

## Faculty Senate Meeting Minutes

**November 19, 2015**

**1:00 to 3:00 p.m.**

**Hall of Honors**

### Senators in Attendance:

X	Y. Brown (CAS)	X	X. Gao (COB)		G. Sargut (COB)
X	D. Calvin* (CHHS)	X	L. Geller* (UL)		X. She (COE)
X	M. Carrington* (CAS)	X	D. Golland* (CAS)	X	J. Shin (AL)
X	X. Chen (CAS)		K. Marrar (CAS)	X	A. Tamulis* (CAS)
X	D. Cortese (CAS)	X	E. Mengova (COB)	X	C. Tymkow (AL/CHHS)
X	L. Danley* (COE)	X	R. Muhammad* (AL/CAS)	X	S. Wadhwa (CHHS)
X	E. Essex (CHHS)	X	B. Parin* (AL/CAS)	X	S. Wagner* (AL/CAS)
X	L. Falconnier (CHHS)		V. Person (COE)	X	B. Winicki* (COE)
X	S. Gandy* (COE)	X	Z. Ramamonjiarivelo (CHHS)		

\* = Faculty Senate Executive Committee, Standing Committee Chairs

**Guests:** D. Bordelon, S. Estep, C. Sexton, A. Valente, M. Vanarsdale, A. Vendrely, M. Zell

1. *Call to Order:* The meeting was called to order at 1:05 p.m., with quorum, by Faculty Senate President Winicki.

2. *Administrative Updates:*

Meadows resignation- *Provost Bordelon* reported that Executive Vice President David Meadows has returned to Virginia. Dr. Gebeyehu Ejigu is returning to serve as interim Executive Vice President. In addition, Jeff Slovak is staying at GSU during the interim period.

Policy 6 and late withdrawal form- Winicki voiced a concern that in two recent cases, there was no consultation with the faculty member teaching a class before a late withdrawal from the class was granted to a student. The academic advisor was contacted in both cases. She requested that the signature line for faculty be returned to the late withdrawal form. *Dean of Students Valente* and Bordelon said that Policy 6 reads that the instructor or chair be consulted before granting a late withdrawal. Winicki stated that it

would be preferable that the faculty member be consulted in each case. She added that perhaps EPC should reconsider the wording of Policy 6. Cortese added that if a student is contriving her/his own story to justify the withdrawal, and the instructor is left out of the process, then faculty's side of the story is not represented. Cortese made a motion that Policy 6 and the late withdrawal form be added to the agenda of the next Faculty Senate meeting; Golland seconded. The motion passed with one abstention. Valente added that the Registrar gives faculty 24 hours to respond after the request for late withdrawal is initiated. He said that when the late withdrawal form was modified, the intention was not to exclude faculty from the process. He added that he would have no objection to restoring the faculty signature line to the form. Golland stressed that everyone is on the side of students.

Scheduling of classes- Provost Bordelon said that GSU has a common schedule for Monday-Wednesday-Friday and Tuesday-Thursday classes. She said that people scheduling classes should be mindful that there is much interchange of students among academic programs, and suggested a global approach to scheduling. She added that room sizes also may be an issue while scheduling classes. She suggested that faculty work with division chairs to solve scheduling issues across disciplines. Winicki asked who made the decision about the common schedule, and also asked if there is any room for flexibility in the schedule. Bordelon replied that while there may be room for flexibility, faculty must be mindful that any class meeting time not conforming to the common schedule might impact use of a classroom over more than one class period. Cortese asked if the common schedule can be modified for use in subsequent years. Winicki suggested that this discussion of scheduling issues be continued in the future.

HLC comments, review of Assurance Argument, and timeline- Provost Bordelon reported that the assurance argument for HLC is posted on the GSU portal; and she invited feedback in the comments area. Anyone may submit feedback through early December. HLC will visit GSU in February. During the visit there will be an open meeting with HLC personnel, and focus meetings on various topics.

Dean of Students Valente, faculty's role/participation in student support processes- Winicki voiced concerns that materials are being sent to students from Student Support Services, and communications requesting faculty actions have come from non-faculty members, all without faculty input beforehand. She specifically referenced the mid-term grade announcement emailed to all faculty from Amy Camparon. She said that such communications coming from non-faculty members is disconcerting. Valente responded that he communicated with the General Education Task Force about mid-term grades, and presented information about mid-term grades at several all-college meetings before the email was sent. Wagner said that although specifically faculty teaching general education courses are encouraged to submit midterm grades, communication in the email did not differentiate between faculty teaching general education courses, and other faculty. From the email, it seemed as if all faculty were expected to submit mid-term grades. Estep said that the exact wording in the email was "you are expected" [to submit mid-term grades]. Discussion ensued about confusion caused by the email, and potential positive and negative ramifications of mid-term grades. Winicki said that GSU has existing policy on grading, and it would be appropriate for Valente to present mid-term grades to EPC. Golland suggested that Valente come to Faculty Senate for faculty input

in the future. Valente replied that he wants to validate relationship between instructor and students, and that going forward, instructors will receive copies of emails sent to students.

Provost Bordelon announced that the Late Night Breakfast for students will be on November 30, from 7:30-9:00 pm. Sheree Sanderson is compiling a list of volunteers to work during the event. Bordelon thanked faculty for their work, and wished them a good Thanksgiving.

3. *Review of October 2015 draft minutes-* Golland made a motion to approve the minutes; Tamulis seconded. The approval of minutes passed unanimously.
4. *Faculty Senate Action Items:*
  - *Confirmation of COB representative to UCC, Dr. Ujvala Rajadhyaksha* – Wagner made a motion that Dr. Rajadhyaksha be confirmed as the COB representative to UCC; Mengova seconded. Dr. Rajadhyaksha was confirmed by unanimous voice vote.
  - *Approval of IBHE report format-* Gandy reported that the new IBHE program review report format, mandated by IBHE, requires a bit more information. Approval of the IBHE report format was moved and seconded by APRC. Approval passed by voice vote with one opposed.
  - *UCC syllabus format revision-* Parin opened the new syllabus template and instructions for review by senators. Muhammad said that some of the wording is unclear in the Emergency Preparedness statement. Tymkow said that the Topical Outline should be less rigid. After discussion, Golland made a motion that only a list of class topics be required in the Topical Outline; Tamulis seconded. The motion passed with one opposed. Winicki raised the issue of whether Bloom’s Taxonomy verbs should be required in syllabi. After discussion, Golland made a motion to change “should” to “may” in the syllabus template instructions under “Expected Student Learning Outcomes,” such that the sentence reads, “Syllabus authors may refer to Bloom’s/Anderson and Krathwohl’s Cognitive Taxonomies,...”; Tamulis seconded. The motion passed with two opposed and one abstention. Golland then made a motion to approve the template and instructions with two revisions; Tamulis seconded. The motion passed with two opposed, and one abstention. Tamulis said that he is seeking clarity between what must be submitted to UCC as a syllabus, and what instructors include in the syllabus that they give to students. Calvin asked about whether the name of the Unit A instructor of record should always be included on the syllabus. Wagner said that her question is related to the distinction between the master syllabus (submitted to UCC) and the course syllabus (given to students). Winicki said that all syllabi submitted to UCC should be initiated by a Unit A faculty member. She said that additional discussion is needed on the distinction between the master syllabus and the course syllabus.
  - *EPC: Policy 34, Undergraduate Admissions* – Tamulis reported that Policy 34 was first brought to EPC before the first freshman class was admitted. Meanwhile, an interim policy has been in effect. Winicki said that one of the major changes to the policy was changing “undeclared” student status to “undecided,” to solve a financial aid eligibility problem. Wagner voiced a concern that there may be pressure to conditionally admit

students not likely to succeed academically. With this in mind, he asked Tamulis why the standards for conditional admission are so vague in the policy. Tamulis replied that the standards are vague because EPC thought it better to leave the conditional admissions process largely under control of the faculty committee. Winicki said that freshmen admissions were more rigorous this year than last year, and suggested that lessons were learned from mistakes made last year. Approval of Policy 34 was moved and seconded by EPC. Approval of Policy 34 passed unanimously.

- *Standing Rules proposed revisions-* Golland reported that the Faculty Senate Standing Rules were revised to reflect what Faculty Senate currently is doing, and to improve the language of the rules. He said that there was disagreement within the standing rules revision committee on Article II, section 7, about whether the Parliamentarian should be Unit A faculty. Currently, the section stipulates that the Parliamentarian must be Unit A faculty. Muhammad said that the Parliamentarian should be Unit A faculty. Estep said that requiring Unit A faculty in the role will prevent administrators from giving Unit B faculty responsibilities of Unit A faculty. She also said that it would be problematic having Unit B faculty at the table, including in executive session. Brown made the point that there might be a Unit B faculty member who is very good at parliamentarian duties. Danley said that she hopes that senators are not saying that Unit B faculty are not welcome at the table. Cortese said that ideally, a parliamentarian should not be a member of the body (Senate). Approval of the revised Standing Rules was moved and seconded by the Executive Committee. The revised Standing Rules were approved (with no further changes) with one opposed.
- *Two Faculty Senate representatives to PBAC needed immediately (must be senators)-* Cortese and Falconnier volunteered as representatives to PBAC.
- *December and January meeting schedule-* The following December and January meetings were scheduled. In December, Executive Committee will meet on the first Thursday, and the full Senate will not meet. In January, the full Senate will meet on the third Thursday, and the Executive Committee will not meet. Cortese suggested that the Faculty Senate meet in January from noon to 3:00.

#### 5. *Reports:*

- *APRC-* Gandy reported that APRC is reviewing proposals for an MA in Writing Pedagogy, and a BS/BA in Environmental Studies.
- *EPC-* Tamulis reported that EPC is working on reorganizing how policies are listed online. They will be reorganizing policies into subject categories. In addition, they will remove Policies 18 and 22.
- *UCC-* No additional report. Please see discussion of new UCC syllabus template and instructions above (*UCC syllabus format revision*).
- *Graduate Studies Council-* Tymkow reported that during the last meeting, Kelly McCarthy talked about student services, the Academic Resource Center, and counseling for stress and other mental issues. She also talked about student disability protocols. Brad Smith and Falconnier will draft a white paper on student writing focusing on

graduate students. Tymkow circulated a fact sheet from the Academic Resource Center listing resources available for students.

- *General Education Council*- Zell welcomed Tamulis as the new Associate Director of the General Education Council. Tamulis also has agreed to continue to serve as chair of EPC.
- *IBHE Faculty Advisory Committee*- No report. Cortese recently submitted a report *via* email to all faculty.
- *Bargaining Unit*- Estep reported that UPI will be having a pizza party beginning at 3:00 today, so faculty can meet members of the negotiating team. She said that a goal of the team is not to have an extended negotiation. Cortese will be administering a follow-up survey of Unit A faculty, focusing on issues to be addressed during negotiations. Surveys may be sent to personal email addresses if those addresses are made available. Faculty send email addresses. Current issues include over- and underpayment of some lecturers. When contracts of lectures were changed from 33 hours to 30 hours, some payments were not adjusted accordingly. And some lecturers have been asked to give back some of their pay, because they did not work full loads. In addition, the GSU UPI is filing an unfair labor practice complaint over the faculty workload form.

Golland made a motion to extend the meeting by ten minutes; Danley seconded. The motion passed unanimously.

- *Executive Committee*-
  - Call for volunteers:
    - Faculty Senate Parliamentarian
    - EPC – COE member needed immediately.
    - University Student Conduct Committee – 2 members needed Spring 2016
  - Reminder: Standing Committee reports and minutes; processes for posting/archiving of minutes

#### 6. *Announcements:*

- HLC Assurance Argument review deadline Dec. 4
- Applications for Freshmen Seminar instructors deadline Nov. 30

7. *Proposed revisions to Policy 21 (Student Senate President)*- Mychael Vanarsdale, the President of the Student Senate circulated proposed revisions to Policy 21, addressing criteria for student honors designations. He said that there were discrepancies between GSU's criteria for honors designations, and criteria used by other schools. Winicki questioned whether GSU should have a two-track honors policy, with one track for transfer students, and one for other students. Wagner suggested that another solution that would help with the issue would be to have the ability to give pluses and minuses as grades for courses. Wagner also said that he would like to know GSU's numbers of students meeting honors criteria compare to numbers of students meeting criteria at other schools. He suspects that grade inflation may be occurring at GSU. Winicki informed the Student Senate President that their next step should be submitting their proposed changes to Policy 21 to EPC.

Adjournment: Muhammad made a motion to adjourn; Golland seconded. Meeting adjourned at 3:10 pm.

Next meetings:           Executive Committee, December 3, 1:00 to 3:00 p.m., Library Conference Room (D2417)  
                                  Faculty Senate, January 21, 12:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Mary Carrington  
Faculty Senate Secretary