Clayton State University – Faculty Senate Agenda
Monday September 17, 2012 (11:00 am-12:15 pm)
University Center Board Room UC260

Members Present: Scott Butterfield, Jennell Charles, Qui Fang, Todd Janke, Jim Keebler, Kathryn Kemp, Barbara Musolf, Erin Nagel, Ken Nguyen, Kathrine Ott, Muhammed Rahman, Terri Summers, Ximena Zornosa, J. Celeste Walley-Jean

Non-Members Present: Michael Crafton, Alex Hall, Tim Hynes, Lou Jourdan, Elaine Manglitz, Robert Vaughn

Dr. Keebler convened meeting at 11:04am

- ✓ **Approval of Minutes**
    - Muhammed Rahman motioned to approve the minutes from the August 20, 2012 meeting, which was seconded by Scott Butterfield. Approved minutes will be placed on Faculty Senate website.
- ✓ **Reports**

- ✓ President Tim Hynes

Dr. Hynes reported that a notice was sent to campus informing them of upcoming open meetings. The series of open meetings will cover several issues: Complete College Georgia, Budget, Promotion and Tenure policy, and SACS (both compliance and QEP discussions). President Hynes requested that Senators encourage our colleagues to attend. Following the campus meetings, the administration will ask for further comments on the topics from university constituents. The goal of the meetings is to provide an opportunity to reduce possible misunderstandings, as well as to provide the administration with some indication of places where additional communication would be in order. Efforts were made to try to choose hours that had the fewest number of classes scheduled. President Hynes reiterated the rationale for removing the activity period. He explained that it was not in the best interest of the university to have a period in which there are empty classrooms during the same time period we are trying to get money for more classroom space, especially when the BOR is conducting widespread assessments of classroom utilization.

The President restated that he is confident that budgetary decisions that have occurred over the past couple of years have been in line with the university's overall strategic direction; however, he emphasized that the administration wants to have conversations about budget decisions earlier. One aspect of the budget discussion that will occur in the meeting will include the intentional effort to shift understanding of certain parts of the budget from "end of the year" to "one-time expenditures." With the planning and budget advisory committee, the administration will develop processes for identifying earlier in the academic year (usually first semester) certain one-time expenditures (e.g., roof or classroom furniture) whose costs may vary from year to year, and which should not have a permanent budget line, even if the one time expenditure is important. The shift seeks to accomplish three goals: (1) expand the time that divisions, colleges, and departments have to develop list of projects where one time investments will bring value to activities; (2) give longer time for review of such projects; and, (3) reinforce that these are important expenditures, and not simply an exercise in "getting rid of unspent dollars." Scott Butterfield inquired whether identifying certain projects (e.g., replacing classroom furniture) as one-time expenditures will make it less likely to get funding for it given that it will

be a recurring expense. Dr. Hynes responded with a thorough explanation of the administration's budget philosophy which he indicated can and will be discussed at the open meeting on budget issues.

Dr. Hynes observed that Clayton State is a key participant in the Clayton County Economic Development study which is co-sponsored by the Clayton County Chamber of Commerce and the Clayton County Development Authority. Dr. Hynes serves on the advisory board and Dr. Crafton serves on steering committee. Both will share information with the campus community as it becomes available. They will also solicit input from others on campus about how to foster more partnerships in the community. For instance, Dr. Jennell Charles was at an opening of a community center in Lovejoy which is emblematic of what can happen. Dr. Hynes also indicated that he is hopeful that we can discuss ways to acknowledge the community work of faculty in the P&T process during the open meeting discussing P&T. As a further illustration of how Clayton State is interacting productively with the surrounding community, Dr. Keebler announced that Fayette County Board of Education just approved an economic impact study to be conducted through the Clayton State University Center for Research on Economic Sustainability and Trends (CREST).

Dr. Kay Kemp inquired about what is happening with the trees on campus. Dr. Hynes responded by reminding the Senate of an accident that occurred a while ago in which a rotten tree fell and seriously injured two students. In response, the administration obtained arborists' evaluations of the trees on campus to assess trees that are potential risks. President Hynes also indicated that the trees on campus are worth well over a million dollars and estimated that the cost of replacing trees at around 60-80K per year. He also voiced the administration's commitment to working to find the funds to preserve this valuable campus asset. He also directed anyone who wants more detailed information to the Vice President for Business Operations' website for a copy of the "tree study."

Dr. Keebler asked if following the discussion of P&T policy at the open meeting, would there be a call for an all-faculty vote. President Hynes answered that he believed a general faculty meeting has to be called for a formal vote but he asked to defer his final answer to conduct research. Dr. Ximena Zornosa raised the concern that all faculty may not be aware of the most recent changes because the draft of the changes that the Senate has currently is not what is posted on the Provost website. Dr. Keebler indicated that he would send out the latest draft to the full faculty prior to the open meeting.

- ✓ Academic Affairs

Dr. Crafton announced that he is on the agenda of the Clayton County Steering Committee, which he described as our "external stakeholders," to discuss Complete College GA. He also announced that our new M.Ed. in Leadership program will hopefully receive approval from the Board of Regents. Dr. Hynes related that Clayton State is not the only university that is facing challenges in obtaining approval for new programs. Dr. Crafton and Dr. Hynes described the current climate for program approvals at the BOR as in "slow growth mode."

- ✓ **Returning Business**

- ✓ SEI recommendations for student evaluations

The SEI committee made a report. The chair of the committee, Dr. Steve Burnett, could not attend the meeting because he is in class during this time; however, committee members Drs. Alex Hall, Lou Jourdan, and Kay Kemp provided the report. The committee provided a brief history and related that the committee was formed because of a sense from colleagues that the current student evaluation process didn't always apply to various teaching styles, didn't provide

adequate feedback, etc. Dr. Kemp voiced that one issue that arose was the huge level of dissatisfaction from students and faculty. The committee reported that they initially evaluated various other instruments and discovered none that were well-suited to our needs, specifically the P&T requirements. The committee reiterated that the current recommendations were developed over the course of several years with many conversations with colleagues. Dr. Jourdan indicated that the committee discussed conducting some type of statistical analysis to see what items are useful. Dr. Barbara Musolf asked if, with the new version of the evaluation, questions can be changed at the department level. The committee reported that they made no official recommendation in reference to what can be done at the department level. Dr. Keebler inquired if the form has been tested with students. The response was no. The committee reiterated that there was widespread support for the committee's ideas for simplifying the process and consolidating the forms. The question is does this process capture information for individual faculty. Dr. Celeste Walley-Jean provided feedback that the SAC committee had "serious concerns" about the committee's recommendations. A brief discussion ensued. Following the discussion, Dr. Muhammed Rahman motioned and it was seconded that the SEI committee attend the next SAC meeting to discuss their recommendations and address any concerns that SAC might have. Dr. Jennell Charles inquired what happens if the SAC still doesn't like the recommendations. Dr. Keebler indicated that as a Senate committee, the recommendations will return to the Senate and we will take a vote. Dr. Kemp repeated that this issue has been going around and around for a considerable amount of time. She strongly encouraged the Senate to set a target date to bring closure to the committee's work.

Dr. Keebler encouraged subcommittee chairs to make a concerted effort to get issues of import discussed in the Senate.

- ✓ APC recommendations for Academic Calendar

  Dr. Scott Butterfied reported that in March the APC voted on two recommendations:
  - Midsemester fall break-Thursday-Friday, second or third week in October OR extending Thanksgiving Break to entire week. He further suggested that providing a break to recharge seems to be more beneficial than giving a week-long break so close to end of semester. He also suggested that it seems best for students to have a break in October.
  - Change 10-week summer term to 9-week term. This recommendation was in response to the problem of making up Memorial Day and Fourth of July on Fridays. Student attendance on these make-up Fridays historically has been very low, which essentially equates to losing a day of class time.

Dr. Butterfield reported that he will be discussing these recommendations with the calendar committee tomorrow (Sept. 18th). Dr. Barbara Musolf echoed the potential benefit to students of the changing the summer term, indicating that our students who are teachers typically miss class time with a pre-Memorial Day start to the semester. Dr. Keebler thanked the committee for their work, reinforcing that the work of developing a calendar that increases accessibility to classes for students as well as maintaining flexibility is not easy. In reference to the first recommendation, Dr. Crafton noted that we can already use Faculty Development Day as one day and that we would only have to find one additional day. Finally, Dr. Keebler requested that Dr. Butterfield submit a summary of where the proposal stands after meeting with the Calendar Committee. Dr. Butterfield requested that Senators discuss this with colleagues and provide any comments or concerns.

- ✓ Next steps on Faculty Handbook – Open Meeting October 5th

Dr. Keebler is committed to getting everything approved by the Senate to the faculty so that they can make an informed vote. He restated that revising the Faculty Handbook is an ongoing process and that there are other sections we could look at to update, but he wasn't prepared today to identify.

- ✓ **New Business**

- ✓ Addition of Graduate Affairs Committee (GAC) as Faculty Senate subcommittee

A proposal to add GAC to Faculty Senate so that all issues that affect faculty are represented in one body was put before the Senate. Dr. Crafton indicated that he reviewed the document and suggested an addition that the Dean of the Graduate School should also be a non-voting member. Dr. Butterfield stated that the document indicates that the membership would include "one graduate faculty member *per academic unit*." He inquired whether there can be more than one academic unit per college. Dr. Kemp added that it would be convenient to define the academic units. Dr. Crafton responded that currently the academic units are defined as the colleges and the library. Dr. Charles motioned and it was seconded by Dr. Kemp to approve the document. Following, a motion and second was proposed to amend the original proposal with the change that the Dean of Graduate Council be part of the GAC as a non-voting member. The question of why the Dean can't be a voting member was raised. President Hynes responded that if a voting member, the Dean of the Graduate School could potentially have a conflict because he/she would be attempting to represent a specific entity as well as the general body. President Hynes added that it might be useful to add a further statement that non-voting members shall not be asked to represent a specific entity. This addition was motioned, seconded, and added to the amendment. The amended document was unanimously approved.

- ✓ **Updates from Subcommittees**
  - APC
    - No updates
  - FAC
    - No updates (Did not meet)
  - SAC
    - Dr. Celeste Walley-Jean reported that the SAC met and discussed the SEI recommendations. The SAC is scheduled to meet October 10th and will hopefully hear a presentation from the SEI committee.
  - UCC
    - Dr. Kemp reported that the UCC met and primarily discussed changes to CIMS. She reported that the committee discussed plans to drop Technical Writing (an English course) from the curriculum. Dr. Keebler inquired that given the large size of the committee, is there robust participation to which Dr. Kemp emphatically answered in the affirmative.

Adjourned at 12:13pm

Respectfully submitted,

J. Celeste Walley-Jean, Secretary