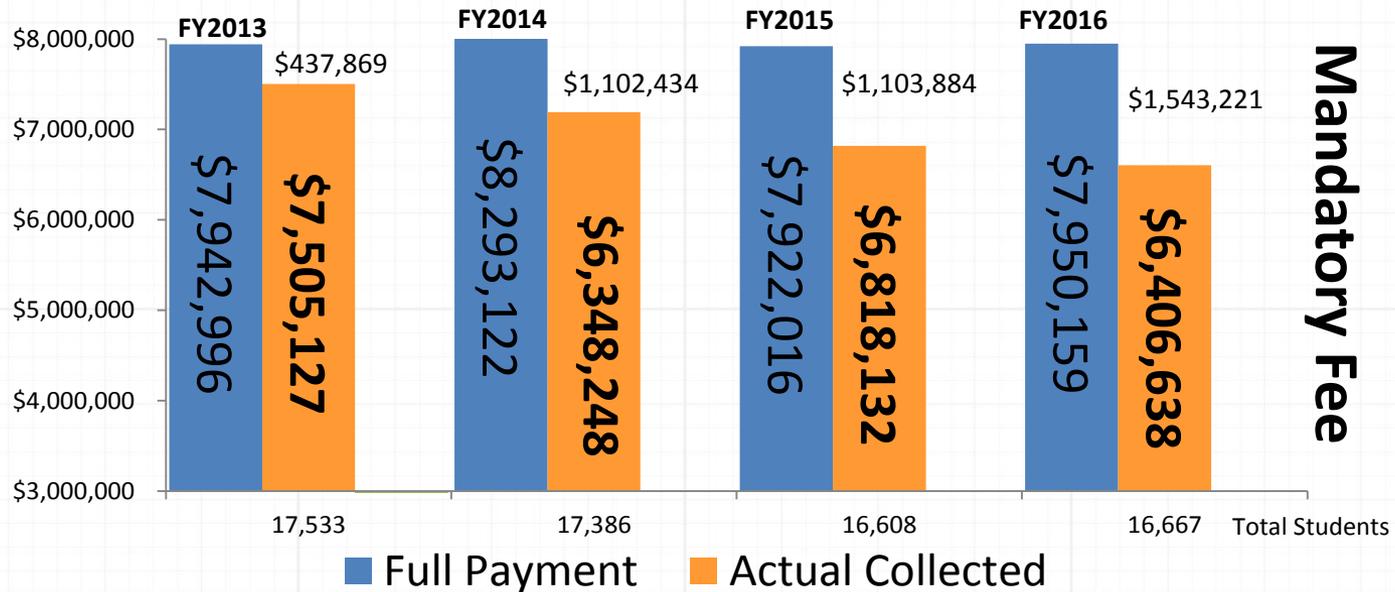
SIMPLE RATIO ANALYSIS

October 19, 2016

Town Hall

Current Assets			
Saving Account	500	2,000	C
Checking Account	400		
Investment	1,100		
Car/Jewelry	2,000		
Total Current Assets	4,000	A	
Current Liabilities			
Credit Card	200		
Mortgage	1,200		
Rent	200		
Current Liabilities	1,600	B	
Current Ratio	2.50	(A/B)	
Cash Ratio	1.25	(C/B)	

Mandatory Fee



Mandatory Fee Chart	FY 2013	FY 2014	FY 2015	FY 2016
Laker Card	20	20	20	20
Technology	57	57	57	57
Student Activity	60	60	60	60
Athletic	160	160	160	160
Health	46	46	46	46
Parking	34	34	34	34
Student Activity Center	75	100	100	100

Categories that pay less/none: Distance Learning, eCore, Employees/TAP, Fayette County, Joint Enrolled, Main Campus - less than 3 hrs, Senior Citizens, WBSIT \$50 for MOWR vs \$727 if more than 3 hours

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Budget Ratios

QUESTIONS?

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