

Minutes of Faculty Senate, Sept 14, 2015. 11:02 a.m.

Present: Randall Gooden, Celeste Walley-Jean, Kathryn Pratt Russell, Barbara Musolf John Mascalitolo, Craig Hill, Kathryn Kemp, Catherine Matos, Marcy Butler, Reza Kheirandish, Gail Barnes, Chris Pitsokoulis, Adam Kubik, Charlotte Swint, Junfeng Qu

Non-Members Present: Tim Hynes, Kevin Demmitt

I. Reading and Approval of the Minutes

For the minutes for August 24, 2015, there was unanimous approval.

II. A. Report of the President, Tim Hynes

The President commented that although we usually do not pay excessive attention to ratings provided by outside agencies, we will publicize our ranking by U.S. News and World Report for public comprehensive universities—8th in the South.

In news from the university system, state formula funding is calculated based on student enrollment (credit hours generated) throughout the year. Because of our summer enrollment drop, we are affected in formula funding. Summer enrollment needs to be part of our enrollment strategy. Fall enrollments are up (new students, dual enrollment students, etc.) and we've experienced an improvement in six year graduation rates, as well as retention of students into the second year. Strategic Planning RFP is about to be finalized. Upcoming events include the ribbon-cutting for the new Science building, and the top 100 workplaces celebration.

B. Provost Report by Kevin Demmitt

We have maintained or diminished (not increased) the number of administrative positions. Rumors to the contrary are untrue. Five directors or above positions were eliminated or not replaced. Several BOR-level awards will not be nominated by the deans this year; instead, the selection process will be changed. The nominee for the university system teaching award will be the previous Smith Award winner, the Online teaching award nominee will be selected by a faculty-made committee, and the Scholarship on Teaching award nominee will be selected by another committee.

In news on the UNIV 1022 (University Foundations course) Task Force, the following arrangements have been made, Twenty-two faculty volunteers will give feedback to the executive committee: Mark May (chair), Nancy Capponi, Nikki Finlay, Jacqueline Jordan, Tamara Pearson, Antoinette Miller, Bridgette McDonald, Mari Roberts, Eric Tack, Steven Schultheis, and Willette Capers, all representing different CSU colleges, centers, and divisions. UNIV 1022 will focus on outstanding teaching, PACE, EDGE, and clear learning outcomes.

Dr. Walley-Jean asked Provost Demmitt if it would be possible to get summer contracts earlier, as well as the official word on what numbers of students we need for undergraduate and graduate courses to make enrollment (and avoid cancellation). Provost Demmitt responded that the schedule for

Spring/Summer will be done by October 15. Fifteen students is the break-even point at which summer courses will make enrollment. Pro-rated courses might be offered with seven to eight students. Graduate student break-even enrollment is seven or eight, but they have set the minimum at five students for the health of the programs. Graduate courses with under five students enrolled will be cancelled. Dr. Gooden asked how many courses get cancelled every summer. Provost Demmitt replied that every year it's fewer—but he thinks it's 10-15% of summer courses.

C. Faculty Affairs Committee Report—Dr. Barbara Musolf

On Sept 2 the FAC reviewed recommendations to the Senate that had been made in the last academic year. The FAC is moving forward on the changes to the Handbook concerning advising and mentoring. Changes to Digital Measures will be forwarded to Jill Lane and Justin Mays but not to the Senate. The FAC voted to allow professors who have won the award to decide which P&T category the University Professorship applies in, and then justify their choices within their review portfolio. The FAC also discussed adding an ex officio member of provost's office onto the FAC, but they would need to make changes to by-laws to make this happen. Also with the SAC, there is no one from student affairs as an ex officio member. The FAC talked about vacancies in Senate, and how other universities handle them (appointment or vote). This discussion should be brought before the Senate in October. Dr. Walley-Jean asked what the rationale would be before having ex officio members. Dr. Musolf responded that the ex officio members would allow input from those offices.

III. Report of Special Committees

A. Ad Hoc Committee on Consistency and Continuity

Dr. Musolf, chair of the committee, reported that in the past we've had two votes by senate and a vote by faculty. By-laws don't say that two votes by the Senate is necessary for Handbook changes. Right now, the Senate is in the middle of the Mentoring and Advising changes to the Handbook. Dr. Musolf said that we can implement the changes without a second vote in this particular instance.

IV. Special Orders. None.

V. Unfinished Business.

A. Motion to Proceed with Including Mentoring in the Faculty Handbook
Dr. Musolf introduced the motion. Celeste Walley-Jean seconded. The vote showed unanimous consent. The text of the motion is given immediately below.

V. A.

Motion to Proceed with Including Mentoring Alongside Advising in the Faculty Handbook

It is proposed that the May 11, 2015 senate vote on the particular changes to the Faculty Handbook that revise "advising" to "advising and mentoring", be sufficient to move forward on implementing these changes to the Faculty Handbook.

For the information of the senate, this motion is based upon the following recommendation of the Faculty Mentoring Task Force:

"The Faculty Mentoring Taskforce, chaired by Dr. Christie Burton, has recommended that all forms relating to faculty reviews, promotion, and/or tenure are updated so that references to "advise" of students now read "advancement and mentoring". This will allow mentoring to count for credit to faculty in the same way as academic advising has been. The Faculty Affairs Committee has approved this change.

Sections of Faculty Handbook to update:

- Page 31, bullet c
- Page 34, section 3, third bullet
- Page 76, section 211.04.02, first paragraph
- Page 119, bullet 5c
- Page 125, Summary of Professional Activities Form, under section IIA, third table
- Page 131, Annual Faculty Evaluation Summary Form, under section IIA, third item
- Page 135, third line under Outstanding Service to the Institution
- Page 138, third line under Outstanding Service to the Institution

Any additional promotion and tenure forms under development will also need to be updated accordingly."

VI. New Business

A. Motion to Endorse a Policy on Awarding of Emeritus Status, as recommended by the Provost

Currently Clayton State has no policy on the process of awarding emeritus status. CSU is proposing adding a recommendation process in which the president's decision is supplemented by dean and chair or full-time faculty recommendation letter that then goes through the provost and president. Dr. Jungfen Qu moved to endorse the policy. After more discussion, Dr. Gooden called the vote. The Senate voted unanimously to endorse the policy. The text of the motion is given immediately below.

VI. A

Motion to Endorse a Policy on the Awarding of Emeritus Status, As Recommended by the Provost

EMERITA AND EMERITUS STATUS POLICY

SUMMARY

Emeritus status is awarded to a retired faculty member or to a Board-approved, retired administrative officer in accordance with BOR Policy Manual, Section 8.3.13:

A president may, at his/her discretion, confer the title of emeritus/a on any retired faculty member or administrative officer who, at the time of retirement, had ten (10) or more years of honorable and distinguished USG service, provided, however,

that the title of President Emeritus/a may be conferred only by the Board of Regents on the recommendation of the Chancellor (BoR Minutes, January 2009).

POLICY

I. Eligibility

The minimum period of employment to be eligible for consideration for emeritus/emerita status is ten (10) years.

II. Procedures

1. The Provost's Office shall notify the appropriate College Dean regarding the pending retirement of a faculty member who is eligible for emerita/emeritus status. The Dean shall institute the nomination process within the appropriate department or departments.
2. A Vice President shall notify the appropriate Department Head regarding the pending retirement of a Board-approved, administrative officer who is eligible for emerita/emeritus status. The Department Head shall institute the nomination process within the appropriate department or departments.
3. Each nomination for emerita/emeritus status shall be accompanied by a succinct statement to the President providing evidence of meritorious service written by either a full time, tenured Professor in the Department (or College if there are no academic departments), Department Chair, or Assistant/Associate Dean. This recommendation shall be approved by the departmental promotion and tenure committee (or college promotion and tenure committee if there is no departmental committee, forwarded to the Dean or Department Head for approval, who will forward it to the Provost for approval, who will then forward the recommendation on to the President. As per Board policy cited above, the conferral of emeritus/emerita status is determined by the President of the institution..
4. Emeritus/emerita status shall be granted at the highest academic rank or position title held by an individual.
5. The emeritus/emerita policies and procedures at Clayton State are based on the policies and guidelines established by the Board of Regents (BOR) of the University System of Georgia. In the event of any conflict, the policies of the BOR shall prevail. The President may make exceptions to the requirements set forth in this section.

[VI] Other Business: There was an exception made to the order of the agenda so that Dr. Kemp could report on the meeting of the UCC. Dr. Kemp reported that the UCC met on Friday September 11th. There was a big assortment of minor adjustments from CIMS. The chair of the UCC (Dr. Singiser) received a communication from the president of the Senate, the result of which is that the UCC agreed they would resume a second reading of new matters brought before them. Dr. Gooden explained that in general we will follow the order required by the by-laws. If we do not follow this order, there could be

objections. The agenda must be set three business days before meeting, so for sake of consistency we will make Wednesday the deadline as required by by-laws. This allows time to set the agenda and pose questions.

VII. Adjournment: Dr. Kemp moved to adjourn. Dr. Mascoritolo seconded. The Senate voted unanimously to adjourn at 11:53.

Randall Gooden, Chair of Faculty Senate
Kathryn Pratt Russell, Secretary