



## FACULTY SENATE Est. 1991

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Chairperson  
Ronald M. Zaccari

Vice Chairperson  
Louis Levy

Executive Secretary  
Christine James

Parliamentarian  
Richard Haptonstall

### Agenda February 21, 2008

The Faculty Senate will meet Thursday, February 21, 2008 in the **MAGNOLIA ROOM** at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** At the request of the University President and Executive Secretary of the Senate, any actions from the Senate sent to the Executive Secretary for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted as email Word .doc or .docx attachments.

1. Call to Order by Dr. Ron Zaccari

For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present.

2. Approval of the **minutes of the November 15, 2007 meeting of the Faculty Senate.**

<http://www.valdosta.edu/facsen/meeting/minutes/documents/Nov152007minutes.pdf>

<http://www.valdosta.edu/facsen/meeting/minutes/index.shtml>

3. New business

a. Report from the Academic Committee – Louis Levy  
**Attachment A, pages 5-10.**

b. Report from the Committee on Committees – Jay Rickman  
Update on Nominating Committee.

c. Report from the Institutional Planning Committee – Michael Noll

d. Report from the Faculty Affairs Committee – Jane Whitehead

e. Report from the Faculty Grievance Committee – Stephen Lahr  
ADR meeting/training workshop February 26, 2008.

f. Report from the Senate Executive Secretary – Christine James

1. **Academic Scheduling and Procedures Committee proposed calendar** for 2009-2010, Attachment B, pages 11-15. Chair Ashok Kumar, [akumar@valdosta.edu](mailto:akumar@valdosta.edu)
2. Michael Davey's question regarding status of full time and part time temporary faculty members, Attachment C, page 16. This item is remanded to the Faculty Affairs Committee, Chair Jane Whitehead, [jwhitehe@valdosta.edu](mailto:jwhitehe@valdosta.edu)
3. Lucia Lu's question regarding plus and minus grades, Attachment D, page 17. The Executive Committee reviewed this item, we refer Lu to the Board of Regents Academic Affairs Handbook section 2, 2.05: <http://www.usg.edu/academics/handbook/section2/2.05.phtml>  
No changes to the system grading policy at the institutional level.
4. **Student Services Committee review of Registration times in Banner, shift to 7am, Attachment E, pages 18-20, Chair Blaine Brown, blbrowne**
5. **Educational Policies Committee, Chair Lynn Minor. Attachments F, G, H: Recommendation for New Policy on Awarding a Minor After a Degree, Report Concerning Data Collected on Withdrawals from Classes, Withdrawal Data Collected, Attached F pages 21-22, G pp 23, H pp 24.**
6. Item from Chuck Hudson regarding 60 hours transfer credit and 2-year colleges in transition to 4-year degree status, Attachment I, pages 25-26. This item is remanded to the Educational Policies Committee, Lynn Minor, lminor
7. Item from Bruce Caster regarding post-tenure review, Attachment J, pages 27-30. This item is remanded to the Faculty Affairs Committee, jwhitehe
8. Any presentations related to SACS and the QEP Task Force I group, Mike Savoie, mpsavoie
9. Prior Learning Assessment presentation, Jerry Merwin, gamerwin
10. Core Curriculum Committee Presentation, Byron Brown, bbrown This refers to our own campus Core Review Committee and the State System level Core review and changes.
11. Bobby Flowers/John Wright would like to share information about the HERO program, encouraging donation of platelets/blood through the American Red Cross, bflowers and jowright
12. Planning has begun for the Faculty and Staff Recognition Day/Lunch in April 2008, and the Retirement Lunch in June 2008. If you have any questions or comments, contact Ann Lacey, Special Events, aelacey
13. Jennifer Tanner in Public Relations has an idea for various campus groups to make positive gestures during the current parking situations. COSA has already done so on a day in February. **She is asking if Faculty Senate, COSA, SGA, etc. would be willing to spend a day handing out water bottles or coffee at a remote parking lot. Would we have a group of Faculty Senators interested in doing this?**  
Also related to COSA and Wellness events, the campus Health and Wellness Fair will be the morning of March 20, 2008 in the Bailey Atrium and on the pedestrian mall. Contact Becky Murphy with questions at [rbowes@valdosta.edu](mailto:rbowes@valdosta.edu) Also, the Relay for Life teams are now forming,

please contact John Wright with any questions you may have:  
[jowright@valdosta.edu](mailto:jowright@valdosta.edu)

14. **Administrative Evaluations** have been sent out to all faculty; please return them to Angela Elder Henderson in Strategic Research and Analysis, [aselder@valdosta.edu](mailto:aselder@valdosta.edu) Next year we do expect that the forms will be online, the Executive Committee will be reviewing the specific questions on the form as a part of this process.
15. Items from the University Council meeting that took place on Tuesday, January 29, 2008 and the General Faculty meeting from January. Attachment K: SACS and QEP, pages 31-33; Enrollment and Retention, pages 34-35, Salary Study update, 36, Human Resources, MGT and CPI information, 37-38.
16. The Executive Committee reviews the By Laws of the Faculty Senate each year; please review them and share any comments, changes or concerns: <http://www.valdosta.edu/vsu/facsen/bylaws/bylaws2005.pdf>
17. **Committee Chairs: Please begin to schedule meetings to prepare the Yearly Reports of the Faculty Senate Standing Committees.** If you would like to review what your committee's report looked like last year, please refer to the attachments in the Minutes of the Faculty Senate meeting from May 22, 2007:

<http://www.valdosta.edu/facsen/meeting/minutes/documents/Minutes17May2007.pdf>

Committee reports should be sent to Christine James [chjames@valdosta.edu](mailto:chjames@valdosta.edu) in Word .doc or .docx format before the Executive Committee meeting prior to the Faculty Senate meeting, and the Committee chair should be prepared to make a brief oral summary report for the Senate. Written reports are due by the scheduled deadline for committee reports in the May meeting cycle: **April 17, 2008.**

The order of Standing Committee reports followed last year was:

- (1) Academic Scheduling and Procedures – Ashok Kumar  
This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Annual report to be given in May 08.
- (2) Academic Honors and Scholarships – Nanci Scheetz  
This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Annual report to be given in May 08.
- (3) Athletics – Sonya Sanderson  
This committee was reviewed and renewed in Spring 06, and will be reviewed again in Spring 09. Annual report to be given in May 08.
- (4) Educational Policies – Lynn Minor  
This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.
- (5) Environmental Issues – Brad Bergstrom/Richard Carter  
This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.
- (6) Faculty Development and Research – Karin Murray  
This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.

(7) Library Affairs – Lars Leader

This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.

(8) Minority and Diversity Issues – Babacar Mboup

This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.

(9) Student Activities – Heather Brasell

This committee was reviewed and revised with help from Kurt Keppler in the academic year 2006-2007. It was renewed in May 2007. Yearly report to be given in May 08.

(10) Student Services – Blaine Browne

This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.

(11) Technology – Bob Williams

This committee was reviewed and renewed in Spring 06, and will be reviewed again Spring 09. Yearly report to be given in May 08.

4. Old Business

1. Follow up on an issue from the November meeting regarding students parking in the Nevins Hall lot spaces designated for Faculty and Staff. Johnathon Stroble and Christine James were assigned to explore the possibility of keeping the lot closed on nights and weekends. We have concluded that there simply needs to be ticketing and monitoring of the lot in the evenings. The issue will be handled through the University Police increasing patrols and ticketing at night in the Nevins lot. See Attachment L, pages 39-40.

2. Michael Noll asked for an update on the Web Editorial Board issues raised by the Institutional Planning Committee during the fall semester, and asked that the Office 2007 training material icons be removed from everyone's desktop. Joe Newton responded, the Technology Committee and Web Editorial Board sent out their call for faculty interested in serving on the Web Editorial Board on Monday February 11, 2008 via the faculty email list, and the Office 2007 icons have now been removed from all desktops on campus. See Attachment M, pages 41-42.

3. Every year, during the summer, the Executive Secretary provides an Annual Report of the Faculty Senate activities. Attached at the end of this agenda is a Half-Time report to provide us all with a mid-year reminder, pages 43-45.

5. Discussion

6. Adjournment

**ATTACHMENT A: VALDOSTA STATE UNIVERSITY  
ACADEMIC COMMITTEE MINUTES  
October 8, 2007**

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, October 8, 2007. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. Marvin Smith, Dr. Bruce Caster, Dr. Yahya Mat Som, Mr. Alan Bernstein, Dr. William Faux, Mr. Mike Savoie, Dr. Frank Flaherty, Dr. Kathe Lowney, Dr. Bruce Caster (proxy for Dr. Ray Elson), Dr. Bill Buchanan, Dr. James Ernest, Dr. Yahya Mat Som (proxy for Ms. Iris Ellis), Dr. James Humphrey, Dr. Deborah Weaver, Mr. Cliff Landis, and Mr. Mike Savoie (proxy for Dr. Diane Holliman).

Members Absent: Dr. Selen Lauterbach, Dr. Ray Elson, Ms. Iris Ellis, and Dr. Diane Holliman.

Visitors Present: Ms. Karen G. Kelso, Dr. Carl Cates, Dr. Brian Adler, Dr. Mylan Redfern, Dr. Mel Schnake, Dr. Julia Lee, Dr. Barbara Stanley, Dr. Ralph Allen, Dr. James Peterson, Dr. Robert Gannon, Dr. Phyllis Holland, and Dr. John Gaston, and Mr. Lee Bradley.

The Minutes of the September 10, 2007, Academic Committee meeting were approved. (pages 1-2)

**A. College of Arts & Sciences**

1. Revised course description and title, Biology (BIOL) 4350, “Developmental Biology”, (DEVELOPMENTAL BIOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2008. (pages 3-4).
2. Revised course description and title, Biology (BIOL) 6350, “Developmental Biology”, (DEVELOPMENTAL BIOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2008. (pages 5-6).
3. New course, Biology (BIOL) 7020, “Special Topics in Cell and Molecular Biology”, (SPECIAL TOPICS CELL/MOLECULAR – 2 credit hours, 2 lecture hours, 0 lab hours, and 4 contact hours), was approved effective Fall Semester 2008. (pages 7-10).
4. New course, Biology (BIOL) 7030, “Special Topics in Physiology”, (SPECIAL TOPICS PHYSIOLOGY – 2 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2008. (pages 11-14).
5. Revised BA in Legal Assistant Studies – addition of the two-plus-two agreement was approved effective Spring Semester 2008. (pages 15-21).
6. Revised senior college curriculum for the BA in Mathematics was approved effective Spring Semester 2008. (pages 22-23).

## **B. College of the Arts**

1. Program Proposal for the MA in Communication was approved. (pages 24-99).
2. New course, Mass Media (MDIA) 5000, “Mass Media Theory”, (MASS MEDIA THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 100 -102).
3. New course, Mass Media (MDIA) 6100, “Media Economics and Management”, (MEDIA ECON AND MGMT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 103 -105).
4. New course, Mass Media (MDIA) 6350, “Media Aesthetics”, (MEDIA ECON AND MGMT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 106 - 108)
5. New course, Mass Media (MDIA) 6450, “International Media”, (INTERNATIONAL MEDIA – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 109-111).
6. New course, Mass Media (MDIA) 6600, “Digital Communication”, (DIGITAL COMMUNICATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 112-114).
7. New course, Mass Media (MDIA) 6700, “Special Topics in Media”, (SPECIAL TOPICS IN MEDIA – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 115-117).
8. New course, Mass Media (MDIA) 6800, “Media Law and Ethics”, (MEDIA LAW AND ETHICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 118-120).
9. New course, Mass Media (MDIA) 7999, “Thesis”, (THESIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 121-123).
10. New course, Communication Arts (COMM) 5000, “Communication Theory”, (COMMUNICATION THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 124-126).
11. New course, Communication Arts (COMM) 5100, “Quantitative Research Methods in Communication”, (QUANTITATIVE RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 127-129).

12. New course, Communication Arts (COMM) 5200, “Qualitative Research Methods in Communication”, (QUALITATIVE RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 130-132).
13. New course, Communication Arts (COMM) 6000, “Applied Professional Communication”, (APPLIED PROFESSIONAL COMM – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 133-135).
14. New course, Communication Arts (COMM) 6100, “Seminar in Interpersonal Communication Theory”, (SEM IN INTERPERSONAL COMM – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 136-138).
15. New course, Communication Arts (COMM) 6200, “Seminar in Advanced Intercultural Communication”, (SEM IN ADV INTERCULTURAL COMM – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 139-141).
16. New course, Communication Arts (COMM) 6300, “Seminar in Communication and Conflict”, (SEM IN COMM AND CONFLICT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 142-144).
17. New course, Communication Arts (COMM) 6400, “Seminar in Organizational Communication”, (SEM IN ORGANIZATIONAL COMM – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 145-147).
18. New course, Communication Arts (COMM) 7000, “Special Topics in Communication”, (SPEC TOPICS IN COMMUNICATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 148-150).
19. New course, Communication Arts (COMM) 7999, “Thesis”, (THESIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 151-153).

**C. College of Business Administration**

1. Revised admission process for the MBA was approved effective Fall Semester 2008. (pages 154-155).
2. Revised WebMBA prerequisites was approved effective Fall Semester 2008. (pages 156-159).
3. New certificate – Internal Auditing Certificate was approved effective Fall Semester 2007. (pages 160-162).

4. Revised course number, Accounting (ACCT) 3100, “Introduction to Fraud Examination”, (INTRO FRAUD EXAMINATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 163-164).  
Deactivation of BUSA 3100.
5. New certificate – Human Resources Management Certificate was approved effective Fall Semester 2008. (pages 165-166).
6. Revised course description and title, Management (MGNT) 3250, “Management and Organization Behavior”, (MGNT AND ORG BEHAVIOR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 167-168).
7. Revised course description and title, Management (MGNT) 4950, “Special Topics in Management”, (SPECIAL TOPICS IN MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 169-170).
8. Revised course description and title, Management (MGNT) 4990, “Directed Studies in Management”, (SPECIAL TOPICS IN MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 171-172).
9. Revised course description, Management (MGNT) 4200, “Leadership Skills”, (LEADERSHIP SKILLS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 173-174).
10. Revised course description, Management (MGNT) 4800, “International Management”, (INTERNATIONAL MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 175-176).
11. Revised course description, Management (MGNT) 4700, “Total Quality Management”, (LEADERSHIP SKILLS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 177-178).
12. Revised course description, Management (MGNT) 3300, “Production and Operations Management”, (PRODUCTION/OPERATIONS MGNMNT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 179-180).
13. Revised course description, Management (MGNT) 3910, “Small Business Management/Entrepreneurship”, (SMALL BUS MGT/ENTREPRENEURSHIP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 181-182).



14. Revised course description, Management (MGNT) 4000, “Human Resource Management”, (HUMAN RESOURCE MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 183-184).
15. Revised course description, Management (MGNT) 3920, “Family Business Management”, (SMALL BUSINESS MANAGEMENT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 185-186).
16. Revised course description, Management (MGNT) 4650, “Organizational Change and Development”, (ORGANIZATIONAL CHNG/DVLPMT – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 187-188).
17. New course, Management (MGNT) 3500, “Employment Law”, (EMPLOYMENT LAW – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2008. (pages 189-192).
18. New course, Management (MGNT) 4980, “Management Internship”, (MGNT INTERNSHIP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 193-199).
19. Revised course number, Accounting (ACCT) 4980, “Accounting Internship”, (ACCOUNTING INTERNSHIP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 200-201). Deactivation of ACCT 4850.
20. Revised course description, Marketing (MKTG) 3050, “Introduction to Marketing”, (INTRODUCTION TO MARKETING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 202-203).
21. Revised course number, Marketing (MKTG) 3620, “Consumer Behavior”, (CONSUMER BEHAVIOR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 204-205). Deactivation of MKTG 4620.
22. Revised course number, Marketing (MKTG) 3650, “Marketing Research”, (MARKETING RESEARCH – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 206-207). Deactivation of MKTG 4650.
23. New course, Economics (ECON) 4980, “Economics Internship”, (ECONOMICS INTERNSHIP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 208-214).

24. New course, Marketing (MKTG) 4980, "Marketing Internship", (MARKETING INTERNSHIP – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Spring Semester 2008. (pages 215-221).
25. Revised selected Educational Outcomes and Examples of Outcome Assessments was approved (pages 222-225).
26. Revised Educational Outcomes/Assessment - BBA in Accounting & BBA in Finance was approved Fall Semester 2008. (pages 226-228).
27. Revised Educational Outcomes/Assessment - BBA in Management was approved Fall Semester 2008. (pages 229-231).
28. Revised Educational Outcomes/Assessment - BBA in Marketing & BBA in Accounting was approved Fall Semester 2008. (pages 232-234).

**D. College of Education**

1. Waiver of transfer rule for the MED in Accomplished Teaching program was approved effective Spring Semester 2008. (page 235).
2. Admission requirements for the MED in Accomplished Teaching program was approved effective Spring Semester 2008. (pages 236-237).

Respectfully submitted,

Charles L. Hudson  
Registrar

**ATTACHMENT B:**

Date: Fri, 09 Nov 2007 13:16:21 -0500  
From: Ashok Kumar <akumar@valdosta.edu>  
Subject: Academic Calendar for 2009-2010  
To: Christine James <chjames@valdosta.edu>

Hi Christine,

Attached please find the Academic Calendar for 2009-2010 that was approved by the Academic Scheduling and Procedures Committee at its last meeting. Also, attached is the Calendar Planning Tool that was used by the Calendar Subcommittee. This tool lists the earliest starting and latest ending dates as given by the BOR.

This year, the committee took an additional step. Before the calendar was discussed at our meeting, Chuck Hudson attended a SGA meeting and they were presented a draft of the calendar. That calendar did not have dates for the Spring 2010 break. The SGA was given general information about the restrictions that need to be followed. The dates for the Spring break were decided by SGA.

There was another motion that was passed by ASPC at its October meeting. I am not sure what I should do with that. So I am asking you for guidance. Here are some details about the motion.

Walter Peacock raised the topic of COSA setting the holiday office closing dates and thereby determining the amount of annual leave hours staff members are required to take during holiday seasons. This was discussed and several inconveniences and problems inherent to specific office closing resulting from this practice were pointed out.

The following motion was passed.

"That the Academic Scheduling and Procedures Committee approach the Faculty Senate at large to determine if this committee might work with COSA in determining a holiday closure schedule in a effort to help avoid problems".

Please let me know if I could provide additional information.

Thanks,

Ashok Kumar

Chair of the Academic Scheduling and Procedures Committee

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Dr. Ashok Kumar, Professor  
Department of Mathematics and Computer Science  
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From: "Christine A James" <chjames@valdosta.edu>  
To: "Ashok Kumar" <akumar@valdosta.edu>  
Sent: Friday, November 09, 2007 1:37 PM  
Subject: Re: Academic Calendar for 2009-2010

Hi Ashok! Thank you very much for the materials, I'll be including them in the February meeting cycle (our deadline for materials for the November meeting was October 25, and the next Senate meeting cycle will take place in February.)

I think the proposal about working with COSA is great - interesting to note, there are three COSA members on your committee, and they have that status on the committee so that they will work on schedules with you. Was there a problem contacting your COSA members? On the roster, we include the head of COSA, as of August when we did the roster it was Tim Yorkey, as you can see here:

<http://www.valdosta.edu/facsen/committees/documents/Standing2007-08.pdf>

Two other COSA members who have worked with your committee before are Bobby Flowers and Mike McKinley. You should probably contact them now if you haven't yet. Their emails are in the campus directory.

Thank you,  
Christine

Date: Fri, 09 Nov 2007 14:04:07 -0500  
From: Ashok Kumar <akumar@valdosta.edu>  
Subject: Re: Academic Calendar for 2009-2010  
To: Christine A James <chjames@valdosta.edu>

Thanks, Christine. We will do that.

Ashok

Academic Scheduling and Procedures Committee  
**Proposed Dates For Fall 2009 through Summer 2010**

**FALL 2009**

|                        |   |
|------------------------|---|
| Mon, Aug 17            | First Class Day   |
| Mon, Sept 7            | Labor Day   |
| Thurs, Oct 8           | Midterm   |
| Mon-Tues, Oct 19 – 20  | Fall Break  |
| Wed- Fri, Nov 25 – 27  | Thanksgiving Holidays   |
| Fri, Dec 4             | Last Class Day  |
| Sat- Dec 5             | Monday- Make-up Day (for all classes that meet on Monday). Latest Ending Date for Fall 2009 |
| Mon, Dec 7             | Exam Prep Day   |
| Tues- Thur, Dec 8 - 10 | Exams   |
| Sat, Dec 12            | Graduation  |

**SPRING 2010**

|                         |                 |
|-------------------------|-----------------|
| Mon, Jan 11             | First Class Day |
| Mon, Jan 18             | MLK Holiday     |
| Thur, Mar 4             | Midterm         |
| Mar 15 – 19             | Spring Break    |
| Mon, May 3              | Last Class Day  |
| Tues, May 4             | Exam Prep Day   |
| Wed- Fri, May 5 – May 7 | Exams           |
| Sat, May 8              | Graduation      |

**SUMMER 2010**

|                                      |                           |
|--------------------------------------|---------------------------|
| <b>Maymester</b>                     |                           |
| Thur, May 13                         | First Class Day – Mayterm |
| Mon, May 24                          | Midterm                   |
| Mon, May 31                          | Memorial Day- Holiday     |
| Thur, Jun 3                          | Last Class day            |
| Fri, Jun 4                           | Exams                     |
| <b>Summer II (full term)</b>         |                           |
| Thur, Jun 10                         | First class day           |
| Fri, Jul 2 (No Class)-July 4-Holiday | Holiday                   |
| Mon, Jul 5                           | Midterm                   |
| Tue, Jul 27                          | Last Class Day            |
| Jul 29 – 30                          | Exams                     |
| Sat, Jul 31                          | Graduation                |
| <b>Summer III</b>                    |                           |
| Thur, Jun 10                         | First class day           |
| Mon, Jun 21                          | Midterm                   |
| Thur, Jul 1                          | Last class day            |
| Mon, Jul 5                           | Exams                     |
| <b>Summer IV</b>                     |                           |
| Tues, Jul 6                          | First class day           |
| Thur, Jul 15                         | Midterm                   |
| Tues, Jul 27                         | Last class day            |
| Thur, Jul 29                         | Exams                     |
| Sat, Jul 31                          | Graduation                |

**Calendar Planning Tool- AY 2009-2010**

| <b>Fall 2009</b>   | <b>Required Days</b> | <b>Actual Days</b> | <b>Mid-Term</b> |
|--------------------|----------------------|--------------------|-----------------|
| MWF                | 45                   |                    |                 |
| TR                 | 30                   |                    |                 |
| MW                 | 30                   |                    |                 |
| M                  | 15                   |                    |                 |
| T                  | 15                   |                    |                 |
| W                  | 15                   |                    |                 |
| R                  | 15                   |                    |                 |
| <b>Spring 2010</b> | <b>Required Days</b> | <b>Actual Days</b> | <b>Mid-Term</b> |
| MWF                | 45                   |                    |                 |
| TR                 | 30                   |                    |                 |
| MW                 | 30                   |                    |                 |
| M                  | 15                   |                    |                 |
| T                  | 15                   |                    |                 |
| W                  | 15                   |                    |                 |
| R                  | 15                   |                    |                 |
| <b>Summer 2010</b> | <b>Required Days</b> | <b>Actual Days</b> | <b>Mid-Term</b> |
| I-May Term (M-F)   | 15                   |                    |                 |
| II- M-R            | 27                   |                    |                 |
| II- MW             | 14                   |                    |                 |
| II-TR              | 14                   |                    |                 |
| III- M-F           | 16                   |                    |                 |
| IV- M F            | 16                   |                    |                 |

Taken from: <http://www.usg.edu/academics/calendars/long-range.phtml>

| <b>Academic Year 2009-2010</b> |                        |               |                    |                               |
|--------------------------------|------------------------|---------------|--------------------|-------------------------------|
| <b>Term</b>                    | <b>Start/End Dates</b> |               | <b>Day of Week</b> | <b>Holidays</b>               |
| Fall Semester 2009             | Earliest Starting Date | Aug. 17, 2009 | Mon.               | Labor Day<br>Thanksgiving (2) |
|                                | Latest Ending Date     | Dec. 5, 2009  | Sat.               |                               |
| Spring Semester 2010           | Earliest Starting Date | Jan. 4, 2010  | Mon.               | MLK Day                       |
|                                | Latest Ending Date     | May 8, 2010   | Sat.               |                               |

### **304.01 SEMESTER SYSTEM**

*Semester System: All institutions in the University System of Georgia shall be on the semester system (BR Minutes, December, 1995, p. \_\_\_\_).*

The academic year shall consist of two regular semesters, each not to be less than 15 calendar weeks in length (minimum of 75 class days per semester, excluding registration and final examination periods).

A minimum of 750 minutes of instruction or equivalent is required for each semester credit hour.

### **304.02 UNIFORM ACADEMIC CALENDAR**

The starting and ending dates for each semester shall be determined by the Chancellor and observed by all institutions.

All institutions (with the exception of the Medical School at the Medical College of Georgia) shall begin and end classes during prescribed periods.

Each semester shall have an earliest starting date and a latest starting date.

Each semester shall have an earliest ending date and a latest ending date.

Each institution will determine all other necessary dates for the semester, including the possibility of flexible scheduling within and between semesters.

**ATTACHMENT C: Full Time and Part Time Adjuncts Question**

Date: Thu, 08 Nov 2007 14:52:04 -0500  
From: Michael Davey <mjdavey@valdosta.edu>  
Subject: Agenda  
To: 'Christine James' <chjames@valdosta.edu>  
X-Mailer: Microsoft Office Outlook 11  
Thread-index: AcgiQNXbH4JASe3bTi6L1MYYKt2xDQ==  
Original-recipient: rfc822;chjames@valdosta.edu

Christine, I would like the senate to take up the issue of Instructors and part-time faculty voting within departments on such issues as curriculum and hiring. Currently in the department of English, we rely heavily on instructors designated as "Full-Time Temporary" instructors. Because these instructors are allowed to vote on any issue that comes before the entire department, this means that persons without the terminal degree (PhD) are allowed full participation in departmental governance including curriculum decisions. To have individuals voting on issues they are not qualified to address is highly problematic obviously. My understanding is that the senate has addressed this issue in the past and that although the USG statutes exclude "[p]ersons holding adjunct appointments or other honorary titles" from being considered members of the faculty, apparently VSU interpreted this by drawing the "adjunct" line between full-time and part-time appointments. Thus, any full-time instructor is a full voting member of the faculty. In our department, this causes problems (in my view) as nearly half or more of our instructors are full-time temporaries with MAs only. If it is too late to get this on the November agenda, I would like it put on the agenda for the January meeting.

Best,  
--Mike

Dr. Michael Davey  
Associate Professor  
Department of English  
Valdosta State University

Replied to Michael Davey on November 8, 2007 explaining the item would have to appear in the February meeting cycle, as the deadline for November was October 25, and the Faculty Senate does not meet in January.



**ATTACHMENT D: Plus and Minus Grades Question**

Date: Fri, 09 Nov 2007 11:46:06 -0500 (EST)  
From: Lucia Y Lu <lylu@valdosta.edu>  
Subject: Some suggestion for Grading System  
To: Christine James <chjames@valdosta.edu>  
Original-recipient: rfc822;chjames@valdosta.edu

Dear Dr. James:

As a new faculty at VSU, and a university professor for 9 years, I propose to add A-, B+, B-, C+ into our grading system.

The difference between A and B is too "far", we have to be flexible to encourage students who work very hard but cannot reach the goal of "A". "A-" and "B+" would be a reward to them.

Lucia Lu, Ph.D.  
Early Child, Reading and Special Education  
TEL: 333-5608

Replied to Lucia Lu on November 9, 2007 explaining the item would have to appear in the February meeting cycle, as the deadline for November was October 25, and the Faculty Senate does not meet in January.

**ATTACHMENT E:**

Date: Mon, 12 Nov 2007 13:26:24 -0500  
From: blaine browne <blbrowne@valdosta.edu>  
Subject: Re: Item remanded to Student Services Committee  
To: Christine James <chjames@valdosta.edu>  
User-Agent: Thunderbird 2.0.0.6 (Windows/20070728)  
Original-recipient: rfc822;chjames@valdosta.edu

Hi Christine

We met last Thursday about this and had a great meeting with Chuck Hudson. I've attached the minutes from it and also a statement that maybe could be mentioned at this weeks meeting. Also, please let me know what i need to send you about this for the next faculty senate meeting in February.

If i'm doing something in the wrong format or language let me know..(I've never done this before)

Thanks  
blaine

From student services meeting on 11/9/07

Item to be sent to Faculty Senate:

The student services committee met on November 9<sup>th</sup> to discuss a change in beginning registration time due to faculty complaints about students skipping class to register at 9am. Chuck Hudson met with the committee and we thoroughly discussed this issue. After a lengthy discussion, the question was called. Both the committee and Registrar unanimously agreed to change the starting time for registration from 9am to 7am. This change will be effective for the summer and fall registration period as of 2008.

Blaine Browne, Ph.D.  
Department of Psychology  
Valdosta State University  
1500 N Patterson St  
Valdosta, GA 31698  
office:229-293-6318  
<http://teach.valdosta.edu/blbrowne>

Student Services Committee Minutes

Friday, November 9, 2007

2-3pm, Psychology conference room

Chair: Blaine Browne

Co-Chair: Luis Bejarano

Present: Blaine Browne, Doug Tanner, James Nienow, Luis Bejarano, Mark Williams, Pat Miller, Kimberly Tanner, Gayle Taylor, Tom Hardy, Angela Henderson, May Ellen Dallman, Chuck Hudson, DeLane Flowers for Jean Temple

Agenda:

1. Introductions
2. Vote to approve minutes from last meeting. Check attendance list.
3. Collect any suggestions for the exit survey to send to Dr. Kragg. She will advise us on what she would like us to do next on the survey.
4. Set up Spring meeting date. How about Friday, January 25 at 2pm again?
5. Start discussion with Chuck Hudson on the registration time that was remanded to our committee from Dr. James.
6. What about the withdrawal problem we were talking about?
7. Anything else?
8. Motion to adjourn

Minutes approved

Motion by Mary Ellen, seconded by DeLane

Introductions

Completed.

Future meeting dates/times/place

Blaine suggested February 1<sup>st</sup>, Friday, at 2pm. Chuck Hudson agreed to return to further discuss registration and also the withdrawal policy. The Committee will also ask Walter Peacock and Greg Henderson to attend the Feb meeting.

Senior Exit Surveys: We discussed the exit surveys and came up with ideas to pass on to Dr Kragg to help in the survey development.

Registration: We began an extended discussion with the registrar, Chuck Hudson. He outlined why the current time of 9am is being used for registration and reasons why late starting times were problematic. We also discussed registration problems that students faced such as lifting flags, advising appointments, etc. We discussed ways to improve the flag lifting problems. We also discussed increasing communication with students about advising time and registration dates. Chuck mentioned that the registrar already sends out emails to the students about this. We discussed maybe having the departments also send out reminders to their majors.

Item to be sent to Faculty Senate:

The student services committee met on November 9<sup>th</sup> to discuss a change in beginning registration time due to faculty complaints about students skipping class to register at 9am. Chuck Hudson met with the committee and we thoroughly discussed this issue. After a lengthy discussion, the question was called. Both the committee and Registrar unanimously agreed to change the starting time for registration from 9am to 7am. This change will be effective for the summer and fall registration period as of 2008.

Blaine moved to adjourn, 3:05pm.

## **ATTACHMENT F:**

To: Dr. Christine James  
Executive Secretary Faculty Senate

From: Dr. Lynn C. Minor  
Chair Educational Policies Committee

Date: January 16, 2008

Re: Recommendation for New Policy on Awarding a Minor After a Degree

### **Action Item:**

Request to investigate awarding a minor after a degree has been awarded was remanded to the Educational Policies Committee on April 19, 2007. (Chuck Hudson)

### **Recommendation of Educational Policies Committee:**

On November 7, 2007, the Educational Policies Committee met and discussed the item remanded to the committee. Chuck Hudson presented the information below concerning the background of the current practices at VSU and the proposed change to be included in the *Valdosta State University Undergraduate Catalog*. A motion was made and approved to accept the proposed changes. The committee recommends the change to the *Valdosta State University Undergraduate Catalog* as it is stated below:

#### Background:

Minors are awarded at VSU in a variety of approved programs. Very little is written regarding the process of applying for or receiving a Minor by the undergraduate student. The following is taken from page 70 of the *2007- 2008 Valdosta State University Undergraduate Catalog*.

“Minors require 15 to 18 semester hours of course work, with at least 9 hours from courses numbered 3000 or above. Courses taken to satisfy Core Areas A through F may not be counted as coursework in the minor. Courses taken in Core Area F may be counted as coursework in the minor, if departmental policies allow. Minors are offered by various departments and interdisciplinary areas throughout the university. See descriptions of minors in the departmental sections of the Catalog. A grade of “C” or better must be earned in each course comprising the minor, and all prerequisites for specific upper division courses must be met.”

The question recently was asked, “Can I take additional coursework and earn a minor after completing my baccalaureate degree?” Past practice at VSU has been that a student must apply for a minor at the time of application for the bachelor’s degree. Let me repeat that this has been practice, yet I find nothing that prohibits awarding a minor to a student who has previously received his/her bachelor’s degree. Since we currently allow students to return to VSU to

complete a second bachelor's degree, it seems consistent to allow adding a minor afterwards as well. Furthermore, this practice is consistent with practices at several other USG institutions.

Dr. Louis Levy, Vice President of Academic Affairs has considered this issue and agrees with this proposal.

Proposed Change to the *Valdosta State University Undergraduate Catalog*:

Add the following as a new paragraph immediately following the paragraph above which currently appears on page 70:

“The completed minor will be recorded on the student’s transcript, but not on the diploma. For students completing a minor before graduation, the minor will appear on the transcript at the time of graduation. For students completing a minor after graduation, the minor will be listed on the transcript with a comment indicating when the minor was completed. A student must be enrolled at the time a minor is approved by the Board of Regents, or subsequent to that date, to receive credit for the minor. A student may have more than one minor.”

**Rationale:**

The proposed changes will allow students to add a minor after completing a bachelor's degree. This aligns with the current policy which allows students to complete a second bachelor's degree.

Respectfully submitted by Dr. Lynn C. Minor

## **ATTACHMENT G:**

To: Dr. Christine James  
Executive Secretary Faculty Senate

From: Dr. Lynn C. Minor  
Chair Educational Policies Committee

Date: January 16, 2008

Re: Report Concerning Data Collected on Withdrawals from Classes

### **Action Item:**

Request to investigate why data are collected on withdrawals from classes, how these data are being used, and to who these data are being reported was remanded to the Educational Policies Committee on November 1, 2007. (Pat Miller and Marta Kvande)

### **Recommendation of Educational Policies Committee:**

On December 3, 2007, the Educational Policies Committee met and discussed the item remanded to the committee. Chuck Hudson investigated this issue and presented the findings to the committee. The committee recommends sharing the findings included in the attached document (Educational Policies Committee Withdrawal Data Collected) with the Faculty Senate. The committee also recommends faculty discuss any concerns with how these data are being used in their own departments with their department heads and deans.

### **Rationale:**

These data have been collected in the past to be used as outlined in the attached document. Department heads and deans requested the data be made available through BANNER in order to receive the information in a timely manner. Data are not generated for individuals or groups without consideration regarding who has requested the data and for what reason. All data requested is scrutinized in this regard before retrieving and delivering to individuals.

### **Attachments:**

Educational Policies Committee Withdrawal Data Collected (next page)

## ATTACHMENT H:

### Types of Withdrawal Data Collected/Available

- Semester Grade Distribution Report- Provided by the Registrar's Office to the VPAA and deans following each semester. This report shows each grade issued by every instructor in each course as an individual entry. "W's" are recorded and are a part of that report. This information has been provided to the Vice President for Academic Affairs and to the Deans for a number of years.
- High Withdrawal Courses- Available in Banner self service to Department Heads and Deans. Defaults to show all classes within the respective department (or college) with a withdrawal rate greater than 20%. The 20% rate is the default but can be adjusted up or down by the user. Data returned is class identification (subject, course, and section), # enrolled, # withdrawn, and % (i.e withdrawn). Deans and Department Heads asked for this capability so that they could view data in more "real time" rather than waiting till after a semester was through and seeing the same data in the report described above. The Registrar worked with VSU's IT department to create a way for Department Heads and Deans to retrieve this data for themselves as they wished to review it.
- WARWITH- Banner process that can be run by several persons in the Registrar's Office and IT which retrieves all withdrawals as of a given date for a specified term. Information shown is at the individual student level showing Student id; student name; course withdrawn from; type of withdrawal; and date of withdrawal. This is a tool that we have but which is not being run on a routine basis for any individual or group.
- We have begun generating some lists for the Student Success Center and for Walter Peacock for correspondence offering advice to succeed to students who have withdrawn from classes.
- BANNER report showing students who have withdrawn from all classes. This is sent to a number of administrative offices (e.g. Housing, Bursary, Auxiliary Services) so they may keep track of who is still a student at VSU.
- Automatically generated e-mails: Whenever a student withdraws from a class, an e-mail is generated to the student confirming the withdrawal and describing some of the impacts of withdrawal. Instructors are also sent auto-generated e-mails informing them of students who have withdrawn so that they can better keep track of current enrollment in their classes.
- Enrollment Manager often reviews withdrawal data prior to beginning of a term to help in managing seats available for students during early registration.

Let me close by saying that we do not generate data for individuals or groups without consideration regarding who has requested the data and for what reason. All data requested is scrutinized in this regard before retrieving and delivering to individuals.



**ATTACHMENT I:** Date: Tue, 13 Nov 2007 16:30:30 -0500  
From: "Dr. Louis Levy" <llevy@valdosta.edu>  
Subject: 60 Hour Restriction on Transfer of Junior College Credit to VSU  
To: 'Chuck Hudson' <chudson@valdosta.edu>,  
"Dr. Sharon Gravett" <sgravett@valdosta.edu>,  
'Christine A James' <chjames@valdosta.edu>  
Cc: 'Walter Peacock' <wpeacock@valdosta.edu>  
Reply-to: llevy@valdosta.edu

Dr. James,  
Would you place the item below on the agenda for the next meeting of the VSU Faculty Senate's Executive Committee?  
Thank you.  
Louis Levy

\*\*\*\*\*  
Louis Levy, Ph.D. Phone: 229/333-5950 (office)  
Vice President for Academic Affairs 229/244-6116 (home)  
Valdosta State University FAX: 229/333-7400  
Valdosta, GA 31698 Office: West Hall Room 107  
USA E-mail: [llevy@valdosta.edu](mailto:llevy@valdosta.edu)  
\*\*\*\*\*

**From:** Chuck Hudson [mailto:chudson@valdosta.edu]  
**Sent:** Tuesday, November 13, 2007 3:41 PM  
**To:** llevy@valdosta.edu; 'Dr. Sharon Gravett'  
**Cc:** 'Walter Peacock'  
**Subject:** Restriction on Transfer of Junior College Credit

Dr. Levy,

Walter has highlighted a significant issue and one that we must begin dealing with. Simply put, it is, "How do we deal with VSU's policy published in the Undergraduate Catalog that states:

- "Applicants for advanced standing may not apply more than 90 semester hours of academic credits from other colleges toward a degree from Valdosta State University. Of those, only 60 semester hours may be junior college courses. (page 19 of the catalog)
- Of the total credits required for a bachelor degree, a minimum of 60 semester hours must be earned in residence in senior (four-year) institutions." (page 80 of the catalog)

Application of these related rules is becoming problematic as a number of formerly "two year institutions" begin awarding baccalaureate degrees. Examples of former two year schools include ABAC, Dalton State, Macon State, and Middle Georgia to name only a few.

There are several methods to deal with the issue. One method might be to continually revise our list of "junior colleges" and remove schools from the list as they are awarded senior college status. Implementation of this solution would create a great deal of confusion as the rule would constantly evolve. Additionally, various students would then have different rules based upon their dates of attendance at these schools. Training all of our faculty and advisors in these evolving standards would seem nearly impossible.

After discussing this issue, we finally asked the question, "Is this distinction in transfer credit necessary and do other USG institutions follow similar rules?" I contacted the Registrars at the University of Georgia, Georgia Southern University, University of West Georgia, Columbus State University, Georgia State University, and Kennesaw State University and asked if they have any similar restriction on junior college transfer credit. Registrars from UGA, West Georgia, Columbus State, and Georgia Southern state that they no longer have restrictions such as these. The Registrar at Columbus State was formerly

at Georgia Southwestern. In her response she states that Georgia Southwestern has also discontinued such a restriction. The consensus among responses was that similar rules have been abandoned because of the problems which we are encountering. Although responses have not yet been received from Kennesaw State University or Georgia State University, a review of their undergraduate catalogs fails to reveal a similar rule.

Is the Bachelor's degree degraded were we to abandon this rule? We have reviewed our current requirements for graduation and feel that sufficient safeguards and requirements are in place to maintain the integrity of our Bachelor's degree. Rules currently in place include:

- "Applicants for advanced standing may not apply more than 90 semester hours of academic credit from other colleges toward a degree from Valdosta State University." (pg 19 of the catalog)
- "The academic work must include a minimum of 39 hours of upper division courses (that is courses numbered 3000 or above), including at least 21 semester hours of upper division in the major field." (pg 73 of the catalog)
- "A grade of "C" or better is required in major area courses and in courses for the minor." (pg 73 of the catalog).
- "Of the 40 semester hours immediately preceding graduation, at least 30 must be taken in residence at Valdosta State University. Any student admitted to the University for the final year must be in residence for two semesters and must complete in this time at least 30 semester hours in residence, including 21 hours of senior college work in the major." (pg 73 of the catalog).
- Various other requirements also contribute to maintain the integrity or validity of the Bachelor's degree from VSU. These include foreign language requirements for selected degrees, Regents' Testing Program, Legislative Requirements requiring mastery of U.S. and Georgia history and constitutions, and a required minimum grade point average on work completed at Valdosta State University.

This list is not "all inclusive", but is representative of rules that are currently in place.

After conferring with Walter Peacock and discussing this issue, we suggest that you ask the Faculty Executive Committee to remand this issue to the Educational Policies Committee with a recommendation that VSU remove the 60 hour restriction on transfer credit received from a junior college that may be used toward the bachelor's degree.

Best Regards,  
Chuck Hudson

**ATTACHMENT J:** Date: Tue, 04 Dec 2007 09:40:12 -0500  
From: "Dr. Louis Levy" <llevy@valdosta.edu>  
Subject: FW: I hope I'm not bugging you too much!  
To: 'Christine A James' <chjames@valdosta.edu>  
Cc: Sheri Gravett <sgravett@valdosta.edu>, 'Bruce Caster' <bcaster@valdosta.edu>

Christine,

Let's consider this issue regarding Post-Tenure Review in the Faculty Senate Executive Committee.

Louis

\*\*\*\*\*  
Louis Levy, Ph.D. Phone: 229/333-5950 (office)  
Vice President for Academic Affairs 229/244-6116 (home)  
Valdosta State University FAX: 229/333-7400  
Valdosta, GA 31698 Office: West Hall Room 107  
USA E-mail: [llevy@valdosta.edu](mailto:llevy@valdosta.edu)  
\*\*\*\*\*

**From:** Sharon Gravett [mailto:sgravett@valdosta.edu]  
**Sent:** Monday, December 03, 2007 5:26 PM  
**To:** Louis Levy  
**Subject:** FW: I hope I'm not bugging you too much!

Louis,

Bruce points out some of the possible discrepancies in the post-tenure review policy. The wording he is examining is part of the original post-tenure review document and was not changed by the last Faculty Evaluation Taskforce. I do think the "between these extremes" statement helps cover what might be a variable pattern, but if you feel it needs further examination, we could send it to the Faculty Affairs subcommittee of the Faculty Senate.

Sheri

\*\*\*\*\*  
Dr. Sharon L. Gravett  
Assistant Vice President for Academic Affairs  
Valdosta State University  
Valdosta, GA 31698  
(229)333-5950

**From:** Bruce Caster [mailto:bcaster@valdosta.edu]  
**Sent:** Monday, December 03, 2007 5:08 PM  
**To:** 'Sharon Gravett'  
**Subject:** I hope I'm not bugging you too much!

Sherri,

As my original email indicated, I'm on a committee in LCOBA regarding (among other things) policies and procedures for post-tenure review. My specific task is to check our policies for

consistency with VSU policies, which I why I'm going through the VSU policies with a fine-toothed comb.

In that light, I thought I'd point out the following excerpt taken from the FEM document:

The post-tenure review process should not place an onerous burden on faculty to document their continuing competence, which is why the primary documentation submitted by faculty are the five most recent annual evaluations and a current curriculum vitae. Generally, faculty with **three or more satisfactory annual evaluations with at least two of these within the three years prior to the review** will be considered as candidates for reward and recognition by the department/unit's Promotion and Tenure Committee. Faculty who have **two or more unsatisfactory annual evaluations with at least one of these within the three years prior to the review** will be considered as candidates for remediation. Faculty whose annual evaluations are **between these extremes** will be provided with information concerning their areas of strength as well as those areas which they should consider for continued development. [page 9]

I see a logical problem here. This paragraph sets up two scenarios, supposedly representing two ends of a spectrum. Unfortunately, a candidate can satisfy BOTH of these sets of criteria simultaneously: If a candidate had, for example, satisfactory evaluations in years 1, 3, and 5 and unsatisfactory evaluations in years 2 and 4, then that candidate would have met BOTH of these criteria, would he/she not?

The results are awkward. I would think it most ironic that someone might be considered a candidate BOTH for reward and recognition AND ALSO for remediation, though that outcome is possible under this policy as it is currently stated. And how would the committee define someone who falls "between these two extremes," if both occurred together?

I think the basic logical problem is that the end-points of a continuum must be mutually exclusive, and these are not. I recommend that this policy be reconsidered because it is potentially troublesome to implement as it currently stands.

I hate being a bother, but I thought you'd rather hear about this from a friendly source than as part of an angry protest by someone who felt mistreated by this evaluation process.

Regards,

Dr. A. Bruce Caster  
Professor of Accounting and Finance  
Langdale College of Business Administration  
Valdosta State University

Date: Tue, 04 Dec 2007 11:33:31 -0500  
From: Bruce Caster <bcaster@valdosta.edu>  
Subject: RE: I hope I'm not bugging you too much!  
To: llevy@valdosta.edu, 'Christine A James' <chjames@valdosta.edu>  
Cc: 'Sheri Gravett' <sgravett@valdosta.edu>

The real point of what I was saying is this: The instructions to the Post-Tenure Review Committee provided in this paragraph are unclear. The implied “flowchart” for the committee to follow is as follows:

1. Logical test: Does the candidate have “three or more satisfactory annual evaluations with at least two of these within the three years prior...”?
  - a. If TRUE, then consider the candidate for reward and recognition. And then ...?
  - b. If FALSE, then ...?
2. Logical test: Does the candidate have “two or more unsatisfactory annual evaluations with at least two of these within the three years prior...”?
  - a. If TRUE, then consider for remediation. And then ...?
  - b. If FALSE, then ...?
3. If both of preceding tests give FALSE results, take the following action: Provide the candidate with information regarding “regarding their areas strength as well as those areas in which they should consider continued development.” [End of process.]

Here are some of the questions that arose within the most recent Post-Tenure Review committee on which I served:

- Are the tests in this paragraph supposed to be applied sequentially? If they are, then a candidate who met both criterion 1 AND criterion 2 would NOT be considered for remediation, because a TRUE answer to question 1 terminates the process.
- If the tests are NOT to be applied sequentially, then one possible outcome is that a candidate is recommended BOTH for reward and recognition AND ALSO for remediation. Is there any conceivable logic to this outcome?
- Whether or not these tests are applied sequentially, it appears that step three can ONLY occur if the answers to BOTH of the preceding questions are FALSE. Does that mean that the committee is precluded from “providing information concerning their areas of strength as well as those areas which they should consider for continued development” to anyone else, specifically, to a person who has had 2 unsatisfactory evaluations but whom the committee chooses not to recommend for remediation? (The clear implication of the text is that there IS a prohibition against doing so.)

I have no problems with the philosophy of this paragraph, but the practical implementation of a purely philosophical text is a nightmare. My point was that I would like to see this paragraph rephrased, keeping implementation issues in mind, so that it gives clear instructions to the Post-Tenure Review committee. (Or else it should say explicitly that this paragraph gives not instructions, and each committee is free to address the implementation of these concepts as it sees fit. And let the games begin...)

Bruce Caster

The post-tenure review process should not place an onerous burden on faculty to document their continuing competence, which is why the primary documentation submitted by faculty are the five most recent annual evaluations and a current curriculum vitae. Generally, faculty with **three or more satisfactory annual evaluations with at least two of these within the three years prior to the review** will be considered as candidates for reward and recognition by the department/unit’s Promotion and Tenure Committee.

Faculty who have two or more unsatisfactory annual evaluations with at least one of these within the three years prior to the review will be considered as candidates for remediation. Faculty whose annual evaluations are between these extremes will be provided with information concerning their areas of strength as well as those areas which they should consider for continued development. [page 9]

**ATTACHMENT K: Items from University Council meeting 1/29/08 and General Faculty Meeting from January 2008**

**An Overview of VSU's SACS Reaffirmation Process**

Presented by: Dr. Jane Kinney  
 Director of Accreditation and Compliance  
 January 2008

**What is SACS?**

- Southern Association of Colleges and Schools (SACS)
- Commission on Colleges (part of SACS) is the regional accrediting body for 11 states in the Southern states.
- Institutions undergo reaffirmation every 10 years.
  - Class of 2010: 91 institutions; 19 are like VSU—public universities offering one or more doctorates
- New: Pre-Reaffirmation Evaluation at the 5<sup>th</sup> year—for VSU, first time will be 2015

**Old vs. New**

**Before 2002, the Self-Study included:**

- Must and Should Statements
- Lots and lots of committees
- Documents Room
- Lengthy, sustained narrative response
- No off-site review
- On-site review focused on meeting people, reviewing documents, and touring the campus

**Old vs. New, continued**

Since 2002:

- Emphasis on assessment, linking educational objectives with learning outcomes and the mission statement for continuous improvement
- Administrative units also expected to have assessment programs and goals linked to mission
  - ❖ What are our goals?
  - ❖ How do we know if we are achieving those goals?
  - ❖ If we're not, how are we working to achieve them?

**Old vs. New, continued**

- Brief narrative responses to standards, but backed up with data
- No documents room—all data included electronically
- Self-Study is sent to off-site committee in electronic form (CD, flash drive, etc.)
- Off-Site Committee reviews compliance items before On-Site Committee arrives on campus
- QEP with implementation plan and budget.

**Reaffirmation of Accreditation Timelines**

**Certification Compliance**

- **November 2007** – Pre-Audit Conducted
- **January 2008** – University Assessment Committee Formed
- **May 2008** – Compile Credentials of Faculty and Administrators
- **June 2008 – June 2009**: Compose official responses to 80+ Compliance items
- **August 2009** – Documentation Due to SACS Off-Site Review Committee
- **TBA (Jan. to April 2010)** – On-site Review by SACS



## Timelines, continued

### Quality Enhancement Plan

- January 2008 – Phase I Task Force Formed
- June 2008 – Campus narrows ideas to 3 possible projects
- July/August 2008 – Phase II Task Force Formed
- December 2009 – Completed QEP Prospectus Submitted
- Spring 2010 – QEP Reviewed by on-site committee
- Summer 2010/Fall 2010 – Initiate QEP Project

## What Is the Faculty and Staff's Role?

- Include statements of learning outcomes and standards in all syllabi; starting summer 2008 submit e-copies of all syllabi to department head
- Complete credential and electronic CV forms when you receive them (May 2008)
- In each department or administrative unit, evaluate your assessment program to make sure it is viable, up-to-date, and producing useful data that is being used to determine any changes in curriculum or services (i.e., "closing the loop")
- In each department/administrative unit, make sure you have a system for evaluating all faculty (including adjunct) and employees

## Other Ways to Get Involved

### The Quality Enhancement Plan (QEP)

- A NEW project linked to the mission of the institution and demonstrating that learning is at the heart of this institution
- Focus is on enhancing student learning and should be tailored to the needs and strengths of VSU
- Topic developed through a three-phase process
- Entire campus will have an opportunity to suggest possible topics and engage in discussion of the topics before a final QEP topic is chosen.
- Expected to be an ongoing effort (reviewed by SACS in 2015).

## Other Ways to Get Involved

### University Assessment Committee (UAC)

- Given the ongoing emphasis on accountability and continuous improvement by SACS and other external accrediting agencies, all divisions of VSU (academic and non-academic) will need to continuously develop, refine, and use their assessment plans.
- The UAC will facilitate this process by regularly reviewing and evaluating unit assessment plans as well as encouraging other assessment-related activities.

## Whom to Contact

### SACS Leadership Team –

- President Zaccari, Chair
- Dr. Louis Levy, VPAA
- SACS Liaison – Dr. Kristina M. Cragg, Strategic Research and Analysis
- Compliance Certification Coordinator- Dr. Jane Kinney, Director of Accreditation and Compliance

### Quality Enhancement Plan (QEP)

- Phase I Task Force - Mr. Mike Savoie, Chair
- Phase II Task Force – TBA
- Phase III Task Force – TBA

### University Assessment Committee (UAC) - Dr. Julie Lee, Chair

## Thank You Questions & Comments

Want More Information?  
Visit the SACS Websites:  
[www.valdosta.edu/sacs](http://www.valdosta.edu/sacs)  
[www.valdosta.edu/sacs/qep](http://www.valdosta.edu/sacs/qep)

Dr. Kristina M. Cragg ([kmcragg@valdosta.edu](mailto:kmcragg@valdosta.edu))  
Dr. Jane Kinney ([jkinney@valdosta.edu](mailto:jkinney@valdosta.edu))  
Dr. Julie Lee ([julielee@valdosta.edu](mailto:julielee@valdosta.edu))  
Mr. Mike Savoie ([qep@valdosta.edu](mailto:qep@valdosta.edu))





## Valdosta State University Quality Enhancement Plan Topic Suggestion Form

As part of the reaffirmation of accreditation process, the Southern Association of Colleges and Schools (SACS) Commission on Colleges requires its members to identify, justify, develop and implement a Quality Enhancement Plan (QEP). The QEP is a “carefully designed and focused course of action that addresses a well-defined issue or issues directly related to *improving student learning*” within the context of the University’s mission<sup>1</sup>, resources, and capabilities. The QEP may be small or large in scope, and may address the learning outcomes of a few students or all students. For more information about the QEP, visit [www.valdosta.edu/sacs/qep](http://www.valdosta.edu/sacs/qep), which includes a list of QEP titles from other colleges and universities, or visit <http://www.sacscoc.org/pdf/list%20of%20QEPs.pdf>

**Please submit your topic suggestion by Friday, February 29, 2008.** You may submit a hard copy of the form to Mike Savoie, QEP Phase I Task Force Chair, c/o Strategic Research & Analysis (Nevins Hall), OR an electronic copy to [QEP@valdosta.edu](mailto:QEP@valdosta.edu), or complete the electronic submission form online at: <http://surveys.valdosta.edu/surveys/qep>

**Topic Title:**

**Brief description of the Topic:**

Please provide as much detail about your topic suggestion as possible, including identifying and discussing the issue and a possible plan to address the issue. You may attach additional pages if necessary.

The Task Force may want to contact you and discuss your Topic suggestion in more detail. Providing this information however is optional.

**Name:**

**E-mail address:**

**Department:**

<sup>1</sup> VSU’s Strategic Plan is available at:

<http://www.valdosta.edu/planning/documents/StrategicPlan5YearGoalsandObjectivesJuly06.pdf>



**Fall 2007:  
Update On Enrollments and  
Retention Rates**

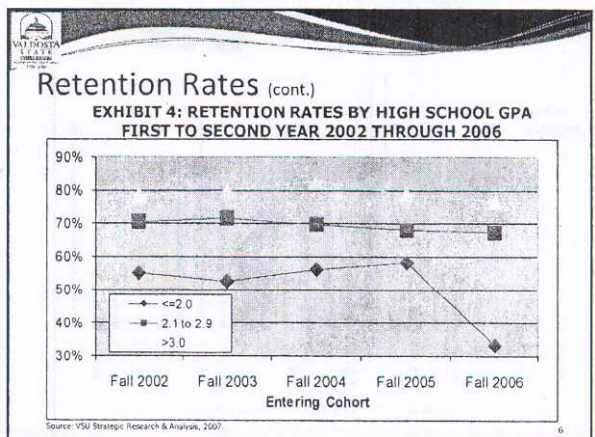
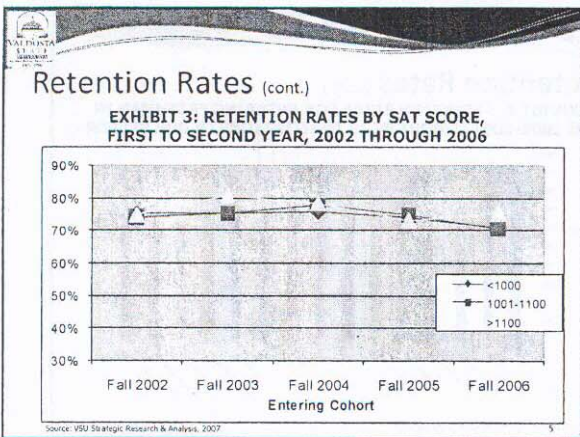
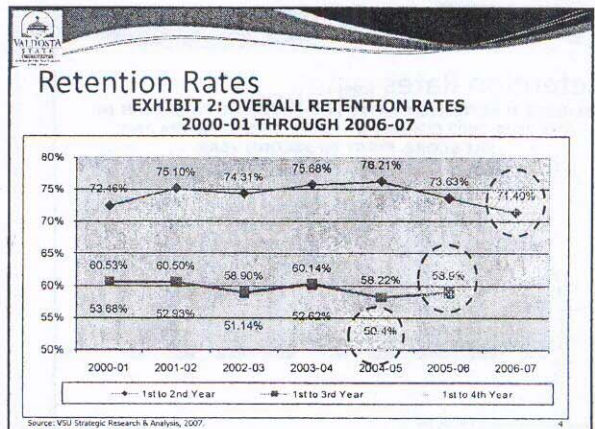
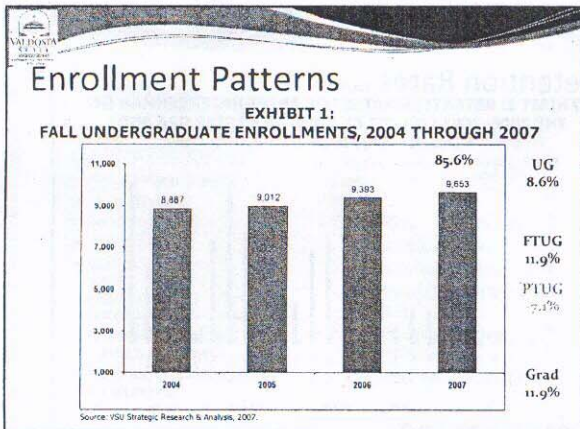
University Council Meeting – January 29, 2008

Presented by: Kristina M. Cragg, Ph.D.,  
Assistant to the President for Strategic Research & Analysis

Produced by: VSU Strategic Research & Analysis

**Overview**

- Enrollment Patterns
- Retention Data
  - Detailed VSU Data
  - System Comparisons
- Next Steps
  - Phase I – Right Now
  - Phase II – Spring 2008

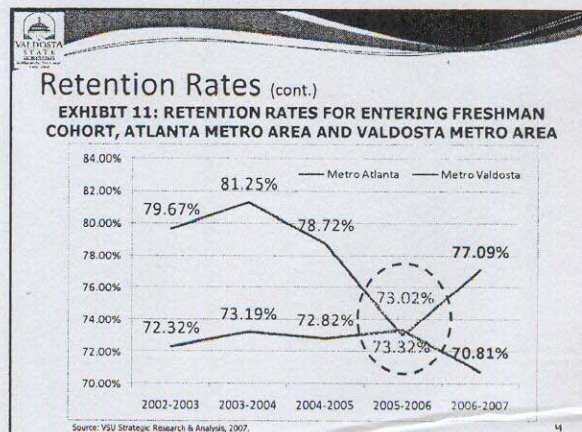




**Retention Rates (cont.)**  
**EXHIBIT 10: NUMBER OF USG INSTITUTIONS EXPERIENCING A DECLINE IN RETENTION RATES, FALL 2005 TO FALL 2006 COHORTS, BY INSTITUTION CATEGORY**

|                         | Institution | System    |
|-------------------------|-------------|-----------|
| Research (3)            | 2           | 2         |
| Regional (2)            | 1           | 0         |
| State Universities (13) | 6           | 7         |
| State Colleges (6)      | 4           | 3         |
| Two-Year (9)            | 5           | 3         |
| <b>TOTAL</b>            | <b>18</b>   | <b>15</b> |

Source: VSU Strategic Research & Analysis, 2007.




- Next Steps**
- PHASE I – RIGHT NOW**
- 2,069 FTFT for Fall 2007
  - Summary Fact Sheets
  - Student Success Enhancement Team – Dr. Levy, Chair
    - Statistical analysis to identify students who likely need to develop a Student Success Plan (542 Students)
  - Professional Advisors contacting students
  - Continue focus interventions for students
- PHASE II – SPRING 2008**
- Need to further investigate patterns and means for intervention
  - Detailed Analysis includes:
    - Situational Analysis
    - Focus Groups & Interviews
    - Survey of Current VSU Students
    - Collect Comparative Information
    - Develop Recommendations

**Thank You**

**Questions & Comments**

Want More Information?  
 Visit SRA's Website:  
[www.Valdosta.edu/sra](http://www.Valdosta.edu/sra)

Dr. Kristina M. Cragg (kmcragg@valdosta.edu)  
 Assistant to the President for Strategic Research & Analysis




# Salary Study and Salary Model Review

University Council Meeting – January 29, 2008


Presented by: Kristina M. Cragg, Ph.D.,  
Assistant to the President for Strategic Research & Analysis  
in collaboration with  
Dr. Louis Levy, Vice President for Academic Affairs

Produced by: VSU Strategic Research & Analysis




## Overview

- Background & Accomplishments to Date
- Faculty Salary Study - Components Under Review/Revision
- Faculty Salary Study - Next Steps




## Background & Accomplishments

|  |  |
|--|--|
| <p><b>Background</b></p> <ul style="list-style-type: none"> <li>• 2004 – Faculty Salary Study and Staff Salary Study Commissioned</li> <li>• Studies conducted separately – accounts for unique differences between the groups             <ul style="list-style-type: none"> <li>• Two prong approach (103 comparison institutions &amp; internal equity)</li> </ul> </li> <li>• Goal: compare salaries and increase VSU's salaries toward the market.</li> </ul> | <p><b>Accomplishments</b></p> <ul style="list-style-type: none"> <li>• \$1.525 million in new money, impacting 474 faculty and staff over a two-year period.</li> <li>• January 1, 2008             <ul style="list-style-type: none"> <li>• 125 faculty - \$541K</li> <li>• 157 staff - \$556K (paygrades 17-47)</li> </ul> </li> </ul> |
|--|--|




## Faculty Salary Study - Components Under Review/Revision

- Conducted with high standards
- Conducted with detailed evaluation and analysis using available market data
- Continue to look to refine the model and make adjustments where necessary
- VSU as a model – we have received calls from other institutions asking “how did you do it?”
- Update the salary comparison analysis with new market data (beginning February 2008). [Note: Most institutions update salary data every 7-10 years.]



## Answers to Your Questions...

- How will I be informed if I will receive an increase?
  - Notification by the Office of VPAA or Human Resources (for faculty)
  - January 2008 increases (information sent in November 2007)
- My position did not receive an increase this year; will I get an increase next year?
  - President Zaccari is committed to continuing to increase employee salaries.
  - This is an initiative in the Strategic Planning Data Base for FY09.
- Will VSU continue to increase salaries beyond FY09?
  - We need to be ready with the data when money becomes available.



## Next Steps

**Faculty Salary Study**

- Collect new faculty salary data (by rank and by discipline)
- Obtain an updated faculty roster (including current rank)
- Compare market faculty salaries data to VSU faculty salaries
- Develop a Salary Schedule by Discipline and Rank (for department chairs to use when hiring)

---

*THANK YOU – QUESTIONS??*

Want More Information? Visit SRA's Website:  
**[www.Valdosta.edu/sra](http://www.Valdosta.edu/sra)**  
Under “New Additions to the SRA Website”  
Faculty and Staff Salary Summary Analysis  
Dr. Kristina M. Cragg (kmcragg@valdosta.edu)



## WHAT'S NEW : "Doing What's Right" Hotline

One of the most critical challenges our University faces is preventing losses caused by unethical, illegal or unsafe acts. Each of us shares the responsibility for meeting this challenge.

The most effective way to maintain an ethical, honest University is captured in the phrase "doing what's right." This phrase brings out the best in you, your co-workers and your school, and that is why we are pleased to introduce the Georgia system- wide, "Doing What's Right" program.

Through this program we will focus on making honesty and ethics an everyday part of the job by providing you as many options and resources you need to report inappropriate acts.

While speaking to your supervisor, other administrative employees, or Human Resources and Employee Development is always an effective way to report dishonest and unethical behavior, we realize it is not always possible. Therefore, arrangements have been made with an independent company called The Network to provide a toll free number for individuals who want to speak up but prefer to remain anonymous. This service is available 24 hours a day, 7 days a week and allows you to voice your concerns.

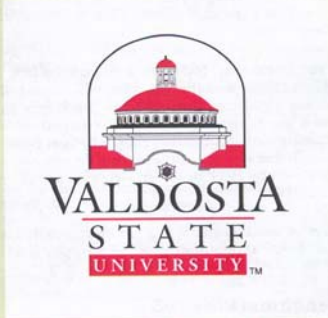
Doing what's right is the most basic and most important way to ensure that the university upholds its high standards. We all work together to make this happen.

Sincerely,

Human Resources and Employee Development




Date: 1/29/08



**VALDOSTA  
STATE  
UNIVERSITY**™

Human Resources & Employee Development  
**EMPLOYEE SUCCESS CENTER**  
presents

**Current & Future  
Classification  
&  
Compensation  
Projects**





## 2008

### Second Phase of MGT completed.

With the new budget year funding has been allotted to move forward with the next phase of the MGT Classified Employees Salary Model

As you remember, MGT has a proposed a new pay plan for Valdosta State and this pay plan will consist of pay grades that are numbered from 11 to 47. Each new pay grade will have a pay range with new, more competitive minimum and maximum salary amounts than what we currently have in place. These new pay ranges were determined by the research conducted by MGT based on Georgia Department of Labor information.

Effective as of January 1, 2008 all employees with salary levels below the minimum of the new pay grades from 17- 47 will be increased to the new level.

### Benchmarking '08

Beginning February, 2008 the Classification and Compensation Analyst will be benchmarking all Staff positions and their salaries based on the MGT methodology of recruitment markets. Tentatively we hope to complete this project by October, 2008. Positions that are recruited locally will be benchmarked with the Georgia Department of Labor data, which is based on Lowndes and its contiguous counties. Positions that are recruited regionally and nationally will be benchmarked based on College and University Professional Association (CUPA) data as well as our Board of Regents peer institutions.

The Human Resources office will be conducting this study in conjunction with Dr. Cragg and the Strategic Research office as they benchmark faculty data based on the same recruitment markets.

## 2009

### Consumer Price Index (CPI) adjustment

A strategic initiative has been entered for the next budget year. This initiative adjusts pay grades based on the CPI index.

Effective as of July 1, 2008 all pay grades will be moved one percent to accommodate 1/2 the CPI amount of 2%.

### Midpoint adjustments based on Yrs. of Service

A strategic initiative has been entered for the next budget year. One of the MGT recommendations states that an employee should be at the midpoint of the salary range after a set amount of time has transpired.

Effective as of July 1, 2008 employees in pay grades 11-16, who have 3 or more years of service within a position, will be moved to the midpoint of that respective salary range.

## 2010

### Consumer Price Index (CPI) adjustment

A strategic initiative will be entered for the following budget year to move the minimum salaries of each pay grade by 1/2 of that year's CPI.

### Final Minimum Wage Increase (July, 2009)

Based on the Federal Minimum Wage Increase to \$7.25 an hour we will be eliminating pay grade 11, which is currently below \$7.25 an hour. All those individuals within pay grade 11 will be moved to pay grade 12 which is currently at \$7.53 an hour.

**ATTACHMENT L:** Date: Mon, 14 Jan 2008 12:09:32 -0500 (EST)  
From: Jonathan H Stroble <jhstrobl@valdosta.edu>  
Subject: Re: Parking item remanded to SGA and FS  
To: Christine James <chjames@valdosta.edu>  
Original-recipient: rfc822;chjames@valdosta.edu

I have spoken with some students and the rest of my executive board and I think it would be best to have the university police ticket the individuals who park in those spaces rather than towing them. Understanding it is after hours and parking and transportation personnel are not working, the university police could manage those spaces. I hope this works for you and may give you some direction on this issue.

My main reasons in suggesting this is because so many students utilize the library at night and that is the only place to park in the area. And on the weekends so many students come to the front lawn to relax, study and play sports. I would not want to interfere with the students luxury to do such. Thanks and so sorry for being late on getting back with you.

From: Christine James [<mailto:chjames@valdosta.edu>]  
Sent: Monday, January 14, 2008 12:43 PM  
To: Louis Levy; Jane Whitehead; Stephen Lahr; Michael Noll; Michael Meacham; Jay Rickman; President Zaccari; Lisa Copeland; Melinda Cutchens; Thressea Boyd; Christine James  
Cc: Thressea Boyd  
Subject: Fwd: Parking item remanded to SGA and FS

Hello members of the Executive Committee,  
You may remember that back on November 1, we discussed an issue from Pat Miller and Marta Kvande regarding students parking in the Nevins Hall lot spaces that are designated for faculty and staff. At that meeting, we noted the possible security issues and the lack of patrols and ticketing in that lot at night and on weekends. I left the meeting with a directive from the President to contact Johnathon Stroble, the SGA President, to ask him if the SGA would consider some other measure such as closing the lot in the evenings. I began contacting him the next day. He replied to the issue today, and he recommends that we start to ticket those spaces on the nights and weekends, even if more coordination between Parking and Transportation and the University Police will be needed to do so. Can the President's Office help in discussing this with Jill Rountree and the University Police, so we can announce the plan at our next Faculty Senate meeting?  
Thank you,  
Christine

Date: Mon, 14 Jan 2008 14:20:08 -0500  
From: "Thressea H. Boyd" <thboyd@valdosta.edu>  
Subject: RE: Parking item remanded to SGA and FS  
To: 'Christine James' <chjames@valdosta.edu>  
Cc: 'Robert Kellner' <rkellner@valdosta.edu>,  
"James L. Black" <jblack@valdosta.edu>, Louis Levy <llevy@valdosta.edu>,  
"Ronald M. Zaccari" <rzaccari@valdosta.edu>,  
'Melinda Cutchens' <cutchens@valdosta.edu>  
X-Mailer: Microsoft Office Outlook 12.0  
Thread-index: AchW1PmORn+43uYYQWi4o8H2FAo1AgADUELg  
X-IronPort-Anti-Spam-Filtered: true  
X-IronPort-Anti-Spam-Result: Ao8CAOpEi0eoEpH8/2dsb2JhbACRWJdM  
X-IronPort-AV: E=Sophos;i="4.24,283,1196658000"; d="scan'208";a="153135457"

Christine,

I talked to Rob Kellner and explained the situation, he is going to contact University Police and ask them to please increase patrol on the weekends/nights and issue tickets to vehicles parked in the 24/7 faculty and staff reserved spaces.

Sincerely,

Thressea H. Boyd  
Assistant to the President for Communications  
Valdosta State University  
Valdosta, GA 31698  
229-333-5952  
229-333-7400 (Fax)  
thboyd@valdosta.edu



**ATTACHMENT M:**

Date: Thu, 07 Feb 2008 11:30:38 -0500  
From: Joe Newton <jnewton@valdosta.edu>  
Subject: RE: Re: Updated Executive Committee Meeting Agenda for February 7, 2008  
To: 'Christine A James' <chjames@valdosta.edu>

Christine,

The delay is my fault. We still need to describe the duties and expectations for the faculty web author representative on the Web Editorial Board. Once we have that, we plan to send out the invitation for nomination to all faculty.

I volunteered to shepherd the process and had bogged down in details before the end of the Fall semester. We researched and created a list of faculty who have managed VSU institutional web sites either currently or in the past. By the time we had assembled that, the Christmas holidays were upon us. Last month, I conferred with both the Web Editorial Board chair, Sherrida Crawford, and with the Faculty Senate Technology Chair, Bob Williams, and we decided that it would be better to simply send out the invitation for nominations to all faculty rather than just those whom I had identified as "existing or prior web authors of institutional web sites." As we began to craft the language of the invitation for nominations, we realized that we didn't have a description of the duties and expectations for the nominee. I believe that we can draft that in short order and send out the call for nominations very soon.

Joe Newton  
Director of Information Technology  
Information Technology Division  
Valdosta State University  
Valdosta, GA USA 31698-0195  
jnewton@valdosta.edu  
dept 229-333-5974  
fax 229-245-4349

Date: Thu, 07 Feb 2008 13:49:56 -0500  
From: Joe Newton <jnewton@valdosta.edu>  
Subject: RE: RE: Re: Updated Executive Committee Meeting Agenda for February 7, 2008

To: 'Christine A James' <chjames@valdosta.edu>

Christine,

I have spoken to Jeremy and Kathy and we now have a plan to remove these icons from everyone's desktop and still provide access to these resources for those who need them. Please expect a message to all faculty and staff by Friday and removal of the icons on Tuesday of next week. Unfortunately, we do not have a way to make this optional, as Dr. Noll suggests, but it is time to take these down. We are also seeking ways to better manage the desktops while allowing faculty the flexibilities that they should have. We do apologize for the annoyance.

Joe

Date: Mon, 11 Feb 2008 14:18:04 -0500 (EST)  
From: Robert J Williams <robwill@valdosta.edu>  
Subject: [Faculty] Nominations Sought for Faculty Web Authors Representative on VSU Web Editorial Board

The Technology Committee of the Faculty Senate is seeking nominations of a current or former faculty web author for the seat of a Faculty Web Authors Representative on the Web Editorial Board. This faculty member will represent faculty views and concerns in the area of the institutional website content and design and participate in meetings of the Web Editorial Board, which meets at least once per semester. The Web Editorial Board (WEB) is the official university committee that assumes responsibility for the university website (indicated by "www.valdosta.edu" as part of the Uniform Resource Locator (URL)), which is defined as the web pages of VSU colleges, divisions, departments, programs, administrative offices or other units. The board reviews a variety of website issues including compliance and exemptions, editorial content, navigation and the overall appearance of the site. The WEB is responsible for developing the policies for web page construction using new formarts and standards. Its members monitor the site's consistency and ensures editorial content is free of errors while also adhering to the University's mission.

For more information of the Web Editorial Board, please consult the website at:

<http://www.valdosta.edu/web>

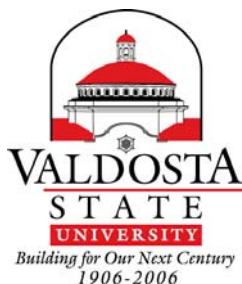
Concomitant with this search is also a search for both a student and a Technology Committee representative for the WEB, which is expanding its membership with these seats.

Please submit nominations in reply to this message. The Technology Committee will consider submissions, confirm nominees, and submit their selection by the end of the Spring Semester.

Dr. Robert J. Williams, Chair  
VSU Technology Committee

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Faculty mailing list  
Faculty@lighthouse.valdosta.edu  
<http://lighthouse.valdosta.edu/mailman/listinfo/faculty>



## FACULTY SENATE Est. 1991

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**Chairperson**  
Ronald M. Zaccari

**Vice Chairperson**  
Louis Levy

**Executive Secretary**  
Christine James

**Parliamentarian**  
Richard Haptonstall

### MEMORANDUM

**To: Dr. Ronald M. Zaccari, President**

**From: Dr. Christine James, Executive Secretary**

**Date: Friday, June 6, 2008 (*This is a Half-Time Report on the first half of the year.*)**

**Subject: 2008 Annual Report of the Faculty Senate**

Each Faculty Senate meeting of the academic year 2007-2008 began with opening remarks by President Zaccari or Vice President Levy, keeping the Senators updated on campus issues and projects. After his remarks, the meeting was turned over to the Executive Secretary. During each meeting, the statutory committees updated the Senate on their activities since the previous meeting.

In addition, there were several major issues considered. The following presents a summary of these activities during each meeting of the academic year.

#### **SEPTEMBER:**

At the September 2007 meeting of the Faculty Senate, we discussed our Southern Association of Colleges and Schools reaccreditation plans. Dr. Zaccari discussed the upcoming visit with SACS representative, Dr. Dorothy Doolittle, scheduled for the week of September 24-28, 2007. Dr. Doolittle will meet with President Zaccari, Vice Presidents, Deans, and Directors. Dr. Zaccari informed the Faculty Senate that SACS accreditation will be in 3 years, and encourages everyone to be involved. Dr. Zaccari introduced Dr. Kristina Cragg as Assistant to the President for Strategic Research and Analysis. Dr. Jane Kinney will serve as the University's Compliance Officer. Dr. Jay Rickman worked with the Committee on Committees and with Joe Newton, Director of Information Technology, to address online voting procedures for future elections to the Grievance Committee. Dean of the College of Education, Phil Gunter, asked for clarification regarding the awarding of graduate degrees to persons currently teaching in the same college in which they seek their degrees; the policy was

clarified to disallow such degrees with exceptions to be decided by Vice President Louis Levy.

#### **OCTOBER:**

President Zaccari discussed a number of building plans for the campus, in the VSU Master Plan. Construction of two parking decks planned to begin December 15, 2007 or soon after. Parking contingency plans were being addressed and would be announced at future meetings. A new student health center would also be begun at the end of 2007. Also President Zaccari met with WTW architects from Pittsburgh, and they finalized the preplan and design for the new Student Union. President Zaccari also briefed the Senate on a new process, called the Capital Implementation Plan (CIP), a new process for vetting building projects in the state through State Senate Legislature subcommittee hearings. Three upcoming multimillion dollar construction projects included: Renovation of the Second half of Nevins Hall, construction of the Health Sciences and Business Center, and renovation of Ashley Hall. The timeline for these projects potentially stretches to 2014. President Zaccari announced that VSU received \$1.7 million this year from MRR funds, for the upkeep of our current building space, with special attention to the historical nature of many of our campus buildings. Enrollment at VSU increased this year: In Fall 2006 there were 10,888 students. In the Fall 2007 semester, 11,303 students were registered; a net gain of 415 students. Dr. Zaccari also discussed the salary adjustments in the second year of the salary study: After conducting the salary study last year, all faculty members that were below 85% were raised to 85%. Beginning January 1, 2008 faculty salaries will be increased to 94.5% of the Faculty salary model. Last year, due to the high number of staff members, we were not able to increase all staff salaries to 85%. Starting January 1, 2008, all staff will be increased to 85%. This is the first time Valdosta State University has given a midyear salary increase for equity. Dr. Jay Rickman announced plans for online voting. Dr. Michael Noll discussed issues raised via the Institutional Planning Committee, including building maintenance schedules and the template for the university websites. Dean Brian Adler recommended a change in wording of the policy on graduate degrees, to include a review by the Dean of the Graduate School prior to any exceptions being approved by the Vice President for Academic Affairs. Dr. James reminded committees that they should feel free to raise issues on their own, without a charge from the Executive Committee, but that they should always send any issues to the Executive Committee first so that they can be remanded to other committees as needed. During the 2006-2007 academic year, faculty members were interested in donating sick leave hours to a sick leave bank, in accordance with new University System of Georgia Human Resources policy. The sick leave bank is now in effect on our campus, and the minimum donation is 8 hours. The Human Resources Office at VSU handles membership in the sick leave bank, and anyone can join during open enrollment.

#### **NOVEMBER:**

Vice President Louis Levy opened the meeting, conveying best wishes for the rest of the semester and the holidays from President Zaccari. Dr. Levy discussed the revisions and additions made by the Academic Committee at the September 10, 2007 meeting, and the minutes were approved. Dr. Levy reminded the Faculty Senate that

each department should put their program reviews for their degrees on their website. The Nomination Committee for the next Executive Secretary of the Faculty Senate was convened. Jay Rickman coordinated the Nominating Committee and encouraged Senators to contact him if they are interested in running for the Executive Secretary position. The electronic voting procedure was successful in electing two new Grievance Committee members, Dr. Donna Cunningham (College of Business Administration) and Dr. Ari Santas (College of Arts and Sciences). The prior meeting raised issues with the campus website template and with the custodial hours on campus, during this meeting those issues were remanded: Website issues were remanded to the Technology Committee, recommending new membership on the Web Editorial Board, and the Custodial issues were remanded to VP Jim Black. Dr. Noll discussed the need to revise the Institutional Planning Committee bylaws. Dr. Charles Backes and Dr. James LaPlant have agreed to review the bylaws and present their recommendations to the Institutional Planning Committee sometime in the late Spring 2008. Stephen Lahr, current chair of the Faculty Grievance Committee, has been asked to serve on the Alternative Dispute Resolution Committee, and has accepted. Future chairs of the Faculty Grievance Committee will also serve on ADR. Dr. Pat Miller, via Senator Marta Kvande, raised two issues: Parking enforcement in the Nevins Hall lot during evenings and weekends, and Exploration of withdrawal policies, how collected data is being reported and used, and whether or not the Banner web system should be used as a means for online collection of reasons why students web dropped a class. The Educational Policies Committee completed work on plagiarism policies; originally brought to the Senate and remanded to committee in 2005. The documentation on the policy has been reviewed by the University Attorney. Dean Calendrillo reminded the Faculty Senate about the Turnitin software program (software that helps detect plagiarized work). The software will be piloted in the Spring for use in the Fall. VP Jim Black provided information on parking contingency plans for the Spring and gave a presentation on the new Hotline system in the University System of Georgia. The results of the President's Advising Task Force study were announced and reproduced in the Senate agenda. Blaine Brown, Chair of Student Services Committee, discussed changing the time of registration for students to avoid conflicts with classes. He discussed the possibility of beginning registration at 7:00 am, to be voted on at the February Senate meeting. Assistant Vice President Sheri Gravett provided a memo regarding students suspended and credit from other institutions. Maggie Viverette of the Equal Opportunity and Multicultural Affairs Office is collecting data in a Diversity Audit and Diversity Survey, which will be used to help with VSU's Diversity Goal in the Strategic Plan of the University. Heather Brasell and the Student Activities Committee announced the Who's Who Among Students in America's Universities and Colleges nomination process. Dr. Christine James thanked everyone who attended the Faculty Senate Orientation session on October 29, 2007. Denise Bogart brought brochures on the Employee Self Service program. There was a discussion regarding the relation and function of Faculty Senate with University Council, which was brought up in the October Faculty Senate meeting.

## **FEBRUARY:**