

**Clayton State University – Minutes of the Faculty Senate
Thursday December 6, 2011 (11:15 a.m. – 12:30 p.m.)
University Center Board Room (UC 260)**

Members Present: Antoinette Miller (Senate Chair), Jim Keebler (Vice Chair), Maria Bullen, Scott Butterfield, Jennell Charles, Micheal Dancs, Rosemary Fischer, Kathryn W. Kemp, Muhammad Rahman, Terri Summers, Susan A. Walsh, David Williams.

Non-Members Present: Dr. Tim Hynes, President, Robert Vaughan (by phone), Academic Affairs, Jim Braun, Chair, Faculty Affairs Committee.

Faculty Senate Chair Antoinette Miller called the meeting to order at 11:17 with a quorum present.

A. Approval of Minutes

1. November 27, 2011
 - a. Motion to accept the minutes as written.
 - b. Motion seconded.
 - i. Minutes accepted unanimously.

B. January Meeting

1. Discussion for January meeting date due to holiday schedule.
 - a. Dates discussed Jan. 9 and Jan. 23.
 - b. Senator Williams noted that the computer rollout CIMS may interfere.
2. Senator Kemp moved that the meeting be tentatively scheduled for January 23. Seconded by Fischer.
 - a. Motion carried unanimously.

C. Reports

1. President's report (attached).
 - a. President Hynes solicited questions from senators.
 - i. There being no questions Dr. Hynes adjourned to attend another meeting.
2. Academic Affairs
 - a. Dr. Robert Vaughan solicited questions from senators.
 - i. No questions were asked.
3. Academic Policy Council (APC).
 - a. Report by Terri Summers.
 - b. Senator Summers stated proposals to change the academic calendar were discussed.
 - i. a number of options were proposed such as a week-long Thanksgiving break or a fall break.
 - c. Dr. Jeff Jacobs discussed plagiarism and related academic processes at the meeting.

- i. Senator Williams asked whether the proposed policy change was emailed by Dr. Mark Daddona, Associate Vice President For Enrollment Management & Academic Success.
 - ii. Chair Miller stated it had not been sent by Dr. Daddona.
 - 1. This particular policy has not yet been addressed by the senate.
- 4. Faculty Affairs Committee (FAC). (attached).
 - a. Report by Jim Braun.
 - b. Dr. Braun reported the FAC met with the deans to discuss concerns about the proposed Promotion & Tenure policy.
 - i. The opinions of the deans will be taken into consideration during future committee deliberations.
 - ii. Meetings will be held weekly to discuss changes which will be brought to the senate later.
 - c. A resolution regarding opening buildings for late night study was proposed.
 - i. Dr. Daddona put a solution in place for this semester, but a more permanent resolution is in progress.
 - ii. 'Operation Study' has taken steering the initiative.
 - iii. Chair Miller stated we can accept a motion on the proposed resolution or await action by 'Operation Study'.
 - iv. Senator Williams moved to accept the resolution as written. Seconded by Summers.
 - a. Passed unanimously.
 - b. Chair Miller stated she will let the President know we appreciate the temporary solution but need a more permanent one.
- 5. Student Affairs Committee (SAC).
 - a. Report by Jennell Charles.
 - b. The SAC is continuing discussion of providing facilities for breast feeding women.
 - i. Director of Public Safety Bobby Hamil provided a list of emergency contacts who will steer students to identified spaces within buildings.
 - ii. The process is still in progress.
 - iii. There will be a link to the University Health Services web site regarding Availability of designated contact people.
 - a. Administration believes such a service is positive for the university.
 - iv. Senator Williams noted that there is a policy regarding children on campus.
 - a. Senator Charles stated the space will be for women to pump and store breast milk.
- 6. University Curriculum Committee (UCC).
 - a. Report by Michael Dancs.
 - b. The committee met for 10 minutes to approve four sets of minutes.
 - i. Chair Miller stated the minutes will be posted soon.

D. Old Business

1. Handbook

- a. Section 207 03.1
 - i. Discussion regarding language for exit of faculty.
 - 1. J. Braun noted that language is for tenured faculty – non-tenured are not included.
 - 2. Discussion regarding required notification when faculty are planning to leave the institution.
 - a. Senator Williams noted that lecturers, senior lecturers, and non-tenured should give notice when leaving.
 - b. Chair Miller asked Associate Provost Robert Vaughan to draft language for the handbook.
 - i. Dr. Vaughan agreed.
 - ii. Dr. Braun asked whether any policy drafted is enforceable.
 - iii. Senator Kemp stated it is a legal issue.
 - iv. Chair Miller stated she will follow up with research with human resources, legal counsel Ms. Corlis Cummings, and the BOR manual for appropriate language.
 - v. The issue was tabled per the Chair.
 - ii. As voted during a previous meeting, changes drafted in green font are language changes which were accepted to be in accordance with the BOR manual and have been, therefore, previously accepted.
- b. Section 207 03.06
 - i. Chair Miller opened for discussion on responsibilities for deans.
 - 1. Senator Williams noted that some departments are quite large and duties divided and suggesting a distinction be made in bullet points 4 and 5.
 - 2. Senator Rahman noted that language was changed from ‘department head’ to ‘chair’.
 - a. Chair Miller said the organizational chart says both ‘heads’ and ‘chairs’.
 - b. Chair Miller queried Dr. Vaughan regarding the distinction between the two titles.
 - c. Dr. Vaughan responded that there was an agreement to change language from ‘department head’ to ‘chair’.
 - d. Though the old language persists there is no distinction.
 - e. When the deans met to discuss the Promotion & Tenure policy the language change was noted.
 - f. Chair Miller stated the senate could move to change the language in the organizational chart.
 - i. Jim Braun stated that a motion could be made to change ‘department head’ to ‘chair’ as appropriate.
 - 1. The motion was made by Senator Rahman and seconded by Kemp.
 - 2. The motion carried unanimously.
 - i. Chair Miller addressed need for definition of ‘coordinator’.

- a. Chair Miller stated duties under the title differed.
 - i. Chair Miller stated there were two options: To make changes or send the issue back to the FAC.
 - ii. Senator Williams moved to circulate the document to department heads and ask if the job was accurately reflected.
 - 1. The FAC should redraft the language based upon responses.
 - 2. Dr. Braun stated that the language was acceptable as written because core responsibilities are represented, even if parts are delegated.
 - 3. The motion was seconded by Dancs.
 - a. Senator Charles asked for the history of the change.
 - b. Dr. Vaughan stated that it represents the work of a previous committee chaired by Dean Eichelberger.
 - 4. Motion passed unanimously
- ii. Line 539 has comments about linking to forms which is now obsolete with ADP.
 - 1. Senator Williams stated that forms are used if there is a change between when a time card is approved and the end of the month.
 - a. Williams motioned to change the link to HR form, seconded by Butterfield.
 - b. The motion passed unanimously.
- iii. The form for faculty who are departing campus is called the ‘Clear Campus Form’(formerly the ‘Faculty Checklist’).
 - a. Discussion regarding the ability of the form name to indicate its purpose.
 - 1. Motion to ask HR to change to the former name by Senator Williams, seconded by Charles.
 - a. Motion passed unanimously.
- iv. Code of Ethics.
 - a. Chair Miller asked Dr. Vaughan where the new language regarding the Code of Ethics originated.
 - 1. Dr. Vaughan responded that it originated from Lisa Eichelberger’s Committee.
 - i. Except for CSU’s expectations, the passage was taken from AAUP publications.
 - ii. Senator Charles asked why, if changes were made two years ago, is the senate just reviewing it.
 - iii. Dr. Vaughan responded that he moved forward with work on the faculty handbook when it was assigned on his appointment.

- a. This particular section of the faculty handbook has needed more attention because it covers promotion and tenure.
 - b. Senator Charles moved that the changes be accepted as written, seconded by Rahman.
 - 1. The motion passed unanimously.
 - v. Chair Miller noted that the remaining section completed by the FAC was forms and name changes.
 - a. Senator Rahman noted that many links in the Faculty Handbook are now defunct.
 - b. Senator Williams noted that previously there was no oversight of the handbook links and proposed that an officer of the senate be charged with maintaining web links within the faculty handbook.
 - i. Chair Miller stated that there would need to be a by-laws change.
 - a. Senator Rahman moved that live links to forms should be maintained by a future designated person, seconded by Fischer.
 - ii. The motion passed unanimously.
- 2. Chair Miller proposed an ad hoc committee to be formed to review Faculty Senate by-laws.
 - a. Senators Rahman, Williams, and Walsh volunteered.
 - b. Chair Miller noted that Chair Deborah Deckner from the graduate council will be visiting the senate.
 - i. A charge for the ad hoc committee will be to review the organizational chart and propose an articulation for the graduate council to the faculty senate.
 - a. Discussion followed regarding Chair Miller's report of graduate council thoughts about articulation of the two bodies.
 - ii. The ad hoc committee will meet with the Graduate Council for mutual discourse.
- 3. Senator Dancs noted that as this is finals week, senators may need to leave the meeting.
 - a. The chair acknowledged senators who departed for exams.
 - b. The Senate quorum was lost.
- 4. Chair Miller invited senators to stay to view the DNN rollover for a faculty web page by Senator Williams.
 - a. Senator Williams showed senators the page and reviewed options.
 - b. Senator Williams expressed concern that the faculty web sites aligned with the previous system will be dead at the time of rollover.
 - i. Chair Miller stated she will find this information.
 - ii. Chair Miller proposed the senate appoint a DNN liaison and asked for volunteers for a subcommittee.
 - a. No volunteers.
- 5. Chair Miller reminded senators of President Hyne's party on Dec. 8.
 - a. Chair Miller reminded faculty to RSVP.

E. Adjournment

1. The meeting was adjourned by acclaim at 12:30 p.m.
2. The next meeting is January 23, 1100-1215.

Submitted by: S. Walsh Secretary, approved by Faculty Senate 1-23-12