



VALDOSTA STATE UNIVERSITY

## FACULTY SENATE

est. 1991

Chairman	Vice Chairman	Executive Secretary	Parliamentarian
President H. C. Bailey	Vice President L. Benjamin	Dr. F. Ware	Dr. D. Marks

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### Minutes of October 23, 1997 Faculty Senate Meeting

The Valdosta State University Faculty Senate meeting convened at 3:00 p.m. in Powell Hall Auditorium. Members present were: President and Chair - Hugh C. Bailey; Vice President, Academic Affairs - L. Benjamin (proxy L. Levy); Executive Secretary - F. Ware; Parliamentarian - D. Marks; Ex-officio Senators J. Brignati, K. Ferrell (absent), L. Milbrandt (absent), T. Dasher, K. Stanley (absent), F.D. Toth (absent), M.A. Reichenbach, E. Clark, G. Gaumont (proxy S. Crawford), P. Cleveland (absent); College of the Arts: V. Pennington, J. Davis, C. Klein (absent), C. Edwards, M. Harbin; College of Arts and Sciences: S. Goel (proxy A. Lazari), J. Hiers, M. Leake, D. Marks, P. Marks, D. Bogyo (proxy B. Derrick), S. Childs, B. Derrick, L. Hanes, M. Hardin, A. Lazari, B. Bergstrom, D. Boyd (proxy J. Hummel), B. Brown, J. Elza, B. Evans, T. Meyers, V. Soady; College of Business Administration: A. Reddy, H. Ray, F. Ware, M. Holland; College of Education: G. Akins, C. Backes (proxy P. Anderson), R. Deavours, R. Johnston, J. Lee, R. McClung, M. Garber, J. Hummel, P. Anderson, S. Andrews, J. Dorminey, T. Root-Sirmans (proxy D. VanPetten); College of Nursing: S. Cantrell (proxy D. Roush), D. Ebron, D. Roush; Division of Social Work: R. Vodde (absent); Division of Learning Support: W. LeFiles (absent); Odum Library: S. Crawford, D. VanPetten; Pres. of SGA: G. Williams

The meeting was called to order by President Bailey and proxies were identified by F. Ware.

The minutes of the September 25, 1997 Faculty Senate meeting were approved.

### Unfinished Business

J. Lee, Chair of the Student Services Committee, reported that the Committee met on July 10, 1997 to consider a request to cease using students' Social Security Numbers (SSN's) as identification (ID) numbers. This request, originated by the College of Business Administration's Student Relations Quality Improvement Committee, had been remanded by the Senate to the Student Services Committee. The Committee recommended that VSU continue to use SSN's as identification numbers due to the difficulties that would be caused by a change. Dr. Lee pointed out that procedures are already in place for students to use alternative ID numbers if so requested. The Committee also recommended that students be made aware of those procedures and notified of the potential complications of so doing (e.g., regarding financial aid). M. Holland asked if the faculty had the same prerogative on ID's and other forms. J. Lee suggested that this matter be referred to the Faculty Affairs Committee. After a lengthy discussion, President Bailey reminded everyone that there was a motion on the floor. A vote was taken and the **motion passed**.

### New Business

a. There was no report from the Academic Committee.

b. Report of the Committee on Committees - D. Roush reported that at this time the Committee on Committees has not been notified nor has it received ballots from the College of Education regarding the election of a senator to replace Dr. Jay Hertzog as a senator. This vacancy further creates a vacancy on the Academic Committee as the graduate school representative. This is not in compliance with Senate bylaws and statutes. G. Akins recommended that the Committee contact Dean Toth and be certain the delay was not due to communication breakdowns such as that recently experienced with E-Mail being sporadic. D. Roush said that numerous messages had already been sent to no avail. President Bailey asked Dr. Akins to personally communicate this discrepancy to Dean Toth on behalf of the Senate.

c. Report of the Institutional Planning Committee - V. Pennington reported that the Committee had met on October 15, 1997, and heard a report from the Subcommittee for Mission Statement Review. Approximately 30 non-academic units have been identified as appropriate candidates for the development of mission statements. Dr. Benjamin will circulate this list to the Vice Presidents for verification. V. Pennington also noted that the Committee discussed the development of a list of topics

to be covered in non-academic unit mission statements for guidance. A second subcommittee has been formed to review academic unit goals which are currently being turned in to Dr. Benjamin's office. V. Pennington announced that the next Institutional Planning Committee meeting is scheduled for November 19.

President Bailey announced that the President's Annual Report has been reduced to fifteen pages. He stated that there are four sections: The first section deals with major developments during the year, the second section deals with strategic planning, the third section deals with assessment, and the fourth section deals with overall health of the institution.

He announced that there would be a presentation made by each academic unit and every other unit of the university to the Cabinet in January or February; this will be the basis for the allocation of any new resources and the re-allocation of present resources.

d. Report of the Faculty Affairs Committee - R. Deavours reported that administrative evaluation forms had been completed, approved, and sent to Michael Crowe, Institutional Research and Planning, for duplication and administration. Dr. Deavors also announced that the Policy for Leave with Pay for Professional Development, specifically rewording of paragraph five, was approved by the Faculty Affairs Committee and would be submitted to the Faculty Senate Executive Committee in time for Senate consideration at the next full Senate Meeting. Finally, it was announced that the Faculty Affairs Committee has formed an ad hoc subcommittee to make recommendations on summer salary for faculty. Dr. David Boyd will chair the subcommittee, and members to date are J. Hummel, F. Ware. and S. Lahr.

Dr. Deavours said that the Faculty Affairs Committee will meet on the first Thursday of each month at 3:00 p.m. in the meeting room in the Odum Library.

e. Report of the Faculty Grievance Committee - B. Derrick stated that the Board of Regents asked our alternative dispute resolution representative, Dr. L. Levy, to provide a report from this institution furnishing some statistics about the number of formal complaints and grievances filed over the last several years, and that she had been asked to compile those results. The Faculty Grievance Committee received assistance from the Student Services Office and from the Personnel Office in terms of student and staff employee numbers. She stated that they were not very significant numbers on this campus when distributed over a period of four years.

f. Report of the Senate Executive Committee - F. Ware noted that at the request of the Academic Scheduling and Procedures Committee, the Faculty Senate Annual Report had been corrected to reflect that academic calendars and semester hourly schedules were developed and approved for 1998-2001 in lieu of 1998-2000. This was an information item.

Dr. Ware reported that the issue of five-month vs. twelve-month parking fee payroll deduction plans for 1998-00 and beyond has been remanded to the Environmental Issues Committee for study and recommendations.

F. Ware also announced that the issue of use of university vehicles has been remanded to the Educational Policies Committee for study and recommendations.

F. Ware then reported that there were two proposals in the forms of motions from D. Marks: (1) An amendment to the Bylaws of the Faculty Senate to create the position of Editor of the Faculty Handbook and (2) A resolution officially thanking Dr. Kathe Lowney and Ms. Mary Jo Mitchell for their work on the revisions to the Faculty Handbook. These motions were seconded. Dr. Marks stated that, from a procedural standpoint, if the first motion received a majority vote at this meeting, an Amendment Committee would be formed composed of two elected senators and one ex-officio senator to examine the issue and report back to the Senate at the next Faculty Senate meeting (December 4, 1997) for a final Senate vote. Dr. Marks pointed out that it takes a tremendous amount of work to keep the Faculty Handbook up to date and to incorporate all the policies that this body has worked on and put into place. He stated that he thought that this activity needed one person to take responsibility. He pointed out that Dr. Lowney had done a magnificent job over the last several years. Dr. Marks noted that the Amendment Committee, if formed, will need some guidance from the Senate on whether this should be a one-year term or a two-year term.

K. Lowney commented that she had been involved in the Faculty Handbook for almost five years for three editions, and she thought it was time to turn it over to someone else. She agreed that one person was the right way to go, and it should be someone who has access to the Senate mailings, but would not necessarily have to be a senator. Dr. Lowney remarked that she hoped that we would not be producing new handbooks every year, but perhaps two or three years.

D. Roush observed that it would be much easier for the Committee on Committees to deal with a three-year term, so that there could be a rotational basis that is consistent with the Senators' terms of office.

B. Derrick then raised an issue about Item 2 of D. Marks' proposed amendment to the Bylaws (furnished as Attachment #1 to the Agenda of today's meeting), specifically the last sentence which she recommended should be struck. The sentence reads "Revisions of an editorial nature do not require approval of the Senate." There was further discussion on this, and a number of ideas and suggestions on ways to keep the Faculty Handbook up to date were brought up. F. Ware recorded these points and said that the Editor, if that position is established, should deal with them.

B. Derrick, following up on her earlier suggestion, made a motion to amend D. Marks' proposal by removing the above-mentioned phrase. The motion was seconded, and after some discussion the **motion passed**. J. Elza made a motion to further amend D. Marks' proposal by specifying a three-year term of office for the Editor of the Faculty Handbook. The motion was seconded, and the **motion passed**.

The **motion** made earlier by Dr. D. Marks for the Senate to officially thank K. Lowney and M.J. Mitchell for their work on the revisions to the Faculty Handbook was **passed** unanimously, and triggered a hearty round of applause from the Senators.

F. Ware announced that the issue of Awarding Tenure upon Appointment had been remanded to the Faculty Affairs Committee.

Dr. Ware explained that the Faculty Handbook was not yet on the Web due to a problem in scanning some of the charts. He also announced that the labels were ready for the Faculty Handbook notebooks. The handbooks should go out next week.

### General Discussion

J. Davis brought up an issue about the need for pedestrian crosswalks or traffic signals on Patterson Street across from the main campus. President Bailey responded that such a request had already been made and is being acted upon. He noted that the city has said if we can move the street coming in from the front gate and get it opposite the front entrance, they will go in with us. We will have to put up \$20,000 and the city will put up \$20,000. Dr. Bailey explained that this is urgently needed.

Dr. Bailey also announced that a traffic signal had recently been installed at Baytree Road and Sustella Avenue.

The meeting adjourned at 3:45 p.m.