

Clayton State University Faculty Senate

Meeting Minutes

April 8, 2019

Senate Members present: Scott Bailey, Gail Barnes, Deborah Gritzmacher, Laura Herndon, Craig Hill (also serving as proxy for Larry Menter), Byron Jeff, Adam Kubik, Catherine Matos, Rebecca Morgan, Eugene Ngezem, Stephanie Richardson, Kathryn Pratt Russell, Andrew Sbaraglia, MeriBeth Stegall (Secretary) (also serving as proxy for Kendolyn Smith), Mark Watson (Chair), David Williams (Vice-Chair)

Senate Members Absent: Augustine Ayuk, Larry Menter (represented by proxy), Kendolyn Smith (represented by proxy)

Guests: Kevin Demmitt, Tim Hynes, Dominic Wells

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes		The minutes of the March 25, 2019, meeting were approved as distributed.
2) Reports of President, Provost, & Standing Committees i) President's Report ii) Provost's Report	The President's Report is attached as Appendix A.	
3) Reports of Standing Committees		
4) Special Orders		
5) Unfinished Business and General Orders		
6) New Business a. Proposed Faculty Handbook Policy on Final Examinations <i>Current (p.71)</i> 400.03 Final Examinations Faculty members are expected to give final examinations (or equivalent evaluation measure) and to follow the examination schedule printed in the Schedule of Classes. In the event a student has a conflict that cannot be resolved, the student may submit a written request for a change of date of the final examination. The student must receive approval signatures from the instructor, the appropriate department head/associate dean, and the dean of the school offering the course. Since the final exam schedule is published well in advance, change of time or date will be approved only for serious reasons and not for mere convenience. (In the unlikely event that a student has three finals scheduled on the same day, approval to reschedule one exam will be routinely granted.)		

Agenda Item	Discussion	Senate Action/Resolution/Tasks
<p>Proposed (as approved by the Academic Policy Committee on March 20, 2019) 400.03 Final Examinations Faculty members are expected to give final examinations (or equivalent evaluation measure). For traditional 15-week courses, faculty are to follow the examination schedule printed in the Schedule of Classes. In order to fulfill the required 75 minutes of instruction per credit hour, non-traditional courses (i.e. online, shorter session) should include an enhanced instructional component in order to comply with BOR policies 3.4.2 and 3.4.4. The final exam should be given at course conclusion. In the event a student has a conflict that cannot be resolved, the student may submit a written request for a change of date of the final examination. The student must receive approval signatures from the instructor, the appropriate department head/associate dean, and the dean of the school offering the course. Since the final exam schedule is published well in advance, change of time or date will be approved only for serious reasons and not for mere convenience. (In the unlikely event that a student has three finals scheduled on the same day, approval to reschedule one exam will be routinely granted.)</p> <p>b. Proposed Faculty Bylaws Amendments Concerning Faculty Senate and Standing Committee Attendance and Replacements Proposed Addition to Section 3. “Elections” of “B. Membership and Election to Faculty Senate” (p.5) b. Senate members failing to attend two consecutive meetings without proxy representation may be replaced at the discretion of the Senate chair. Replacements to complete the term shall be chosen in a timely fashion by a special election of the faculty of the affected academic unit. Senate members who resign during the academic year shall be replaced by a special election of the faculty of the affected academic unit. Faculty members resigning at the end of the academic year shall be replaced during the regular Senate and Standing Committee elections.</p>	<p>Question—Should this language also go in the Student Handbook?</p> <p>Discussion of time limit for request. Specific time frame vs faculty discretion.</p> <p>Incorrect minutes of instruction per credit hour in proposed language.</p> <p>Question regarding exam schedule for short session.</p> <p>Question: When is “<i>course conclusion</i>” for short session?</p> <p>Question: How does an “<i>enhanced instructional component</i>” differ from a final examination or an equivalent evaluation measure?</p> <p>A concern was expressed regarding specifying the number of absences before action was taken.</p> <p>A concern was expressed regarding that only the Chair’s discretion was necessary for replacement.</p>	<p>Catherine Matos moved to amend the language regarding required signatures to: “<i>The student must receive approval signatures from the instructor and the appropriate department head/associate dean.</i>” The motion was seconded and the motion passed.</p> <p>Byron Jeff moved to correct the proposed amendment language to required “750” minutes of instruction per credit hour. The motion was seconded and the motion passed.</p> <p>Kathryn Pratt Russell moved to strike the parentheses around “(or equivalent evaluation measure).” The motion was seconded and passed.</p> <p>Kathryn Pratt Russell moved to refer the proposal back to the Academic Policy Committee. The motion was seconded and passed.</p> <p>Faculty Senate members should provide written feedback to Mark Watson regarding the proposed Senate attendance policy.</p>

Agenda Item	Discussion	Senate Action/Resolution/Tasks
<p>Proposed Modification of Section F of “D. Standing Committees” D. Standing Committees (p.6)</p> <p><i>Current</i> f. Committee membership brings with it the expectation of a willingness and ability to serve. Each committee will establish policies and procedures on absences from meetings, including procedures for replacement.</p> <p><i>Proposed Revision of Section F.</i> f. Committee members failing to attend two consecutive meetings without proxy representation may be replaced at the discretion of the committee chair in consultation with the Chair of the Faculty Senate. Replacements to complete the term shall be chosen in a timely fashion by a special election of the faculty of the affected academic unit. Committee members who resign during the academic year shall be replaced by a special election of the faculty of the affected academic unit. Faculty members resigning at the end of the academic year shall be replaced during the regular Senate and Standing Committee elections.</p> <p>c. Discussion Item: Faculty Service and Communication via Email</p>	<p>Discussion.</p> <p>With the exception of the UCC, standing committees have not established an attendance policy.</p> <p>Item not discussed.</p>	
<p>7) Adjournment</p>		<p>Meeting adjourned at 12:17pm.</p>

Submitted by MeriBeth Stegall, Faculty Senate Secretary, April 8, 2019

Appendix A. President's Report**Faculty Senate
April 8, 2019**

- **Legislative Activity** The budget is still at the governor's desk, but all anticipate key items such as formula funding, MRR support, and salary increases for faculty and staff will be approved. Also passed in the Senate was SR 464. This establishes a study committee of the Georgia Senate to review outcomes for academic programs in the USG and TCSG. <http://www.legis.ga.gov/Legislation/20192020/186018.pdf> the text of the resolution, in part identifies the research interests of the authors of the resolution. "...WHEREAS, the nature of work is changing and the economy demands unique higher education credentials, including degrees, certifications, and other forms of continuing education; and WHEREAS, higher education can be a life-changing decision for a student, but it is important for students, parents, educators, and policy makers to make informed decisions on how to respond to an evolving labor market...." The committee has representation from the USG and the TCSG, and if a report is provided, it is due by December 1. Our own strategic plan is consistent with this assessment.
- **Budget processes on campus** the board of regents will officially approve the system budget for next year April 16, 2019 at their meeting in Savannah. The Planning and Budget Advisory committee will meet several times in April to both review new budget requests as well as one time budget requests for FY19 and FY 20. Our campus open budget meeting will likely be held the week of April 29.
- **Commencement Speakers** In addition to student speakers at each of the undergraduate ceremonies, the following speakers are soon to be announced: Graduate Ceremony-- Dr. Leon Prieto, College of Business; Ms. Deborah Armstrong, CEO, Piedmont Henry Hospital; Ms. Lisa Rayan, Emmy Award winner and host, WABE Morning Edition. Our students and their families are most appreciative of faculty attendance at these ceremonies, and most assuredly we are appreciative.
- **Spring Faculty Meeting** This is currently scheduled for April 24 at 10:30 in the Student Activity Center; Smith Awards, general service awards, and University Professor Awards are scheduled April 30, Spivey Hall, 1:30 PM—4PM all campus receptions for end of the semester in Spivey Lobby
- **Thanks and Questions**