



FACULTY SENATE
Est. 1991

Peggy Moch
President

Mike Holt
Vice President/
President Elect

Sudip Chakraborty
Secretary

Sean Lennon
Parliamentarian

Michael Noll
Past President

Minutes
October 15, 2015, 3:30 pm
University Center Magnolia Room

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 President 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.

For the benefit of record keeping, we ask that senators and visitors 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. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

1. Call to Order – Peggy Moch.
The meeting was called to order at 3:34 PM
2. **Approval of the minutes of the September 17, 2015 meeting of the Faculty Senate.**
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
A motion to approve the minutes was made and seconded. There was no discussion. Minutes were approved unanimously except for one abstention.
3. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Sudip Chakraborty.
The following were the proxies: Sarah Arnett for Karl Wildman, Shannon Lowe for Karl Paoletti, Ubaraj Katawal for Rebecca Gaskins, Michael Noll for Michael Meacham, Fleming Bell for Kelly Devall, Karen Acosta for Michelle Ocasio, Peggy Moch for Victoria Russell, Regina Suriel for Grazyna Walczak, Eric Howington for David Kuhlmeier, Luis Gonzalez for S. Andrew Ostapski, Rudo Tsemunhu for Shaunita Strozier, Sonya Sanderson for Debbie Paine, Alicja Rieger for Katharine Adams, and Stacey Walters for Serina McEntire.
4. Interim VSU President, Dr. Cecil Staton: VSU Updates
President Staton talked to the Faculty Senate via Skype. He shared an update on marketing efforts. More than 1100 students and their families registered for Open House on Saturday, October 17th. Among these the top four states were Georgia (800+ students), Florida (nearly 220 students among them 170 from Jacksonville), South Carolina (50 students) and Alabama (about 20 students).
Dr. Staton mentioned about the reorganization of the VSU administration starting November 1, 2015. Some of the functionalities will go back under the President's Office or Provost's Office. One of the significant changes will be the Office of Marketing will go back under the President's Office. Mr. Tee

Mitchell will be in charge of enrollment and there will be no rehiring of a Vice President for Marketing and Enrollment.

Two new recruiters have been hired – one living in Jacksonville and another living in the metro Atlanta region, both are to recruit from their respective areas. Dr. Staton also mentioned about progress made by VSU's 70-80 task force chaired by Travis York.

Several initiatives have been taken to increase students' satisfaction. VSU will encourage civic authorities to engage students and to help make Valdosta one of the greatest college towns in the country. He reiterated we all need to wear 'Red' on Fridays and mentioned the "cheer march" to increase community spirit.

He also noted the USG Chancellor's top priority is to reverse the enrollment trend and retention can help these numbers. Dr. Staton ended his update with an important message regarding the presentation of VSU's budget in November to the BOR and for the first time it will include information about faculty workload and credit hour production.

President Staton was asked whether it was possible to provide some insight for the ongoing administrative restructuring. Dr. Staton replied that VSU was looking at peers in USG and figuring out how similar or different we are. He would be happy to make FS aware of the process.

5. Interim Provost and Vice President for Academic Affairs, Dr. Brian Gerber: Project Innovate Update

Dr. Brian Gerber could not attend the meeting and Dr. Sheri Gravett gave the update on his behalf. She mentioned "Project Innovate" website was setup and guidelines for grants, a rubric for rating proposals, and a timeline were available on the site. Also available were sessions at Café Innovate and a blog. Qualtrics forms will be available starting November 23rd and will close on January 11th, 2016. The review committee has been established as well.

Dr. Gravett was asked what number of proposals would be receiving a grant. She replied the number has not been decided, but the maximum to be awarded will be around \$50,000.

6. Old & Unfinished Business

a. Statutory Committee Reports

i. **Academic Committee** – Sheri Gravett; Report located at

<http://www.valdosta.edu/academics/registrar/academic-committee.php> Received email, bylaws pending

Dr. Sheri Gravett gave the Academic Committee report from September. There was a new Logistics minor for Business Administration. There was a name change – Bachelor in Speech Communication was changed to Bachelor in Communication Arts and the change needed approval from the USG. She mentioned about the new version of the online catalog, but it still has the PDF version available and can be printed. Plan was to streamline the catalog. The minutes of the September 2015 Academic committee were approved unanimously.

ii. Committee on Committees – Kalina Winska: Progress on assignments?

Ms. Kalina Winska presented an update. The committee had a fruitful and productive meeting on September 30th. The committee reviewed the responses received through Qualtrics survey and assigned seats to all the different senate committees. The committee considered faculty responses, ex officio information, tenure and promotion information, and senators on statutory committees to assign the open seats. She stated the roster was available on the senate web page.

iii. Faculty Affairs – Alicja Rieger: Progress on assignments? Received Bylaws

Dr. Alicja Rieger reported the committee met on September 29th and reviewed their bylaws and made some minor editorial changes. Dr. Peggy Moch mentioned the committee voted and approved the format of the committee. The committee will meet again on October 20th, 2015.

iv. Faculty Grievance Committee – John Dunn: Any report?

Dr. John Dunn had no report.

- v. Institutional Planning Committee – Donald Thieme: Any report? Received email, bylaws pending
Dr. Don Thieme presented the committee's report and mentioned they were looking at their bylaws, which had not been updated since 2009. The committee approved of the 4 senators instead of 3 senators assigned to their committee by CoCo.

The committee discussed the hiatus in October to be called "Fall Break" instead of "Columbus Day/Fall Break". The committee presented for senate approval "Fall break should be the official name of the break in October and Columbus Day will not be used in conjunction with it." In discussion it was wondered why the name of fall break had been incorporated with "Columbus Day". It was mentioned that the local schools used it and earlier there was an attempt to align VSU breaks with local schools. The committee's proposal was unanimously passed.

- b. Meeting minutes from the various committees should be sent to FS Secretary (Sudip Chakraborty (schakraborty@valdosta.edu)) to be uploaded to the Faculty Senate website **AND** to the library (archives@valdosta.edu) with "Archives Faculty Senate Papers" in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:

- i. Technology_Minutes_04-29-2015
- ii. Academic_Honors_and_Scholarship_Minutes_08-28-2015

Thank you for your assistance in getting our records keeping up to date. ☺

- c. Work is continuing on the updating of the VSU Statutes with representation from the Provost's Office, Faculty Senate, and the Council on Staff Affairs. No further information to report at this time.

7. New Business

- a. Standing Committee Reports: No reports received

- i. Academic Scheduling & Procedures – Katharine Lamb – Email: Bylaws – No change
- ii. Academic Honors & Scholarships – Michael Meacham
- iii. Athletics – Peggy L Moch – Received bylaws
- iv. Diversity & Equity – Karen Acosta – Email: Bylaws – No change
- v. Environmental Issues – Arsalan Wares – Received email, bylaws pending
- vi. Faculty Scholarship – Maura Schlairet – Received Bylaws
- vii. Internationalization and Globalization – Fleming Bell – Received Bylaws
- viii. Library Affairs – Michael Forbes Ocasio – Received Bylaws
- ix. Student Affairs – Kelly Davidson Devall
- x. Technology – Mike Holt – Email: Bylaws – No change

- b. Standing Committee Report

- i. **Vote to change Special SOI committee to EPC Subcommittee**

The recommendation was to make Special SOI committee to be a subcommittee of EPC thereby avoiding hassles to create their own bylaws. A motion was made and seconded. There was no discussion and the motion was passed unanimously.

- ii. Educational Policies – Jacob M. Jewusiak: Report on SOI Subcommittee

Dr. Jacob Jewusiak presented the summary of their report. The committee's main philosophy was to make the SOIs more helpful for improving instruction rather than helping administrators to evaluate faculty. The committee was working to reduce the number of questions from the questionnaires existing 16 questions to 4-5 core questions. The committee is also looking into providing instructor-selected questions. The committee wanted IT to do more comparisons and a more robust analysis of the SOI data. The committee wanted initiatives taken to generate automated email reminders for students to take SOIs. The committee thought the new format would better address some of the core questions related to multiple sections and online courses. The committee expected the pilot format to be launched in Fall 2016 with full implementation in Spring 2017. There will be a need to vote on this during the January faculty senate meeting.

- c. Final Exam Policy (Attachments A and B): Work was done previously by the Educational Policies Committee but a final disposition cannot be located. Therefore, the Executive Committee remands this

to the Educational Policies Committee to update with respect to the current catalog (Attachment A) and review for inclusion in the Faculty Handbook (Attachment B) (Documents provided by Stacey Walters). Once these have been updated, further action can be taken.

- d. Campus Notification System Issues (Attachment C): Remand to VSU Chief of Police Seacrist for investigation and recommendations for resolution.
- e. Credit for SOI Compliance (Attachment D): Remand to Faculty Affairs Committee.

8. General Discussion

- a. How should faculty representatives for the Planning and Budget Committee (PBC) be selected (Attachment E)?

It was stated the senate should carefully consider whether or not they wished to relinquish FS seats on the PBC which was done in May 2015 or to maintain them as had been done previously. The idea of a senator from IPC being on the PBC was supported. It was mentioned it would be better to have the IPC chair as representative to PBC so they could report back to FS.

It was further noted Said Fares was on the PBC. Mr. Fares had attended regularly, had immense experience, and had been quite effective, even though he was no longer a senator. This was countered with the notion while Mr. Fares was a faithful member of the PBC, since he was no longer a senator, no longer had a line of authority for reporting to the FS. It was commented there should be a way to pass the faculty senate's thoughts to the representative for dissemination to the PBC.

It was suggested a change to the bylaws so a senator whose term was about to end, but who was efficient and productive, could be allowed to continue service for such a job. Dr. Moch requested the senate to further consider this issue, but emphasized no action would be taken at this time.

- b. How are faculty using Data Warehouse or otherwise working to assist at risk students?

Dr. Sheri Gravett mentioned a major upgrade was coming in January 2016. It was highlighted it is difficult to tailor to specific disciplines (for example, Economics). It was further suggested having sections geared towards "at risk" and "not at risk".

9. Adjournment

A motion was made to adjourn and was seconded. The meeting was adjourned at 4:51 PM.

Respectfully submitted by: Sudip Chakraborty

Attachment A:

Language to be inserted on page 87 of the VSU Undergraduate Catalog (2012-2013). The following language would replace the current language in the catalog:

FINAL EXAMINATIONS

In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

In online courses, final exams are to be completed during the final exam time period scheduled, generally a “window of time” such as a 24-48 hour period. On rare occasions, exceptions to this rule are permitted at the discretion of the college dean. Final exams may or may not be comprehensive of the entire semester.

Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student’s choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

Attachment B:

Language to be inserted on page 55 of the VSU Faculty Handbook (1997). The following language would replace the current language in the handbook:

FINAL EXAMINATIONS

The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations. In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

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Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student's choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

Attachment C:

Hi Peggy,

Sorry to bug you again, but I have some concern about our campus notification system. There are many faculty members in my area who do not get campus notifications (particularly about crime) and they are signed up for it.

Recently a news story on WCTV about two suspects interviewed two students who had not gotten notifications. <http://www.wctv.tv/home/headlines/Two-Suspects-Remain-On-The-Loose-In-Valdosta-326104981.html>

Can we as faculty senate ask the VSU Chief of Police to do look into improving this? Can we as the Fac Sen do something to help make this a better notification system?

Stacey D. Walters



Stacey D. Walters, MAT, LAT, ATC, RN
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Attachment D:

To: VSU Faculty Senate
RE: Credit for SOI Compliance
From: Deborah Robson, Associate Professor, Communication Arts
Date: September 16, 2015

Every semester when I ask students to complete SOIs, they respond that they will not do so unless they receive extra credit. They argue that most of their teachers provide extra credit for completion of SOIs. According to students the amount of extra credit varies from instructor to instructor. In my classes students receive the grades they earn related to course content/activities. Since I have been repeatedly told by University administrators that extra credit for SOIs is a violation of University policy, I tell students that I will not violate University policy just because other instructors do. Recently, I found the attached statement, "Sample SOI Syllabus Statement," on the VSU website. Upon reading the bold italicized portion, I'm not sure how to interpret the statement. Are we suggesting that instructors either raise or lower the final grade based on SOI compliance? I know we need to increase the compliance rate for SOIs, but I believe this approach is unethical and teaches the wrong lesson about responsibility. Completion of SOIs is a matter of citizenship at VSU, just as faculty conduct peer reviews without any expectation of compensation/credit. Perhaps I am particularly sensitive about this issue because I teach ethics in communication. When SOIs were completed in class on paper under the supervision of someone other than the instructor, our compliance rates were extraordinarily high. Perhaps that process was too time-consuming, but there has to be another alternative.

Perhaps Datawarehouse and Banner could be linked so that the grades of students not completing SOIs would not be posted. I know this would take educating students into the process and poses some systems problems.

If that is unworkable, perhaps the University could set a firm policy that we could all build into our syllabus. I would suggest that there be a penalty of 1% grade reduction for failure to complete SOIs. This is the price of citizenship at VSU. It would let students understand that citizenship at VSU is not optional, that we require students to be good citizens. This policy would eliminate variable credit currently given by some instructors. Students would see the same statement on every syllabus at VSU and learn very quickly that the SOIs are not optional.

Thank you for your consideration.

Sample SOI Syllabus Statement

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators. Instructors will be able to view only a summary of all responses three days after they have submitted final grades. While instructors will not be able to view individual responses or to access any of the data until after final grade submission, they will be able to see which students have or have not completed their SOIs, and ***student compliance may be considered in the determination of the final course grade.*** These compliance and non-compliance reports will not be available once instructors are able to access the results. [Complete information about the SOIs](#), including how to access the survey and a timetable for this term is available.

<http://www.valdosta.edu/academics/academic-affairs/sois/sample-soi-syllabus-statement.php>

Attachment E:

When the Planning and Budget Council (PBC) was created, two voting seats were provided to the Faculty Senate (FS) as representatives of the faculty as a whole. One seat was a FS representative and an Institutional Planning Committee Member (IPC) and the other seat was a FS representative elected as a general faculty representative. Originally these seats were to have two year terms. The idea was that these seats would also be staggered, so that only one would be replaced at a time. This notion seems to have been lost over time with all of the changes that have been made. There is currently no mention of these seats in the FS Bylaws and I was only able to find limited documentation for these in the PBC documents on their website in their membership roster.

With assistance from Dr. Sheri Gravett and her office, we were able to find in the August 14, 2009 minutes of the Planning and Budget Committee Jointly Meeting with the University Council where a proposed revision to the VSU statutes was made. The current VSU statutes are under revision, but these were adopted at the time and have not been subsequently or substantively changed to my knowledge.

Article XIII: The Planning and Budget Council (PBC)

Section 2: The Planning and Budget Council is comprised of a balanced representation of constituent groups with voting members on initial formation as follows: Provost and Planning & Budget Council Chair, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Advancement, ***Faculty Senate Representatives (2)***, Council on Staff Affairs Representatives (2), Student Government Association President, Student Government Association Representatives (2), Diversity Council Representatives (2), Deans' Council Representative, Department Heads' Council Representative, and the Athletics Director. ***Changes in voting membership are established through majority vote by extant Planning and Budget Council members and approval by the President.*** [Bold and italics added.]

The PBC is not a FS committee, so the FS does not have the authority over the PBC. Traditionally there have been 2 FS on the PBC – 1) Chair of the IPC representing the IPC members and 2) a general senator elected by the FS. Last year a non-senator was elected to take the general faculty member PBC seat by the FS.

The issue: the senate has enjoyed 2 voting PBC seats since the PBC and University Council were joined.

Does the senate want to forfeit 1 seat for general faculty? If so, shouldn't the election allow all general faculty to vote (as they do for Grievance Committee seats)?

While the IPC chair-elect, chair, or past chair generally holds the other senate seat on the PBC, the bylaws say the IPC will elect a member to the PBC – then potentially there would be no FS representation on the PBC.

Does the FS want to potentially give up all of their seats on the PBC? We could safeguard one seat by requesting the IPC seat be selected from the senate membership on the IPC.

I would like to respectfully suggest the FS incorporate guidelines for the PBC seats into their Bylaws so there is a standardized criteria for how these seats should be determined for future reference.