



VALDOSTA STATE UNIVERSITY

## FACULTY SENATE

est. 1991

<b>Chairman</b> President H. C. Bailey	<b>Vice Chairman</b> Vice President L. Levy	<b>Executive Secretary</b> Dr. R. Hull	<b>Parliamentarian</b> Dr J. Wheeler
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### Minutes of November 16, 2000

The Valdosta State University Faculty Senate meeting convened at 3:30 p.m. in the University Center Magnolia Room. Members present were:

L. Levy, Vice President, Academic Affairs  
J. Wheeler, Parliamentarian

Ex-Officio Senators:

R. Mast	R. Devery
L. Milbrandt	T. Reed
M. Reichenbach	E. Clark
P. Allen	N. Argyle
G. Gaumond	

College of the Arts:

F. Barnas	J. Hornsby
M. Savoie	C. Coons
P. McNeill (proxy J. Hornsby)	D. Farwell
T. Harding (proxy D. Farwell)	

College of Arts and Sciences:

B. Bergstrom	T. Manning	B. Derrick	C. Johnson
M. Laughlin	J. Petrella	J. Elza (proxy J. Elza)	E. Sheeley
V. Soady	T. Meyers	T. Thompson (proxy L. Hanes)	D. Bogyo
L. Hanes	D. Sewell	A. Lazari (proxy J. Petrella)	M. Smith
C. Walker	S. Goel	B. Adler (proxy D. Sewell)	H. Harper
J. Hiers	J. Wilkinson	S. Seyfarth (proxy T. Manning)	

College of Business Administration:

C. Superville	M. Holland	P. Fadil
B. Caster	A. Reddy	

College of Education:

L. Carter	S. Harvill	G. Langford	L. Moore
A. Recesso	R. McClung	F. Smith (proxy B. Bergstrom)	M. Garber
J. Hummell	L. Wiley	C. Backes (proxy A. Recesso)	A. Gibbs
A. Brovey	K. Wells	B. Gerber (proxy A. Brovey)	M. Venn

College of Nursing:

L. Marinelli	D. Roush	D. Ebron (proxy D. Roush)
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Division of Social Work:

M. Meacham

Odum Library:

K. Smith

S. Thomas

Visitors:

P. Rozier - COSA, G. Wright - Registrar, H. Coppage, D. Boyd, K. Moore

Members absent were:

H.C. Bailey  
K. Stanley

R. Hull  
P. Cleveland

J. Brignati  
D. Robinson

M. Corbitt

1. Call to Order – L. Levy called the meeting to order and announced that President Bailey and J. Brignati were in Atlanta for a bid opening. R. Hull attended a professional meeting.
2. Approval of the October 19, 2000 minutes – L. Levy asked for any corrections or additions to the minutes. B. Derrick corrected the spelling of Kathe Lowney’s name. The minutes were approved as corrected.
3. Unfinished Business – There was no unfinished business.
4. New Business
  - a. Report from the Academic Committee – L. Levy stated that the committee had met and passed several items, including their October minutes. These items were approved too late to be included with the November Senate agenda and will be included with the February Senate agenda.
  - b. Report from the Committee on Committees – S. Thomas stated that the committee had not met.
  - c. Report from the Institutional Planning Committee – M. Smith stated that the committee met on November 13, 2000 and approved their October minutes and addressed the program review policy in an attempt to make it fit the recently released Board of Regents guidelines. They are still working on this policy. L. Levy stated that he had received three program review items from the system office for degrees that were approved three years ago. These items required statistical reports from individual departments regarding the number of graduates in those degree programs.
  - d. Report from the Faculty Affairs Committee – B. Caster stated that the committee met on November 15, 2000 and passed several items that will be on the February Senate agenda. He stated several informational items on issues that had been remanded to the committee. They received the draft version of the proposed handbook for part-time faculty, reviewed it, and will be sending it back with recommendations. He stated that he spoke with Ruby Delaney regarding the possibility for pre-payment of travel expenses and was able to determine that certain approved travel expenses can be prepaid, such as conference registration fees. Other approved travel expenses must be paid out-of-pocket and later reimbursed. These reimbursements can be paid immediately after the out-of-pocket expense is paid.
  - e. Report from the Faculty Grievance Committee – There was no report.
  - f. Report from the Academic Scheduling and Procedures Committee – M. Garber stated that that the Core Curriculum Schedule included with the agenda as attachment #1 came from an ad hoc committee that was formed to examine a standardized undergraduate schedule and was presented as a motion. L. Levy stated that the document should be titled the “Proposed Schedule Guidelines for All Undergraduate Courses.” B. Caster made a correction to the document to indicate that the Monday/Wednesday afternoon courses should be scheduled from 2:00 until 3:15 p.m., rather than from 2:00 until 2:50 p.m. J. Hummell amended the motion to separate the day schedule from the evening schedule for voting purposes. **This motion was approved.** B. Derrick asked if the 3:30-4:45 p.m. scheduled classes would present a problem for chemistry labs that are

ordinarily scheduled for 2:00-4:50 p.m. B. Bergstrom asked if biology classes scheduled from 7:00 – 7:50 a.m. would be in violation of the policy. L. Levy clarified that the document should be viewed as guidelines and that there will be exceptions for studios and labs. He asked that departments be sensitive to this as a guideline, especially for one and two hour courses, and that classes start and end on time to prevent any difficulty for students to take other classes. C. Coons made a motion that the document title be amended to “Proposed Schedule Guidelines.” **This was approved.** L. Levy asked for a vote to approve the day schedule guidelines. G. Wright asked that these guidelines be made effective Fall 2001. D. Roush asked if the BANNER system would accommodate these schedule guidelines. L. Levy stated that BANNER should not create any problems. B. Derrick stated that the chemistry department has scheduled Friday afternoon lab hours to accommodate the needs of students and asked if this would be a problem. L. Levy stated that the committee tried to eliminate the under-utilization of Monday/Wednesday/Friday afternoon class times by creating more Monday/Wednesday afternoon class times. **The guidelines for day classes were approved.** L. Levy referred to the proposed guidelines for evening classes. J. Hummell stated that the College of Education had asked that the evening schedule be remanded back to the committee for further study. During the discussions for the proposal for evening classes, people in attendance thought that there would be three credit hour classes still available on Tuesday/Thursday or Monday/Wednesday. Hiring adjunct instructors given the available salaries and requiring them to teach two nights per week may be difficult. Lack of adjunct instructors would create the need for full-time faculty to teach three nights per week rather than one or two nights per week. M. Holland stated that in previous semesters, classes meeting at 5:00 p.m. were popular among College of Business faculty and students and should not be arbitrarily removed from the schedule. L. Levy stated concerns had existed for a larger time frame for capstone courses. L. Levy asked for a vote to remand the evening schedule guidelines back to the committee. **This was approved.**

- g. Report from the Environmental Issues Committee – B. Derrick stated that the committee met twice in November and has acted on several issues for the academic year. The committee operates through four sub-committees: Recycling, chaired by Dave Gibson; Parking Usage, for which a chair is needed; Facilities Issues, chaired by Sherrida Crawford; and Campus Beautification and Stewardship, chaired by Brad Bergstrom. She thanked L. Levy for his efforts to facilitate cooperative discussion of issues between various constituencies and encouraged him to continue those efforts. The committee will be meeting on the first Thursday of each month at 3:30 p.m. in the Odum Library first floor classroom. Per the request of Plant Operations, the committee is establishing a policy on outdoor lighting. At their December 7, 2000 meeting, the committee will hear recommendations from various constituencies on campus who have an interest in this issue. They will be developing a policy which takes in to account the need for darker skies for the observatory, safety concerns, and energy conservation. The committee will work first to educate themselves on these issues. A proposal for a one-mile branch outdoor classroom that was tabled previously by the Senate is under further discussion and will come back before the Senate. The Facilities Issues sub-committee will be sending out surveys asking the campus community questions about energy usage on campus. The survey is a pre-cursor to committee discussion of policies related to energy conservation. A revised tree preservation and maintenance policy previously sent to the Senate Executive Committee, which they requested to be presented in a different format, is now ready for consideration and should be on the agenda for the next Senate meeting. B. Derrick presented a resolution that had been approved by secret ballot by the Environmental Issues Committee and asked for action by the Senate. She voiced the committee’s concerns that prompted the resolution. This information is included herein as Attachment #1. Copies of the resolution were presented to the Senators and L. Levy stated that a vote would be taken by secret ballot. He noted for parliamentary purposes

that a resolution expresses the opinion of a group and not a call for specific action on the part of that group. L. Levy asked for discussion. T. Manning asked how Senators should vote. L. Levy clarified that each Senator should indicate that they either agree or disagree with committee's resolution. J. Hummell stated that he had previously brought before the Senate some concerns regarding email against faculty members. He encouraged faculty to call appropriate people and verify facts before communicating via email. He stated that he has since heard negative comments from faculty members addressed to other faculty members and to Dr. Bailey at Senate meetings. He stated that faculty members have a responsibility to behave professionally and part of that includes behaving in a respectable public manner. He stated further that the tone of the resolution presented to the Senate did not lead to cooperation and collegiality between faculty, committees, and the administration. S. Thomas asked that the Senators be given a copy of the tree preservation and maintenance policy before voting on the resolution. J. Wheeler stated that the policy had been distributed to the Senate. B. Bergstrom stated that the existing policy and proposed revision were distributed and that they can be found on the web. He stated that Dr. Bailey had admitted that there was a violation of the policy and that the dispute was regarding the ad hoc explanations as to why the policy was violated. P. Fadil asked for clarification as to what the resolution would actually do and if it would bring closure to the tree discussion. L. Levy stated that whatever the vote, communication would continue between the administration and the Environmental Issues Committee to bring closure and move forward toward collaboration within the institution. B. Derrick stated that the committee is working toward closure on this issue and into a cooperative mode with the administration and is hopeful that this will happen in the near future. V. Soady pointed out that no member of the Senate had been involved in any breach of decorum and that the comments toward Dr. Bailey made at the last meeting did not come from a Senator. She asked if the administration had a report in response to the questions that were previously asked of them and read into the Senate record and if this resolution would resolve any of those questions. L. Levy gave a report on behalf of Dr. Bailey and Mr. Brignati from a letter written by a Parrish Construction company official. It is included herein as Attachment #3. Regarding how the trees were removed, he stated that upon visiting the Biology/Chemistry building, Mr. Brignati and Dr. Bailey were asked by an M.M. Parrish employee if it was permissible to cut down the trees. Dr. Bailey asked if the trees were on the existing plans, the employee stated that they were, and Dr. Bailey gave approval to cut them down. L. Levy stated that the comment was brief and that there was no discussion. Regarding the change order to cut down other trees, L. Levy stated that Mr. Brignati had indicated that the trees were damaged and roots were exposed which prompted their removal. There was no authorization to remove any trees other than those specifically indicated in the change order. B. Bergstrom stated that a letter from GSFIC indicated that the removed trees were property of VSU, which was contrary to what the letter from Parrish Construction indicates. D. Roush asked how the wording of the resolution would result in a sense of closure on this issue. B. Derrick stated that if the Senate is to move forward, a statement must be made that the Senate wants the policies they pass adhered to by the administration. She stated that the decision making process has been damaged and that the Senate as a body should speak to that. L. Levy stated that the 30-minute time limit for discussion had expired and that a vote must be taken. The ballots were distributed and L. Levy stated that senators should vote by writing "yes" or "no" on the ballot. He asked J. Hummell and D. Boyd to serve as counters before J. Wheeler. While the ballots were being counted, L. Levy stated that if funding allows, he hopes to take a group of faculty to a summer academy. The vote was 34 in agreement with the resolution and 32 against it.

- h. Report from the Senate Executive Secretary – D. Boyd gave the report on behalf of R. Hull.

1. D. Boyd stated that a request to consider the adoption of a standardized form for the handling of incompletes had been remanded to the Academic Committee.
  2. D. Boyd stated that a recommendation for class attendance and final attendance from the Educational Policies committee was referred back to Herb Reinhard for input. C. Coons clarified that Mr. Reinhard was an integral part of the committee's process and that the appropriate report had already been prepared. The committee had taken into consideration other groups that could have been effected by their recommendations, such as performing or theater groups, and that Mr. Reinhard had congratulated the committee in their hard work. D. Boyd stated that this report should come back to the Senate at the February meeting.
  3. D. Boyd stated that Rebecca Murphy had requested that a Senate volunteer agree to serve on an Advising Committee as part of the Quality Service Initiative. L. Levy stated that this is directed toward staff offices, such as housing and food service, and how they can deliver a better quality service. C. Coons volunteered to serve.
  4. D. Boyd stated that there was a request that the Faculty Affairs committee investigate the travel policy and pre-payment of expenses. This report had already been given to the Senate.
  5. D. Boyd stated that a request regarding the handling of Homecoming was referred to Herb Reinhard, Russ Mast, Terry Frederiksen and Walter Peacock.
  6. D. Boyd stated that a request regarding the residence halls and how housing might be assigned for academic achievement was remanded to the Educational Policies committee. He made the correction that this issue was remanded either to the Student Services or Student Affairs committee. V. Soady asked if the Homecoming request and residence hall request could be handled by either the Student Services or Student Affairs committee, as both committees are being under-utilized. T. Manning stated that the suggestion for Homecoming weekend was that the parade be moved from Friday afternoon to Saturday morning and that marching bands from high schools in VSU's service area be invited to perform. This could also serve for student improvement in the high schools and student recruitment for VSU. He also suggested that local and regional restaurants be invited to participate in a food fair and that local and regional companies be invited to enter floats in the parade, which could serve as a potential source of capital for VSU.
  7. D. Boyd stated that a request for building or acquiring new residence halls had been remanded to the appropriate administrators.
  8. Open Discussion – On behalf of Jane Elza, B. Derrick encouraged Senate committees to be continuously proactive in the best interest of VSU. R. Devery stated that the announcement was made at a press conference that the College of Business Administration is now named the Harley S. Langdale, Jr. College of Business Administration as a result of a substantial endowment.
6. Adjournment – The meeting was adjourned at 4:50 p.m.

