

## Faculty Senate Meeting Minutes

**October 15, 2015**

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

**Hall of Honors**

### Senators in Attendance:

	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)	X	K. Marrar (CAS)	X	A. Tamulis* (CAS)
	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)	X	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, A. Vendrely, M. Zell

1. *Call to Order and Agenda:* The meeting was called to order at 1:05 p.m., with quorum, by Faculty Senate President Winicki. An addition to the agenda was information about late withdrawal changes. Tamulis made a motion to make this addition to the agenda; Gandy seconded. The motion passed by unanimous voice vote. Winicki introduced Joong-Won Shin, the newly elected At-Large senator.
2. *Administrative Updates:*

Budget, CMS payments- *Provost Bordelon* reported that the state does not yet have a budget; in addition, MAP is not being funded. Presidents of public schools will be meeting with the governor next week. *Associate Provost Vendrely* reported that the state is not making payments to CMS. As a result, some health care providers are requesting payment-in-full from GSU employees. Human Resources (HR) at GSU is instructing employees that they have two options for obtaining health care if payment-in-full is requested: 1) pay and be reimbursed or 2) pick a health care provider from a list at HR of providers who are not requiring payment-in-full.

Applications for Associate Director of GEC – Provost Bordelon reported that her office has received applications for Associate Director of the General Education Council (GEC). The slate of applicants must be approved by the Faculty Senate.

Bomb threat Oct. 9- Provost Bordelon reported that GSU received a bomb threat on October 9. Immediately afterward, all classes and campus activities were canceled for the rest of the day and evening, while law enforcement officials searched and secured the parking lots and buildings. GSU's Emergency Management Team (ERT) is working on Standard Operating Procedure (SOP) protocols that will go out to the university community. Any suggestions or comments should be sent to [ert@govst.edu](mailto:ert@govst.edu). Dean of Students Valente and Executive Vice President Meadows are co-chairs of ERT.

Midterm grades- Provost Bordelon said that faculty have the option of submitting midterm grades for students, which do not show up on students' transcripts. The administration, however, is strongly encouraging faculty teaching freshmen to submit midterm grades. Winicki said that wording in a recent email from Registrar Huang was, faculty "are expected to" submit midterm grades. During the ensuing discussion, Essex said that lack of discussion of the issue before the email was sent was a problem. She suggested that such a discussion should have gone through GEC. Golland agreed that GEC would be an appropriate venue for faculty discussion of an issue such as this. He also said that he thought the Registrar made a mistake with wording in the email. He emphasized that the grading policy has not changed. Tymkow said that during its last meeting, the Graduate Council discussed midterm grades and Academic Resource Center workshops (e.g., "Save My Semester") with respect to graduate students. Senators continued to discuss workshops for students by the Academic Resource Center. Muhammad suggested that for faculty submitting midterm grades, they may adjust the midterm grades according to when the majority of graded material for the class occurs during the semester.

Policy 6 (withdrawal policy)- Provost Bordelon said that some students request a course delete (different from course withdrawal). Because both options (course withdrawal and course delete) appeared on the Appeal for Late Class Withdrawal form, some students and faculty completed the form incorrectly, causing confusion and problems. In a recent revision of the form, the Registrar removed the course delete option from the form. In addition, however, the Registrar removed the signature line for the instructor or advisor. The Registrar sent the revised Request for Late Class Withdrawal form, with an explanation of the changes, in an email on October 14. Winicki said that Policy 6 states that faculty must approve petitions for late withdrawal from classes. Discussion ensued regarding whether the changes to the form violate Policy 6. Provost Bordelon replied that the form will be reconsidered, and the signature line and comment box for instructor or advisor will likely be returned to the form.

Program review update- Provost Bordelon reported that IBHE is considering changing minimum enrollment and graduation thresholds for academic programs. She and Associate Provost Sexton will attend the upcoming IBHE meeting in November.

Provost Bordelon concluded by reminding faculty members to complete this year's ethics training.

3. *Review of September 2015 draft minutes*- Golland made a motion to approve the minutes with several edits; Muhammad seconded. The approval of minutes passed unanimously.
4. *Faculty Senate Action Items*:
  - *Vote on Faculty Senate Bylaws proposed changes* (rules require discussion at a prior meeting) - Proposed Amendment 1, establishing an Immediate Past President position, passed by unanimous voice vote. Proposed Amendment 2, enabling the Executive Committee to appoint additional senators at its discretion but requiring a 2/3 vote of the entire Faculty Senate, passed by unanimous voice vote. Proposed Amendment 3, to extend senate terms of elected officers to encompass the term-in-office, passed with one opposed. Amendment 4, adding “Immediate Past President” and clarifying additional language in Article V of the Bylaws, passed by unanimous voice vote.
  - *EPC: Policy 57*- Policy 57 is “Policies and Procedures Pertaining to Research Involving the Use of Animals.” Tamulis reported that the Institutional Animal Care and Use Committee (IACUC) updated the policy to conform to current committee names, statutes, etc. Approval of the revised policy was moved and seconded by EPC. Approval of the revised Policy 57 passed with one abstention.
  - *Work group on Standing Rules review*- Volunteers for this work group from the September Faculty Senate meeting were Essex, Muhammad and Winicki. Golland volunteered for the work group. The first meeting of the work group is scheduled for Thursday October 29<sup>th</sup> at 1:00 pm.
5. *Faculty Senate Discussion Items*
  - *June 2012 “Recommendations Regarding Shared Governance” Items 1 and 2- 1*: Winicki said that to address Item 1, a transparent tracking system should be established for items submitted to standing committees. She said that currently, the committees individually track progress of items. She asked for ideas on establishing a tracking system to include work from all standing committees. Item 2 recommended firm deadlines for submission of items to standing committees. Parin presented specific deadlines for submission of material to UCC (attached). The first upcoming deadline is November 2<sup>nd</sup>, for all courses to be listed and run by the Spring 2016 semester. Parin said that last summer the Provost’s office established some deadlines. Winicki said that she doesn’t think that the Provost’s office has the authority to set deadlines for standing committees. Wagner asked how any new, firm deadlines would be communicated to faculty and staff. He suggested that an annual calendar be established and widely communicated. Winicki suggested that standing committee chairs should develop the annual calendar. She requested that standing committee chairs to meet after the next Executive Committee meeting to begin discussion of setting deadlines. Muhammad made a motion to approve the new UCC deadlines; Golland seconded. Approval of the new UCC deadlines passed with one abstention. Winicki said that she will send an email to all faculty and administration communicating the November 2<sup>nd</sup> UCC deadline. Additional dates for deadlines will be considered after information from all standing committees is incorporated.

- List of Faculty Senate representatives/appointees to committees and call for volunteers
  - Call for volunteers:
    - Faculty Senate Parliamentarian
    - EPC – COE member needed immediately.
    - UCC – COB member needed immediately.
    - University Student Conduct Committee – 2 members needed Spring 2016. Wagner, a new member on this committee, said that he has not yet heard from Tameka Scott, committee chair.
    - PBAC – During the last Executive Committee meeting, Wagner said he would check with faculty in Finance. He said that he is still working on recruiting a person for the committee.

6. *Reports:*

- *APRC*- Gandy reported that APRC has not received any new proposals. They received an answer from IBHE on whether new courses were required for the proposed certificate within the new Master’s program in Mathematics, which is on hold. Are new courses required? Now the initiator can resubmit the proposal for the new certificate.
- *EPC*- No additional report. Please see EPC action item above (*EPC: Policy 57*).
- *UCC*- No additional report. Please see discussion of new UCC deadlines above (*June 2012 “Recommendations Regarding Shared Governance” Items 1 and 2*).
- *Graduate Studies Council*- Tymkow reported that Amy Comparon, Director of the Academic Resource Center, came to the last Graduate Council meeting and talked about support available to students through the Academic Resource Center. During the meeting, attendees discussed Policy 14 and issues related to graduate students on academic probation. They also discussed the need for help with writing for graduate students. Essex said that her graduate students are not finding the Writing Center helpful. Tymkow said that the Graduate Council discussed with Comparon possible writing workshops. Senators discussed the workshops and programs available to students through the Academic Resource Center. They were concerned that faculty know very little about the workshops, and receive no feedback from the Academic Resource Center on their students who are attending workshops. Essex suggested that the Faculty Senate invite Amy Comparon to its next meeting. Winicki will invite Dean of Students Valente and Comparon to the next Faculty Senate meeting.
- *General Education Council*- Zell presented the GEC’s assessment schedule. Each year the assessment schedule will focus on one of the General Education learning outcomes; and assessment will be retroactive to the first year (last year). Calvin asked how student outcomes will be assessed. Zell replied that a “learning group,” made up of faculty who have taught courses focusing on each of the learning outcomes, will conduct each assessment, using a rubric. Currently, a learning group is assessing FYS courses from Year 1 using a rubric that focusing on Foundational Knowledge outcomes. In the future, the GEC might have a “signature assignment” that will be assessed. Eventually the GEC would like to use electronic submissions through TK20.

Zell then presented the slate of applicants for the Associate Director of GEC. The slate comprised Sandra Gandy and Andrius Tamulis, both tenured faculty and members of Faculty Senate. Muhammad made a motion to approve the slate of applicants; Person seconded. The slate of applicants for Associate Director of GEC was approved with one abstention.

Zell also reported that she expects to send out applications for faculty to teach FYS courses by tomorrow. The deadline for applications will be November 6. The FYS syllabus is available, and can be modified by faculty.

- *IBHE Faculty Advisory Committee*- Cortese is currently attending the committee meeting.
- *Bargaining Unit*- No report.
- *Executive Committee*-
  - Special Election for At Large Senate seat- Dr. Joong-Won Shin was elected.
  - Report to Board of Trustees (Friday, Oct. 2)- Winicki summarized her report, which included concerns about not replacing faculty retirees, and non-tenured faculty serving as program coordinators.
  - Request for honors policy change- Winicki reported that she sent information to the president of the Student Senate explaining why GSU has higher standards than other schools for graduation honors designations. She also sent information explaining the procedure for requesting a change in the policy (Policy 21).

7. *Announcements:*

- Registration for Spring 2016 opens Oct. 19
- University-wide symposium, "Democracy across the Campus," Oct. 23; RSVP Penny Perdue

Adjournment: Muhammad made a motion to adjourn; Golland seconded. Meeting adjourned at 2:39 pm.

Next meetings:           Executive Committee, November 5, 1:00 to 3:00 p.m., Library Conference Room (D2417)  
                                   Faculty Senate, November 19, 1:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Mary Carrington  
 Faculty Senate Secretary

Attachments:

- Requested UCC submission dates

From: beth parin [<mailto:beth.parin@gmail.com><<mailto:beth.parin@gmail.com>>]

Sent: Wednesday, October 14, 2015 11:25 AM

To: Winicki, Barbara

Cc: Brown, Yevette; Calvin, Donna; Carrington, Mary; Chen, Xiaoyong; Cortese, Daniel; Danley, Lynette; Essex, Elizabeth; Falconnier, Lydia; Gandy, Sandra; Gao, Xinghua; Geller, Linda; Golland, David; Marrar, Khalil; Mengova, Evelina; Muhammad, Rashidah; Parin, Beth; Person, Vickie; Ramamonjiarivelo, Zo; Sargut, Gokce; She, Xiaobo; Tamulis, Andrius; Tymkow, Catherine; Wadhwa, Serena; Wagner, Stephen  
Subject: UCC: proposed dates - Faculty Senate Meeting Thursday Oct. 15

Dear Senators,

The UCC would like to request from Faculty Senate the following two UCC submission dates:

1. November 2nd - deadline for all Spring 2016 Semester request (only) .

This past week UCC has heard from several faculty that there are courses which need to be submitted to UCC to be listed and run for the Spring 2016 semester.

UCC would like to propose, and request, the deadline of:

Monday, November 2, 2015 for Spring 2016 course submissions which (ONLY) need to be included in the Spring 2016 course schedule to run as in the Spring.

\*please submit all documentation to: [UCC@govst.edu](mailto:UCC@govst.edu)<<mailto:UCC@govst.edu>> and the Provost Office.

\*UCC will continue to review submissions that are submitted prior to the November 2nd date but currently there are NO new Spring 2016 submissions on the UCC agenda for review and UCC is aware of several courses that should be.

2. February 29th - deadline for all Summer 2016 and 2016-2017 asy UCC submissions and requests.

\*please submit all documentation to: [UCC@govst.edu](mailto:UCC@govst.edu)<<mailto:UCC@govst.edu>> and the Provost Office.

I hope both these dates can be passed quickly.

If passed, UCC will request the Spring 2016 deadline University wide announcement on Thursday, following the Senate meeting.

Beth Parin  
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