FACULTY SENATE
Est. 1991

Chairperson	Vice Chairperson	Executive Secretary	Parliamentarian
Louis Levy	Philip Gunter	Tracy Woodard-Meyers	Ed Walker

Agenda
April 19, 2012

The Faculty Senate will meet on Thursday, April 19, 2012 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 Senate's Executive Committee, any actions sent to the Executive Secretary for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as Word.doc attachments.

1. Call to Order by Dr. Louis Levy llevy@valdosta.edu
    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 underline minutes of the March 22, 2012 meeting of the Faculty Senate**.
    http://www.valdosta.edu/facsen/meeting/minutes/documents/FacultySenateMinutes_2011-05.pdf

3. New business

a. Report from the Academic Committee – Philip Gunter pgunter@valdosta.edu
    See **Attachment A** for Minutes from the April 9, 2012 Academic Committee meeting

b. Report from the Committee on Committees – Ed Walker eddwalker@valdosta.edu

c. Report from the Institutional Planning Committee –Said Fares sfares@valdosta.edu

d. Report from the Faculty Affairs Committee – Vesta Whisler vrwhisler@valdosta.edu

e. Report from the Faculty Grievance Committee – Theresa Thompson tthompson@valdosta.edu

f. Report from the Environmental Issues Committee – Jason Allard jmallard@valdosta.edu
    See **Attachment B** for request to amend tree policy

g. Report from the Educational Policies Committee—Eric Nelson enielsen@valdosta.edu
    See **Attachment C**

1

Report from the Senate Executive Secretary –Tracy Woodard-Meyers tmeyers@valdosta.edu

1. See **Attachment D** for proposal to change the membership of the Faculty Senate, the Faculty Senate Executive Committee and to add a President Elect and Secretary as Faculty Senate officers.

7. Old Business

8. Discussion

9. Adjournment

ATTACHMENT A

VALDOSTA STATE UNIVERSITY
ACADEMIC COMMITTEE MINUTES
April 9, 2012

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, April 9, 2012. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Dr. Michelle Dykes (Proxy for Dr. Deborah Weaver), Ms. Laura Wright, Ms. Catherine Schaeffer, Dr. Linda Jurczak, Dr. Kathe Lowney (Proxy for Dr. Frank Flaherty), Dr. Kathe Lowney, Dr. Ray Elson, Dr. Ray Elson (Proxy for Dr. Donna Cunningham), Dr. Nicole Gibson, Dr. Ann Marie Smith, Dr. Michelle Dykes, and Ms. Laura Wright (Proxy Dr. Colette Drouillard). Members Absent: Dr. Deborah Weaver, Dr. Amy Aronson-Friedman, Dr. Nathan Moates, Ms. Jessica Goldsmith, Dr. Frank Flaherty, Dr. Donna Cunningham, Dr. Melissa Benton, Dr. Carol Rossiter, and Dr. Colette Drouillard.

Visitors Present: Dr. Barbara Stanley, Dr. Nanci Scheetz, Dr. Marvin Smith, Dr. Darrell Ross, Dr. Ellen Wylie, Dr. Don Leech, Dr. Lars Leader, Dr. Reynaldo Martinez, Dr. Mark Smith, Dr. Alfred Fuciarelli, Dr. Tracy Meyers, Dr. Jane Kinney, and Mr. Lee Bradley. The Minutes of the March 5, 2012 meeting were approved by email on March 9. (pages 1-5).

A. Women and Gender Studies
1. Revised requirements for the minor in Women's and Gender Studies were approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 6-7).

2. New course, Women's and Gender Studies (WGST) 4100, "Queer Theory, (QUEER THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to - An introduction to queer theory, looking at the cultural context from which it emerges, its central tenets, debates within an field, and the activist strategies that have been connected with it.. (pages 8-17).

3. Revised prerequisites and course description, Women's and Gender Studies (WGST) 4400, "Women's and Gender Studies Seminar, (WGST SEMINAR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description change to – Prerequisites: WGST 3000, 3100, and at least two WGST 3000/4000-level course electives. A capstone project culminating in a senior research paper that critically analyzes women and/or gender issues from a feminist theoretical perspective. (pages 18-20).

B. College of Arts and Sciences
1. Revised senior curriculum for the BS in Computer Science was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 21-22).

2. New course, Computer Science (CS) 2800, "Computer Ethics", (COMPUTER ETHICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 23-28).

3. Revised course title, Computer Science (CS) 4500, "Formal Languages and Automata Theory", (FORMAL LANG & AUTOMATA THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 29-31).

4. Revised course description, Computer Science (CS) 4900, "Senior Seminar", (SENIOR SEMINAR – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 32-34).

5. Revised Selected Educational Outcomes for the BA in Sociology and Anthropology was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 35-36)

6. Revised senior college curriculum for the BA in Sociology and Anthropology was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 37-39).

7. New course, Anthropology (ANTH) 3140, "World Prehistory", (WORLD PREHISTORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 40-45).

8. New course, Anthropology (ANTH) 3170, "Language and Culture", (LANGUAGE AND CULTURE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 46-53).

9. Revised prerequisites, Sociology (SOCI) 3000, "Sociological Analysis and Statistical Applications", (SOCI ANALYSIS/STATISTICAL APP – 4 credit hours, 3 lecture hours, 2 lab hours, and 5 contact hours), was approved effective Fall Semester 2012. (pages 54-56).

10. Revised prerequisites, Sociology (SOCI) 3500, "Sociological Theory", (SOCIOLOGICALTHEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 57-59).

11. Revised major – MA with a major in Literature and Language to MA with a major in English Studies for Language Arts Teachers was approved effective Fall Semester 2012. (pages 60-62).

12. Revised catalog program description for the MA in English was approved effective Fall Semester 2013 with the effective term changed from 2012 to 2013 and with the "Applicant must" removed from the beginning of each bullet item. (pages 63-65).

13. Revised admission requirements for the MA in English was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 and the first bullet item changed to read – Have earned a bachelor's degree… . (pages 66-68).

14. Revised Progression, Retention, Dismissal, and Readmissions policies for the MA in English were approved effective Fall Semester 2013 with effective date changed from 2012 to 2013, bullet 4 …determination by GSC equals…, bullet 9 …At the discretion of the departmental GSC, courses…, bullet 12 …departmental GSC if so desired. In cases of illness or other factors that effects their progression, students may request a waiver. The request must be in writing… . (pages 69-73)

15. Revised Non-Thesis Option-Comprehensive Exam (on the web) was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 74-76).

16. New course, Journalism (JOUR) 4570, "Introduction to Sportswriting", (SPORTWRITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …magazines, and….coverage, and the history of sports… . (pages 77-87).

17. Revised course number, English (ENGL) 2111, "World Literature I: The Ancient World", (WORLD LIT I: THE ANCIENT WORLD – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 88-90). Deactivation ENGL 2110. Pending approval BOR-General Education.

18. Revised course number, English (ENGL) 2111, "Honors World Literature I: The Ancient World", (HONRS WRLD LIT: THE ANCIENT WRD – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 91-93). Deactivation ENGL 2110H. Pending approval BOR-General Education.

19. Revised course number, English (ENGL) 2112, "World Literature II: The Age of Discovery", (WRLD LIT II: THE AGE DISCVRY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 94-96). Deactivation ENGL 2120. Pending approval BOR-General Education.

20. Revised course number, English (ENGL) 2112H, "Honors World Literature II: The Age of Discovery", (HON WRLD LIT II: AGE DISCVRY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 97-99). Deactivation ENGL 2120H. Pending approval BOR-General Education.

21. Revised course number, English (ENGL) 2113, "World Literature III: The Development of Modern Thought", (WRLD LIT III: DVLPMNT MOD THOUG – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 100-102). Deactivation ENGL 2130. Pending approval BOR-General Education.

22. Revised course number, English (ENGL) 2113H, "Honors World Literature III: The Development of Modern Thought", (HON WRLD LIT III: DVLP MOD THOU – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with effective date changed from 2012 to 2013. (pages 103-105). Deactivation ENGL 2130H. Pending approval BOR-General Education.

23. Revised course title and description, Journalism (JOUR) 2510, "Journalism Magazine Seminar", (JOURNALISM MAGAZINE SEMINAR – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Fall Semester 2012. (pages 106-108).

C. College of Education
1. Revised degree requirements for the MED in Middle Grades Math and Science were approved effective Fall Semester 2013 with the effective year changed from 2012 to 2013. (pages 109-110).

2. New course, Middle Grades Math & Science (MGMS) 5999, "Professional Orientation", (PROFESSIONAL ORIENTATION – 0 credit hours, 0 lecture hours, 0 lab hours, and 0 contact hours), was approved effective Fall Semester 2012 with the description changed to – Required non-credit course that must be successfully completed at entry to advanced programs. Candidates are required to establish an electronic portfolio and provide evidence that all advanced entry requirements have been satisfactorily met.. (pages 111-116).

3. Revised degree requirements for the MED in Curriculum and Instruction – Accomplished Teaching were approved effective Fall Semester 2013 with the effective year changed from 2012 to 2013. (pages 117-118).

4. New course, Education Accomplished Teaching (EDAT) 5999, "Professional Orientation", (PROFESSIONAL ORIENTATION – 0 credit hours, 0 lecture hours, 0 lab hours, and 0 contact hours), was approved effective Fall Semester 2012 with the description changed to – Required non-credit course that must be successfully completed at entry to advanced programs. Candidates are required to establish an electronic portfolio and provide evidence that all advanced entry requirements have been satisfactorily met.. (pages 119-124).

5. Revised degree requirements for the EDS in Curriculum and Instruction – Teaching & Learning Exemplary Teaching were approved effective Fall Semester 2013 with the effective year changed from 2012 to 2013. (pages 125-126).

6. New course, Education Exemplary Teacher (EDET) 5999, "Professional Orientation", (PROFESSIONAL ORIENTATION – 0 credit hours, 0 lecture hours, 0 lab hours, and 0 contact hours), was approved effective Fall Semester 2012 with the description changed to – Required non-credit course that must be successfully completed at entry to advanced programs. Candidates are required to establish an electronic portfolio and provide evidence that all advanced entry requirements have been satisfactorily met.. (pages 127-132).

7. Revised degree requirements for the MED in Special Education – Deaf Education were approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 133-135).

8. Revised course number, prerequisite, and description, Deaf Education (DEAF) 5010, "Student Teaching: Deaf & Hard-of-Hearing", (STUDNT TCHNG DEAF/HARD OF HEAR – 5 credit hours, 0 lecture hours, 20 lab hours, and 20 contact hours), was approved effective Fall Semester 2012 with "Graded Satisfactory/Unsatisfactory" added to the beginning of the description and the "note" from the old description was added to the new description. (pages 136-138). Deactivation SPEC 5010 effective Fall 2013.

9. Revised course number, and prerequisite, Deaf Education (DEAF) 5020, "Student Teaching Seminar: Deaf & Hard-of-Hearing", (STUDNT TCHNG DEAF/HARD OF HEAR – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Fall Semester 2012. (pages 139-141). Deactivation SPEC 5020 effective Fall 2013.

10. Revised catalog copy Admission deadline section MAT in Special Education – Deaf Education was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 142-144)

11. Revised degree requirements for the MAT in Special Education – Deaf Education were approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 145-147).

12. New course, Deaf Education (DEAF) 6020, "Audiological Considerations and Auditory/Oral Methods for Teachers of the Deaf", (AUDIOCONSID& AUDI/ORAL METHODS – 4 credit hours, 4 lecture hours, 0 lab hours, and 4 contact hours), was approved effective Fall Semester 2012. (pages 148-155).

13. New course, Deaf Education (DEAF) 6030, "Internship in Teaching", (INTERNSHIP IN TEACHING – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …instructor. Graded "Satisfactory" or "Unsatisfactory". A Clinical practice designed… . (pages 156-163).

14. Deactivation of the Associate of Applied Science – Business, Service, Technical, and Health was noted effective Spring Semester 2013. (pages 164-166).

15. Deactivation of the BSED in Business Education was noted effective Spring Semester 2014. (pages 167-169).

16. Revised catalog narrative for the Department of Adult and Career Education was approved effective Fall Semester 2013 with the following changes …Education that has options in Career…adult students as a bachelor's completion program. . (pages 170-172).

17. Revised admission requirements for the MED in Adult Career Education – Business Education & Information Technology option was approved effective Fall Semester 2013 with effective term changed from 2012 to 2013 with the second bullet changed to read – Must have earned a cumulative graduate GPA of 2.5… . (pages 173-175).

18. Revised admission requirements for the MED in Adult Career Education – Workforce Education and Development Option and Career and Technical Education Option was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 176-178).

19. Revised Selected Educational Outcomes for the MED in Adult and Career Education – Business Education and Information Technology Option was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 and the following changes under the Examples of Outcomes - item #2 changed to read - …"B" or above in all core classes. and item #1 and #3 "Capstone experience" was changed to "capstone project". (pages 179-181).

20. Revised Outcomes Assessments for the MED in Adult and Career Education – Workforce Education and Development Option was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 and the following changes - item #2 changed to read - …"B" or above in all core classes. and item #1 and #3 "Capstone experience" was changed to "capstone project".. (pages 182-184).

21. Revised degree requirements for the MED in Adult Career Education – Workforce Education and Development Option – Career and Technical Education Option – Business Education and Information Technology option was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 185-187).

22. New course, Adult and Career Education (ACED) 7070, "Advanced Office Procedures", (ADV OFFICE PROCEDURES – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …procedures integrating previously learned office skills,… . (pages 188-195).

23. New course, Adult and Career Education (ACED) 7350, "Organizational Learning and Development", (ORG LEARNING & DEVELOPM – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …theories, and practices …workforce education. Students will study… . (pages 196-203).

24. New course, Adult and Career Education (ACED) 7610, "Advanced Web Design and Development", (ADV WEB DESIGN & DEVEL – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …practice of designing web sites for business and/or education settings, incorporating…standards. The course includes use of… . (pages 204-211).

25. New course, Adult and Career Education (ACED) 7700, "Advanced Desktop Publishing", (ADV DTOP PUBLISHING – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read – Advanced theory and practice of designing business-related documents such as brochures, newsletters, advertisements, and books, integrating several software packages taught in business technology programs for desktop publishing, photo editing, and graphic design. (pages 212-218).

26. Revised course title and description, Adult and Career Education (ACED) 7110, "Workforce Human Performance Improvement", (WRKFRC HUMAN PERFMNC IMPVMNT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …recent developments in practices of workforce… . (pages 219-221).

27. Revised course title and description, Adult and Career Education (ACED) 7150, "Adult Learning and Development", (ADULT LEARNING AND DEVELOPMENT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read - Advanced study of the socio-historical context of contemporary methods, agencies, programs, and issues in adult education, including adult nonformal education as well as formal and informal learning in diverse organizational and global context. (pages 222-224).

28. Revised course title and description, Adult and Career Education (ACED) 7220, "Improvement of Instruction in Business Technology Education", (IMPRVMNT INSTR BUS TECH EDUC – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 225-227).

29. Revised course title and description, Adult and Career Education (ACED) 7510, "Communication in Business Technology Education", (IMPRVMNT INSTR BUS TECH EDUC – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 228-230).

30. Revised course title and description, Adult and Career Education (ACED) 7680, "Contemporary Instructional Practices in Workforce Education", (CONTEMPRRY INSTR PRAC WRKFC EDU – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 231-233).

31. Revised course title and description, Adult and Career Education (ACED) 7810, "Computer Programming for Business Technology Education", (COMPUTER PRGMNG BUS TECH EDUC – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read – Advanced study and the teaching of programming for a business environment in a high-level language, including algorithm design, data types and classes, basic control structure, file processing arrays, and object-oriented programming. Also includes an overview of computer environments, hardware and software components, machine-level programming, and information systems. (pages 234-236).

32. Revised course description, Adult and Career Education (ACED) 7100, "Current Practices in Workforce Education and Development", (CURRENT PRACTS IN WKF ED & DEV – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the 2nd sentence changed to – Emphasis is on program design, needs assessment, costs, and benefits of training programs and methods of trainer performance in the workplace. (pages 237-239).

33. Revised course description, Adult and Career Education (ACED) 7530, "Supervision and Mentoring in Adult and Career Education", (SUPERVISION ADULT/CAREER EDUC – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …those in, or aspiring to positions in secondary,… . (pages 240-242).

34. Revised course description, Adult and Career Education (ACED) 7600, "Applied Computer Technology", (APPLIED COMPUTER TECHNOLOGY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read …software. The course is designed for business…adult education settings. . (pages 243-245).

35. Revised course description, Adult and Career Education (ACED) 7620, "Evaluation of Adult and Career Education Programs", (EVAL ADULT/CAREER ED PROGRAMS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 246-248).

36. Revised course description, Adult and Career Education (ACED) 7900, "Special Topics in Adult and Career Education", (SPECIAL TOPICS ADULT/CAREER ED – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 249-251).

37. Revised course description, Adult and Career Education (ACED) 8450, "Multimedia Authoring and Design", (MULTIMEDIA AUTHORING/DESIGN – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to read – Advanced theory and practice of writing, designing… . (pages 252-254).

38. Revised catalog narrative for the EDD in Curriculum and Instruction was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 with the first line changed to read – DOCTOR OF EDUCATION WITH… . (pages 255-259).

39. Revised degree requirements for the EDD in Curriculum and Instruction – concentration – General Curriculum and Instruction was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 and the correction of the spelling of "concentration". (pages 260-261).

40. Revised degree requirements for the EDD in Curriculum and Instruction – concentration – P-12 Curriculum and Instruction was approved effective Fall Semester 2013 with the correction of the spelling of "concentration". (pages 262-264).

41. New certification requirements for the EDD in Curriculum and Instruction – Certification Only in Curriculum and Instruction was approved effective Fall Semester 2013. (pages 265-266).

42. Revised catalog copy for the EDD in Leadership was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013 with the 2nd sentence of the first paragraph changed to read …organization. The program emphasizes connecting the knowledge and inquiry skills developed in the core curriculum with research courses and school or organizational improvement. Also, under the Examples of Outcomes Assessments – "Doctoral candidates will" was removed from beginning of each bullet item and placed as statement before the bullet items. (pages 267-270)

43. Revised degree requirements for the EDD in Leadership were approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013, and under Area C of revised requirements Interdisciplinary was changed to Interdisciplinary courses. (pages 271-272).

44. Revised Curriculum, Leadership and Technology department narrative was approved effective Fall Semester 2013 with the effective date changed from 2012 to 2013. (pages 273-275).

45. Revised degree requirements for the EDS in Instructional Technology – concentration – Technology Applications was approved effective Fall Semester 2013. (pages 276-278).

46. Revised degree requirements for the MED in Instructional Technology – concentration – Technology Applications were approved effective Fall Semester 2013 with "Area of Specialization" changed to "Courses in area of specialization". (pages 279-281).

47. Revised degree requirements for the EDS in Instructional Technology – concentration – P-12 Technology Applications was approved effective Fall Semester 2013. (pages 282-285).

48. Revised degree requirements for the MED in Instructional Technology – concentration – P-12 Technology Applications was approved effective Fall Semester 2013. (pages 286-289).

49. New course, Instructional Technology (ITED) 7600, "Introduction to Discipline-Based Best Practices Literature", (DISCIPLINE-BASED LITERATURE – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 290-300).

50. New course, Instructional Technology (ITED) 8600, "Professional Development and Program Evaluation", (PROF DEVEL & PROGRAM EVAL – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 301-311).

51. Revised course description, Instructional Technology (ITED) 7100, "Foundational Theories in Instructional Technology", (FUNDTNL THEORIES IN ITED – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 312-314).

52. Revised course description, Instructional Technology (ITED) 7200, "Information Sources and Uses", (INFORMATION SOURCES AND USES – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …environments. Topics include legal issues… . (pages 315-317).

53. Revised course title, and description, Instructional Technology (ITED) 7300, "Instructional Technology for Teaching, Learning, and Assessment", (INSTR TECH TCH, LRNG, & ASSMNT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – Integration of technology into personal teaching practice, emphasizing collaboration with other educators to improve teaching, learning, and assessment. (pages 318-320).

54. Revised course description, Instructional Technology (ITED) 8100, "Theories, Models, and Perspectives of Instructional Technology", (THRY, MODL, PERSPECT OF IT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – Modeling and facilitation of theoretical… . (pages 321-323).

55. Revised course description, Instructional Technology (ITED) 8200, "Instructional Design for Training and Education", (ID TRAINING & ED – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …context. The course addresses learner… . (pages 324-326).

56. Revised course description, Instructional Technology (ITED) 8300, "Technology Tools for Training and Education", (TECH TOOLS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …development. The course includes in-depth… . (pages 327-329).

57. Revised course description, Instructional Technology (ITED) 8500, "Leadership in Instructional Technology", (LDRSHP INSTRUCTIONALTECHNOLGY – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …demonstrate leadership in securing… . (pages 330-332).

58. Revised course description, Instructional Technology (ITED) 8999, "Action Research Project", (ACTION RESEARCH PROJECT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – Implementation of research-based…learning. The students will use digital…to collect systematically and analyze… and the last two sentences were deleted. (pages 333-335).

59. Revised prerequisites and course description, Instructional Technology (ITED) 8970, "Action Research Methods and Planning", (ACTION RES METHODS & PLANNING – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …research. This course includes… . (pages 336-338).

60. Revised course title and description, Curriculum and Instruction (CIED) 9100, "Curriculum Design, Implementation, and Evaluation", (CURRCI DESIGN IMPLEM & EVAL – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 339-341).

61. Revised course title and description, Curriculum and Instruction (CIED) 9200, "Instructional Planning, Implementation, and Evaluation", (INST PLAN IMPLEM & EVAL – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 342-344).

62. Revised course title and description, Curriculum and Instruction (CIED) 9300, "Using Assessment to Maximize Student Learning", (USING ASSMT TO MAX STU LEARN – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012. (pages 345-347).

63. Revised course title and description, Curriculum and Instruction (CIED) 9400, "Review of Academic Discipline and Pedagogy Literature", (REVIEW ACAD DISC PEDAGOGY LIT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2012 with the description changed to – Advanced analysis and synthesis of pedagogy related to the literature of the academic discipline documented through application… . (pages 348-350).

64. Revised course title and description, Instructional Technology (ITED) 7070, "Decision-Oriented Research, Evaluation, and Professional Learning", (RESEARCH EVAL & PROF LEARNING – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …best practices in technology-based professional learning. This course includes an… . (pages 351-353).

65. Revised course title and description, Instructional Technology (ITED) 7400, "Digital Learning Environments", (DIGITAL LEARNING ENVIRONMENTS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – Creation, support, and effective management of digital learning environments. Includes troubleshooting basic software and hardware problems and evaluation and selection of digital tools and resources for compatibility with school technology infrastructure. (pages 354-356).

66. Revised course title and description, Instructional Technology (ITED) 7500, "Vision and Planning for Instructional Technology", (VISION & PLANNING INSTR TECH – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read …context. The course includes theory… . (pages 357-359).

67. Revised course title and description, Instructional Technology (ITED) 8400, "Technology for Learning Environments: Evaluation, Selection, Management, and Collaboration", (TECH FOR LEARNING ENVIRONMENTS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013 with the description changed to read – Research, review, and application of commercial, and educational technology. This course includes facilitation… . (pages 360-362).

68. Revised course title and description, Instructional Technology (ITED) 8960, "Discipline-based Best Practices Literature", (DISCIPLIN-BASED BEST PRACT LIT – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Fall Semester 2013. (pages 363-365).

69. Revised course title and description, Education Leadership (LEAD) 9010, "Seminar in Organizational Leadership", (SEMINAR IN ORG LEADERSHIP – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Summer Semester 2012 with the description changed to – Theoretical and practical aspects in the development of leadership focusing on the skills and processes needed to lead diverse organizations. (pages 366-368).

70. Revised course title and description, Education Leadership (LEAD) 9020, "Planning and Change for Leaders", (PLANNING/CHANGE FOR LEADERS – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Summer Semester 2012 with the description changed to – Planning and change with emphasis on the knowledge and skills for effective and systematic continuous improvement. (pages 369-372).

71. Revised course title and description, Education Leadership (LEAD) 9040, "Organizational Theory, Culture, and Leadership", (ORG THEORY, CULTURE, & LEAD – 3 credit hours, 0 lecture hours, 3 lab hours, and 3 contact hours), was approved effective Summer Semester 2012 with a hyphen added between high-performing in the course description. (pages 373-375).

D. Miscellaneous
1. New program Proposal Process and forms were presented for review. (pages 376-380).

Respectfully submitted,
Stanley Jones
Registrar

ATTACHMENT B

From: Jason M. Allard
Sent: Tuesday, March 06, 2012 4:18 PM
To: Tracy W. Meyers
Subject: EIC - VSU Tree Policy Amendment

Hello,

At the most recent meeting of the Environmental Issues Committee, the EIC voted to submit a recommendation regarding an amendment to the tree policy. Please find below the wording of the proposed amendment, and its location within policy. Could you please bring this to the executive committee of the faculty senate meeting this week.

The proposed amendment:

"Due to the risk of long-term damage to our valuable pines from repeated exfoliation of bark and penetration of living tissue, no attachments of any kind, nor any destructive sampling, will be allowed on any pine tree on the VSU campus."

This would be added as a stand-alone paragraph at the bottom of the section titled "Preventive Maintenance and Care of Existing Trees":

http://www.valdosta.edu/facsen/documents/EnvironmentalManagementPlanwithPreamble_080327.pdf

(Scroll to the very bottom of p. 65).

Please let me know if there is any other action that I need to take at this point.

Best,

Jason

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The Valdosta State University Educational Policies Committee

Minutes

March 27, 2012

Meeting convened at 8:00 A.M. in the Dean of Arts and Sciences Conference Room/Bailey Building.

Present:

Eric Nielsen, Scott T. Grubbs, Jessica Goldsmith, Ginger Macheski, Michael Sanger, Susan Barron, Jeff Gallant, Hasson Tavossi, Lynn Corbin, Darlene Pirkle, Lori Howard, Archina Bhasin, Stanley Jones, James LaPlant

1. Call to Order by Eric Nielsen

2. New Business:

Request from James Muncy to review the final exam policy was remanded to the Educational Policies Committee in the February 2012 VSU senate minutes. Please refer to attachment E for the complete documentation on the topic forwarded to this committee.

Discussion with regards to the questions that were brought up within the attachment included the pros and cons of the final exam schedule, committee viewpoints within their own areas about early exam times as well the need for assessments of the semester.

The committee felt that basically these concerns deal with an administrative enforcement issue that should be brought up at the Dean's Council. The committee also recommended that the final exam policy that is stated in the catalogue and the faculty handbook be more uniform. It should be noted that the faculty handbook has not been updated since 1997. The committee requests that this handbook be updated and there also be information pertaining to final exams in the student handbook as well.

The committee also recommends the following be posted under final exam schedule on the VSU web: *A student who has three exams on one day may request the rescheduling of one of the final exams.*

Adjournment

The meeting adjourned at 8:45 A.M.

ATTACHMENT D

BYLAWS OF THE FACULTY SENATE

(As adopted January 23, 1992; amended May 28, 1992, April 22, 1993, April 6, 1995, June 22, 1995, Sept.25, 1995, March 4, 1999, October 21, 1999, November 21, 2002, October 20, 2005, April 17, 2008)

ARTICLE I. FACULTY SENATE

SECTION 1.   **MEMBERSHIP**

a.   Voting Members

    1.   Voting members of the Faculty Senate consist of Elected Senators.

        a. All members of the Faculty who hold the academic rank of instructor, lecturer, senior lecturer, assistant professor, associate professor, or professor (except those just finishing their second consecutive elected term) are eligible for election to the Senate from the unit in which they hold faculty status.

        b. The President of the University, Vice Presidents, the Academic Deans, the Director of the Division of Social Work, the Department Heads (who hold voting status on the Council of Department Heads) are not eligible for election to the Senate.

        c. Faculty holding part-time, temporary appointments, or honorary titles are not eligible for election to the Senate.

b.   Non-Voting Members

    1.   The Chairperson of the Council on Staff Affairs serves as a one year term as a non-voting participant.

    2.   The President of the Student Government Association and one other student appointed by the Student Government Association serve one-year terms as non-voting participants.

SECTION 2.   **TERMS OF SERVICE**

a.   The term of an Elected Senator is three years.

b.   Elected Senators cannot serve more than two (2) successive full terms.

c.   Terms of service on the Faculty Senate begin on August 1 and end on July 31.

d.   A person filling an unexpired term is eligible for election to two (2) successive full terms.

e.   Terms of Elected Senators are staggered in a manner determined by the Committee on Committees so that approximately one-third (1/3) of the Elected Senators are replaced each year.

SECTION 3.   **ELECTION OF SENATORS**

a.   On or before November 1, the Committee on Committees will notify the University units of the need to elect persons to fill elected Faculty Senate vacancies of elected Senators. Elections must take place before January 15 except as specified herein, all elections to the Senate are conducted according to the latest revision of Robert's Rules of Order. Proxies will be permitted for the duration of such elections, provided that the faculty member is absent for illness or university-related business and that the faculty member submits the proxy in writing to the Dean or Director before the start of such elections. No faculty member may hold more than one (1) proxy for another faculty member.

b.   The names of the new Elected Senators will be forwarded by the Deans, Directors, or Heads of the units to the Chairperson of the Committee on Committees.

c.   The Committee on Committees will certify the election of each Elected Senator and prepare a Faculty Senate roster for the ~~Executive Secretary~~ President of the Faculty Senate and present it no later than the end of May. This roster will be entered in the Faculty Handbook for the coming year. For the election of Senators, one counter will be appointed by the Dean of the College and one counter will be an elected Senator appointed by the Committee on Committees. The Director of the Library and the Director of the Division of Social Work will rotate the appointment of counters and the elected Senator may be appointed from either area.

To certify an election, the counters for each College, Odum library, and Division of Social Work should send the ballots to the chair of the Committee on Committees by the day following the election. The Committee on Committees will recount the ballots. Unless an error in the count that would change the outcome of the election is found, the Committee on Committees will certify the election no later than one week after it occurs. The Committee on Committees will keep the ballots for 31 days after the election.

Procedural challenges to elections should be made within 30 days of the election to the chair of the Grievance Committee, who will inform the chair of the Committee on Committees. If a challenge is filed with the Grievance Committee, the person elected during the challenged election serves until the matter is resolved by the Grievance Committee. If a new election is necessary, the Grievance Committee chair notifies the chair of the Committee on Committees, who notifies the School. The Committee on Committees will supervise the new election if requested by the Grievance Committee.

d.   If an Elected Senator is unable to complete the term of office, the following procedures are to be observed.

1.   The Elected Senator will inform in writing the ~~Executive Secretary~~ President of the Faculty Senate no later than fourteen (14) days before the effective date of resignation.

2.   Within five (5) working days of receiving the letter of resignation, the ~~Executive Secretary~~ President will ask the Chairperson of the Committee on Committees to call for a special election in the resigning Elected Senator's unit.

3. Within five (5) working days, the Chairperson of the Committee on Committees will request that the Dean, Director, or Head of the appropriate unit schedule the election of a person to fill the unexpired term. The faculty will be given ten (10) days advance notice of the election.

e. Elected Faculty Senate members are expected to attend all Faculty Senate meetings. Two (2) absences by a member of the Faculty Senate from Senate meetings within one (1) academic year shall automatically remove the member from the Senate.

A member of the Faculty Senate who duly designates a proxy for a Senate meeting shall not be counted as absent if the proxy is in attendance at the meeting. Faculty senators must attend a minimum of four meetings per year. Faculty senators on a leave of absence beyond one semester will be removed from their position.

If an Elected Senator is removed from the term of office, the following procedures are to be observed.

1. The Elected Senator will be informed in writing by the ~~Executive Secretary~~ President of the Faculty Senate no later than seven (7) days before the effective date of removal and no later than seven (7) days after the final absence.

2. Within five (5) working days of receiving the letter of removal, the ~~Executive Secretary~~ President will ask the Chairperson of the Committee on Committees to call for a special election in the removed Elected Senator's unit.

Within five (5) working days, the Chairperson of the Committee on Committees will request that the Dean, Director, or Head of the appropriate unit schedule the election of a person to fill the unexpired term. The faculty will be given ten (10) days advance notice of the election.

f. Except for the ~~Executive Secretary~~ President, a person elected to fill an unexpired term will complete the remaining term of the Senator being replaced and will assume all the senatorial responsibilities of that person.

~~SECTION 3.   NOMINATING COMMITTEE~~

a. ~~At the last Faculty Senate meeting of the fall semester, the Executive Secretary will submit a list of three (3) Elected Senators to be considered by the Faculty Senate as a Nominating Committee.~~

b. ~~Other nominations will be called for from the floor.~~

c. ~~Selection of the Nominating Committee, consisting of three (3) Elected Senators, will be by vote of the Faculty Senate.~~

d. ~~The Nominating Committee will submit nominations for the position of the Executive Secretary of the Faculty Senate and the vacancies on the Committee on Committees. Once it fulfills this function, it is automatically disbanded.~~

~~SECTION 4.   EXECUTIVE SECRETARY OF THE FACULTY SENATE~~

a. ~~At the second Faculty Senate meeting of the spring semester, the Nominating Committee will submit at least one name (preferably two names) for the office of Executive Secretary, and, after other nominations have been called for from the floor, the vote will be taken in accordance with Article I, Section 8 of these Bylaws.~~

b. ~~The person elected, whose term begins on the following August 1, will be known as the Executive Secretary Designate. The Executive Secretary Designate will assume a vacancy in the position of Executive Secretary.~~

SECTION 4. **OFFICERS OF THE SENATE**

a. President

    1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a President by a majority vote.

    2. The President shall serve a one year term beginning in the fall semester. When elected the President will serve the one year term as both President and Senator. In the event of a Senator's election to the presidency, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term.

    3. The President of the Faculty Senate shall be the presiding officer of the Senate. In the President's absence, the Vice President/President Elect shall preside. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.

    4. The President chairs the Executive Committee of the Faculty Senate.

    5. The President writes the Senate's annual report, which is submitted to the General Faculty and the President of the University on or about July 1 of each year.

b. Vice President/President-Elect

    1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a President by a majority vote.

    2. The Vice President/President-Elect shall serve a two year term beginning in the fall semester. When elected the Vice President/President-Elect will serve a one year term as Vice President. The second year the Vice President/President-Elect will serve a one year term as President of the Faculty Senate. In the event of a Senator's election to the vice presidency/president-elect, the Senator shall complete the two year term provided for this office without regard to the length of time remaining in the Senator's elected term.

    3. In the absence of the Faculty Senate President, The Vice President/President-Elect shall assume the duties of the presiding officer.

    4. The Vice President/President-Elect makes reports of all actions taken by the Senate, which are submitted to the President of the University, and the General Faculty at its bi-annual meetings.

    5. The Vice President/President-Elect arranges for meetings of the Senate, schedules the room, and oversees details of the meeting.

c. Secretary

1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a Secretary by a majority vote.

2. The Secretary shall serve a one year term beginning in the fall semester. When elected the Secretary will serve the one year term as both Secretary and Senator. In the event of a Senator's election to Secretary, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term.

3. The Secretary reviews and approves detailed minutes of the Senate recorded by the administrative assistant assigned to that task, who after approval sends copies of minutes to members of the faculty and the President of the University, no later than ten (10) days following each Senate meeting.

4. The Secretary acts as liaison to the administrative assistant assigned to record minutes and update the Faculty Senate web page to ensure that all meeting agendas, minutes, reports, and other correspondence are posted on the Faculty Senate web page in a timely manner.

5. The Secretary will send a written notice of the regular Faculty Senate meetings and distribute to the Senators and General Faculty via email the Faculty Senate meeting agenda and accompanying documentation no less than one (1) week before the scheduled meeting of the Faculty Senate.

d. Parliamentarian
1. No later than the last meeting of the Senate in the spring semester, the Senate shall elect a Parliamentarian by a majority vote.

2. The Parliamentarian shall serve a one year term beginning in the fall semester. When elected the Parliamentarian will serve the one year term as both Secretary and Senator. In the event of a Senator's election to Parliamentarian, the Senator shall complete the one year term provided for this office without regard to the length of time remaining in the Senator's elected term.

3. The Parliamentarian settles questions regarding the proper application of Robert's Rules of Order.

SECTION 5.   **EXECUTIVE COMMITTEE MEMBERSHIP**

a.   The Executive Committee of the Senate is composed of the President, the Vice President/President-Elect, the Secretary, and Parliamentarian of the Faculty Senate.

b.   The immediate past President of the Senate serves in a non-voting capacity.

c.   The Executive Committee is chaired by the President of the Senate who arranges meetings of the Executive Committee. In the absence of the President, the Vice President/-President Elect will preside.

SECTION 6.   **COMMITTEE ON COMMITTEES**

a.   The ~~Nominating Committee~~ Chair of the Committee on Committees will, at the second Faculty Senate meeting of the spring semester, submit no more than two (2) names for each of the two (2) committee vacancies, and, after other nominations have been called for from the floor, the vote will be taken in accordance with Article I,

Section 8 9 of these Bylaws. Nominations from the floor for a vacancy within a particular unit can be made only by Elected Senators from the unit.

b.   The persons elected will assume their duties on the following August 1.

SECTION 7.   **MEETINGS OF THE FACULTY SENATE**

a.   The Executive Committee of the Faculty Senate will determine dates and times for Faculty Senate meetings. The Executive Secretary will send a written notice of the regular meetings at least one (1) week prior to each meeting.

The dates and times for Faculty Senate meetings for the forthcoming year will be distributed no later than the last spring semester meeting of the Faculty Senate.

b.   Special meetings of the Faculty Senate may be called by the Executive Committee upon the request of the chairperson President of the Faculty Senate or upon the written request of at least 25 percent of the Senators.

SECTION 8.   **CONDUCT OF FACULTY SENATE MEETINGS**

a.   The President serves as the Chairperson of the Senate. The Chairperson presides at Senate meetings and does not vote except to make or break a tie.

a.   The order of business at Faculty Senate meetings will be as follows:
        1. Call to Order.
        2. Approval of Minutes.
        3. Unfinished Business.
        4. New Business.
        5. General Discussion.
        6. Adjournment.

b.   With the exception of special meetings of the Faculty Senate, the following procedures will be used for all reports, recommendations, proposals, and other items submitted to the Faculty Senate for its regularly scheduled meetings.

        1.   Committee reports, recommendations, and proposals must be submitted in writing to the Executive Secretary President at least four (4) weeks before the next scheduled meeting of the Faculty Senate.

        2.   Upon receipt of these materials, the Executive Secretary President will call a meeting of the Executive Committee for the purpose of setting the agenda for the next scheduled meeting of the Faculty Senate.

        3.   The Executive Secretary will send to the Senators the agenda and accompanying documentation no less than one (1) week before the next scheduled meeting of the Faculty Senate; the Executive Secretary will distribute the agenda to all faculty.

        3.   Debate on any one question will be limited to 30 minutes.

4. During General Discussion, any Senator may bring an issue to the floor for Faculty Senate consideration.

   a. With approval by vote of a majority of the Faculty Senate, a member of the General Faculty, student body, staff, or administration will be allowed to speak before the Faculty Senate for a specific purpose for no more than five (5) minutes.

   b. Except for proposals contained in the report from the Academic Committee, the Faculty Senate may amend from the floor any recommendation or proposal.

   c. Normally, the report from the Academic Committee will be voted on in its entirety by the Faculty Senate. Any Senator, however, may request that a specific proposal be detached from the report for individual consideration.

5. If a question passes the Faculty Senate, the decision is sent to the President ~~of the University~~ by the ~~Executive Secretary~~ President for approval within five (5) days of passage. A minority report may be filed by a Senator who does not vote with the majority. The President of the University will inform the Executive Committee of action taken on the matter within 30 days of receiving the Faculty Senate's recommendation.

6. If a vote is not taken on a question, it will be held over to the next scheduled meeting or remanded to the appropriate committee for consideration.

7. If a question does not receive a favorable vote from the Faculty Senate, it will be dropped until resubmitted.

c. A complete and permanent set of minutes for each Faculty Senate meeting will be kept by the ~~Executive Secretary~~ President.

   1. A copy of the Faculty Senate minutes will be sent to members of the faculty, the President of the University, and the Chancellor no later than ten (10) working days after the Faculty Senate meeting.

   2. The ~~Executive~~ Secretary will ensure the administrative assistant assigned to record minutes downloads ~~places~~ a copy of the Senate minutes on the Faculty Senate webpage ~~reserve in the Odum Library~~ for review by the general University population within ten (10) working days after the Faculty Senate meeting.

   3. By the end of summer semester, the minutes ~~and/or recordings of the Faculty Senate meetings~~, together with all other documents, will be downloaded on the Faculty Senate webpage ~~collected and placed in the University archives in the Odum Library~~.

SECTION 9.   **VOTING PROCEDURE**

a. Voting will be by show of hands unless otherwise ordered by the Senate. Voting for the election of the ~~Executive Secretary~~ Faculty Senate officers and members for the Committee on Committees, however, will be by paper ballot.

b.   Any Senator may request a paper ballot vote on any issue.

c.   Proxies will be allowed for Senators who are unable to attend Faculty Senate meetings and will be given only to another Senator. Proxies must register with the ~~Executive Secretary~~ President prior to the meeting. No person may represent more than one (1) other Senator at a meeting.

ARTICLE II. COMMITTEES

SECTION 1.   All committees, with the exception of the Grievance Committee, will meet at least twice a semester during the academic year and at least once during the summer, if necessary.

SECTION 2.   The Committee on Committees will review all Standing Committees annually to determine whether overlap or duplication exists among the committees and will report to the Faculty Senate at its last meeting of the spring semester.

SECTION 3.   **MEMBERSHIP OF STANDING COMMITTEES**

a.   The Committee on Committees will arrange the membership of each committee so that, wherever possible, each school of the University, the Odum Library, and the Division of Social Work is properly represented.

b.   No fewer than one (1) student recommended by the President of the SGA will sit on each committee.

c.   No fewer than two (2) Senators selected by the Committee on Committees will sit on each committee.

d.   Terms of committee members will be staggered.

e.   Membership of Standing Committees may include persons appointed by the Committee on Committees in *ex officio* capacity, maintaining an appropriate balance to meet the overall goals of Faculty Senate.

f.   As soon as all committee vacancies are filled, the Committee on Committees will prepare a membership list of Statutory and Standing Committees for inclusion in the Faculty Handbook for the coming year.

g.   Committee chairpersons and chairpersons-elect must be Elected Senators and are to be selected by the Committee on Committees for a term of one (1) year, except as provided in VSU Statues or elsewhere in these Bylaws. The terms of the chairpersons may be renewed.

h.   Standing Committees may create sub-committees, which may include non-committee personnel. The Committee on Committees will be informed by each committee chairperson of the membership of sub-committees.

i.   Specific Standing Committees and Their Responsibilities.

        1.   Academic Scheduling and Procedures Committee: to review and recommend policies and procedures pertinent to the University calendar, class scheduling, final examination scheduling, University catalogs and bulletins, Honors Day, and commencement.

        2.   Athletic Committee: to review and recommend policies and procedures pertinent to the University programs of intercollegiate and intramural athletics.

3.   Educational Policies Committee: to review and recommend policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation.

4.   Faculty Scholarship Committee: to review and recommend policies and procedures pertinent to both graduate and undergraduate faculty development, research, and the use of animal and human research subjects; to receive and review research and development proposals; and to allocate research and development funds.

5.   Library Affairs Committee: to review and recommend policies and procedures pertinent to the Odum Library and its use, and to review and make recommendations related to library allocations.

6.   Minority and Special Student Needs Committee: to review and recommend policies and procedures pertinent to ethnic, religious, and gender minorities; and to review and recommend policies and procedures pertinent to quality support programs for students with special needs including, but not limited to, those with physical impairments, behavior disorders, and learning disabilities.

7.   Student Activities Committee: to review and recommend policies and procedures pertinent to such student activities as student discipline, student publications, student organizations, fraternities and sororities, and concerts and lectures.

8.   Student Services Committee: to review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services.

9.   Environmental Issues Committee: to review and recommend policies and procedures pertinent to environmental issues, as they relate to recycling, facilities use, campus beautification, and traffic planning.

10. Academic Honors and Scholarship Committee: to review and recommend college-wide scholarships and honors for students and to arrange for appropriate presentations, including Honors' Day.

11. Technology Committee: to develop and review policies and procedures relating to technology issues and to interface with other statutory and standing committees when such issues overlap their charge.

SECTION 4.   **SPECIAL COMMITTEES**

a.   The Faculty Senate may create Special Committees of the Faculty Senate to deal with matters not within the jurisdiction of an existing Statutory or Standing Committee of the Faculty Senate.

b.   Any member of the Faculty Senate, General Faculty, classified staff, administration, or student body may request in writing to the ~~Executive Secretary~~ President the creation of a Special Committee.

c.   The ~~Executive Secretary~~ President will place the request for a Special Committee on the agenda of the next Faculty Senate meeting.

d.   Upon Faculty Senate approval of the request, the ~~Executive Secretary~~ President will instruct the Committee on Committees to create a Special Committee in accordance with whatever guidelines the Faculty Senate may establish.

e.   Special Committees will operate for no longer than one (1) academic year unless the Faculty Senate renews the mandate of the Special Committee.

SECTION 5.   **APPOINTMENT AND ELECTION TO COMMITTEES**

a.   Unless otherwise specified by the Statutes of the University, terms of appointed and elected Standing Committee members are three (3) years.

b.   Terms of committee members and chairpersons begin on August 1 and end on July 31.

c.   The terms are staggered by the Committee on Committees in a manner so that approximately one-third (1/3) of the appointed and elected membership is replaced each year.

d.   The Committee on Committees will notify the Student Government Association of the number of student vacancies on Standing Committees. The list of student appointments must be submitted to the Committee on Committees no later than April 1.

e.   During spring semester, the Committee on Committees will request members of the faculty and classified staff to indicate the Standing Committees on which they wish to serve. The Committee on Committees will make the necessary appointments to fill vacancies.

f.   On or before November 1, the Committee on Committees will notify the University units of the need to elect representatives to fill Statutory Committee vacancies. Elections must take place before January l5.

g.   No later than midterm spring semester, the Committee on Committees will distribute the names of the tenured faculty. The faculty will vote to fill the vacancies on the Grievance Committee. Those faculty receiving the largest number of votes will be elected. Prior to this election, the Committee on Committees will have appointed and announced the Grievance Committee Chair.

   1.   Senators will be eligible for election.

   2.   Serving faculty may be re-elected.

h.   A member of a committee who finds it necessary to resign must provide the committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within seven (7) days of notification, the chairperson will notify the Committee on Committees of the resignation.

   1.   The Committee on Committees will appoint replacements to fulfill appointed terms of committee membership.

   2.   Within five (5) working days of notification, the Committee on Committees will notify the appropriate University unit of the need to schedule a special election for a replacement to fulfill an elected term of office. The appropriate University unit will be notified no less than ten (10) days in advance of the scheduled election.

SECTION 6.   **PROCEDURES FOR STATUTORY COMMITTEES, STANDING COMMITTEES, AND SPECIAL COMMITTEES.**

a.   On or before October 1, Statutory Committees, Standing Committees, and Special Committees will discharge the following responsibilities.

1. They will set the schedule of their regular meetings and so inform the Committee on Committees. The schedule of committee meetings is published by the Committee on Committees and inserted in the Faculty Handbook.

2. They will submit to the Executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.

3. They will submit written rules governing their procedures to the ~~Executive Secretary~~ President of the Faculty Senate and the Secretary who will ensure they are placed ~~these~~ ~~written rules on reserve in the Odum Library~~ on the Faculty Senate Webpage.

b. Except for the Grievance Committee, all proposals, recommendations, reports, and any other material presented for a committee's consideration must be submitted to the committee's chairperson in accordance with the committee's written procedures.

c. Except in the case of executive sessions of the Grievance Committee and its Hearing Panels, all committee meetings are open.

d. Each committee will decide whether or not guests of the committee will be heard and under what conditions.

e. Committees will keep substantive minutes or recordings of their deliberations. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be downloaded on the Faculty Senate webpage ~~placed on reserve in the Odum Library~~ no later than two (2) weeks after a committee meeting. ~~At the end of the year, these committee records will be collected and placed in the University archives in the Odum Library.~~

f. Each committee will prepare an annual report and submit it to the ~~Executive Secretary~~ President of the Faculty Senate by April 30.

ARTICLE III. AMENDMENTS

SECTION 1.   **BYLAWS**

a. A Senator must send a copy of the proposed amendment to the ~~Executive Secretary~~ President of the Faculty Senate one (1) month before the next regular meeting of the Faculty Senate.

b. The ~~Executive Secretary~~ President of the Faculty Senate will send a copy of the proposed amendment to each Senator no less than one (1) week before the next regular meeting of the Faculty Senate.

c. At the next regular meeting, the ~~Chairperson~~ President of the Faculty Senate will read the proposal and call for preliminary debate limited to ten (10) minutes for all proponents and ten (10) minutes for all opponents.

d. For the proposal to be accepted for further study, it must be supported by a majority of the Faculty Senate.

e. Upon a proposal's acceptance, the President ~~Chairperson~~ of the Faculty Senate will ~~instruct the Executive Secretary to~~ form an Amendment Committee composed of ~~two (2)~~ three (3) Elected Senators ~~and one (1) ex officio Senator~~.

f. At the next regular meeting of the Faculty Senate, the Amendment Committee will make a full report on the proposed amendment.

g.   After the Committee makes its report, the Faculty Senate will debate the question of adopting the amendment.

h.   Ratification by the Faculty Senate requires an absolute majority.