



**FACULTY SENATE**

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Chairman Ronald M. Zaccari	Vice Chairman Louis Levy	Executive Secretary David Boyd	Parliamentarian Mike Meacham
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**Minutes of May 15, 2003**

The Valdosta State University Faculty Senate meeting convened at 3:35 p.m. in the Magnolia Room of the University Center. Members present were:

R.M. Zaccari, President (absent)  
 L. Levy, Vice President, Academic Affairs  
 D. Boyd, Executive Secretary  
 M. Meacham, Parliamentarian

\*Indicates the individual assigned a proxy

Ex-Officio Senators:

J. Black	K. Keppler (absent)
*C. Harmon	*J. Gaston
S. Gravett	T. Reed (absent)
K. Stanley (absent)	M.A. Reichenbach
E. Clark	P. Allen
G. Gaumond	*N. Argyle
M. Giddings	

College of the Arts:

F. Barnas	J. Hornsby
M. Savoie	M. Schmidt
M. Eaves	L. Indergaard
E. Nielsen	C. Brague

College Of Arts and Sciences:

T. Manning (absent)	B. Bergstrom	C. Barnbaum	J. Elza
C. Hand (absent)	M. Laughlin	M. Richard (absent)	D. Robinson
E. Sheeley	V. Soady (absent)	J. Whitehead	K. Rumstay
T. Meyers (absent)	D. Boyd	S. Childs	J. Kinney
J. LaPlant	M. Stoltzfus	B. Adler	C. Johnson (absent)
C. Meyers (absent)	*E. Whiting	*J. Samaras	

College Of Business Administration:

M. Holland	A. Reddy	F. Ware
R. Allen	*P. Fadil	

College of Education:

L. Carter	G. Langford (absent)	F. Smith (absent)	K. Hinkle (absent)
L. Moore (absent)	S. Andrews	A. Brovey (absent)	*R. Hull
M. Maina	*J. Siegrist	D. Briehl (absent)	D. Judd
T. Enloe (absent)	B. Johnston	K. McCurdy	S. Worth
I. Ellis	E. Dodd		

College Of Nursing

L. Floyd (absent)	D. Shambley-Ebron (absent)	D. Weaver (absent)
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Division Of Social Work:

M. Meacham

Odum Library:

K. Smith (absent)      M. Puffer-Rothenberg

Proxies:

Mike Meacham for Bob Hull  
Phil Allen for Charles Harmon  
Shirley Andrews for Jerry Siegrist  
Ed Sheeley for John Samaras  
Ernestine Clark for Nolan Argyle  
Jane Kinney for Cameron Whiting  
Ralph Allen for Paul Fadil  
Frank Barnas for John Gaston

Student Senator (non-voting)

President of the SGA: C. Guined (absent)

Student appointed by SGA President:

Visitors:

Honey Coppage, Academic Affairs

Walter Peacock, Admissions

1. L. Levy informed the Faculty Senate that he would be presiding on behalf of R. Zaccari who was in Atlanta attending various meetings. L. Levy informed the Faculty Senate that the Regents have passed a new testing policy which deals with SAT, ACT, and AP test scores that will exempt students from taking one or both components of the Regents' Test. Information will be distributed at VSU; however, there is information currently available on the Regents' website ([http://www.gsu.edu/webfs01/reg/wwwrtp/public\\_html/change.htm](http://www.gsu.edu/webfs01/reg/wwwrtp/public_html/change.htm)).

The process of Program Review is ongoing. L. Levy received a list of programs from Dr. Papp, Senior Vice Chancellor for Academics and Fiscal Affairs, that over the last three years averaged ten or fewer majors, or five or fewer graduates. Those programs will be flagged for review in FY 2004. L. Levy will send the program list to the Department Heads and appropriate faculty in the near future.

L. Levy noted that Governor Purdue has signed the supplemental budget. He stated it is possible that R. Zaccari will be informed of the tuition and fees for FY 2004 at the May meeting of the Board of Regents. He informed faculty who will be advising this summer that the change in fees and tuition may not be reflected in the new bulletin. If there is not an option for a last minute editorial change in the bulletin an insert indicating the costs of fees and tuition may be included with the new bulletins. There also may be the option of placing the new bulletin on CDs allowing the tuition and fee information to be inserted. Eventually VSU will move to a new system where students will receive CDs that will contain all necessary forms as well as undergraduate and graduate bulletins.

2. **Approval of the minutes of the April 17, 2003, meeting of the Faculty Senate – The minutes were approved.**
3. New business

- a. Report from the Academic Committee – Louis Levy –No report.
- b. Report from the Committee on Committees – Lyle Indergaard gave the report.

Five General Faculty positions on the Academic Committee and one General Faculty position on the Faculty Affairs Committee were filled in recent elections held by the colleges and divisions.

The Committee on Committees met on Friday, May 9 and completed committee assignments for senators and other faculty for the coming year. The 2003-04 senate and committee rosters are now complete except for any unforeseen changes during the summer months.

Letters informing newly elected senators of their senate and committee duties were sent on May 13.

- c. Report from the Institutional Planning Committee – Jerry Siegrist – No report.
- d. Report from the Faculty Affairs Committee -- Shirley Andrews gave the report.

**i. Merit Pay recommendation**

In response to a Senator’s request that criteria for merit pay be specifically addressed, the Faculty Affairs Committee, after extensive discussion, recommended that the paragraph below should be added to the Faculty Handbook. The Committee recommended that it be included in the section headed **“Evaluation Policies for Promotions, Salary Increases and Tenure”** (page 62) and be added as the last paragraph of the subsection, **“Salary Increases”**, under this heading.

**“Department Heads and Deans of the Colleges are responsible to convey in writing the method of evaluation of the criteria for merit that are specified in the preceding paragraph which will be utilized in determining merit pay increases. Faculty should be apprised of their success in meeting these evaluative requirements throughout the year and as part of the annual evaluation for which merit will be determined.**

**If upon merit evaluation, the faculty member is not satisfied with the evaluation, the faculty member may appeal the decision through the normal appeal process for faculty.”**

L. Levy noted that D. Robinson conducted a study of the VSU faculty evaluation system and compared it to a number of others across the state. The results of her study are available on the Academic Affairs website. She also made recommendations about establishing goal statements for faculty and how to evaluate those goals.

There was discussion about the process of merit evaluation, the criteria and whether or not merit evaluation should be included as part of the annual evaluation. Ultimately, each Department Head decides on the process that will be used for their department. B. Bergstrom recommended an amendment to the statement to read as follows:

**“Department Heads and Deans of the Colleges are responsible to convey in writing *at the beginning of each academic year* the method of evaluation of the criteria for merit that are specified in the preceding paragraph which will be utilized in determining merit pay increases. Faculty should be apprised of their success in**

**meeting these evaluative requirements throughout the year and as part of the annual evaluation for which merit will be determined.**

**If upon merit evaluation, the faculty member is not satisfied with the evaluation, the faculty member may appeal the decision through the normal appeal process for faculty.”**

After more discussion there was a vote to cut off debate on the subject. The Faculty Affairs committee accepted the amendment as a friendly amendment and called for a vote on the amended proposal. The motion carried. S. Andrews thanked the members of the Faculty Affairs committee for their hard work during the year. She noted there are three issues the committee continues to work on including 1) Teaching Assistant title 2) Administrative Evaluations and 3) Student course evaluations.

ii. PPO privacy issue

The Faculty Affairs Committee recognizes the importance of keeping medical information in the strictest confidence. The committee believes that the Health Insurance Portability and Accountability Act of 1996 (HIPAA) far exceeds anything the committee could propose. Briefly, the act created new standards for data security, patient ID numbers and the privacy of all individually identifiable health information. The act applies to health plans, health care clearing houses and health care providers of all types.

Covered entities must also ensure business associates' HIPAA compliance. Covered entities must obtain patients' written permission to disclose protected health information. COMPLIANCE WITH HIPAA'S PROVISIONS BECAME MANDATORY ON APRIL 14, 2003.

The Faculty Senate approved the recommendation from the committee.

- e. Report from the Faculty Grievance Committee – Carl Hand – No report.
- f. Report from the Senate Executive Secretary -- David Boyd
  - i. A request to investigate the deficit associated with VSU's participation in the NCAA Division II football playoffs has been remanded to the Athletic Committee.
  - ii. A faculty member has raised a concern regarding privacy in regards to the Federal HIPAA policy, which went into effect on April 14, 2003. This document was distributed to the campus by Felicia Hilson. The Faculty Affairs Committee has been asked to investigate this concern.
  - iii. A request from a faculty member to see why he must put additional retirement money into a Supplemental Retirement Account (SRA) instead of a Retirement Account (RA) has been sent to Jim Black's office for investigation. (Jim Black and the faculty member have reached a satisfactory agreement.)
  - iv. The University is currently operating under an interim policy on the Human Care and Use of Laboratory Animals. We have asked the Faculty Development and Research Committee to work with Mary Watson's office in developing this policy for VSU.
  - v. Reports from Standing Committees

a. Faculty Development and Research – Allen Reddy

Faculty Development and Research Funding breakdown – 2002-2003:

I. Faculty Development

Beginning funds: \$101,779  
Budget cut: -\$15,000  
Balance after budget cut: \$86,779\*  
Funds spent: \$86,160\*

Awards by College:

College of the Arts – 41 awards  
College of Arts & Sciences – 60 awards  
College of Business – 10 awards  
College of Education – 58 awards  
Library – 10 awards  
Division of Social Work – 7 awards

\*Difference between balance after budget cut and funds spent is due to reimbursement being less than the awarded amounts for some awards. All monies were awarded.

II. Research    Budget \$24,653.00  
                    Awards \$24,569.39  
                    Balance \$     83.61

Awards by College:

College of Arts - 10  
College of Arts & Sciences – 17 awards  
College of Education – 4 awards  
Div. of Social Work - 1

L. Levy noted that he expects the funds in Faculty Development and Research to be the same at the beginning of FY 2004 as they were at the beginning of the FY 2003. He also recommended using 50% of the funds during the Fall 2003 semester and the remaining 50% during the Spring 2004 semester.

4. General Discussion

Michael Maina, College of Education, spoke on behalf of concerned parents and staff regarding the proposed closure of the Center for Developmental Education (VSU Childcare Center). M. Maina indicated the Center is slated for closure effective June 20, 2003. This group of individuals would like the Faculty Senate to assist in coming up with solutions to avoid closing the Center. There are three goals 1) to postpone closure of the Center 2) to form a sub-committee to look at alternative methods for providing this daycare for the community and people involved with VSU 3) within that committee relocate generated funds and have a larger scale daycare at a different location to provide additional services to people. In addition, he also indicated a sub-goal of retaining the eleven full-time staff as well as twelve part-time staff employed at the Center.

D. Boyd indicated that non-members of the Senate may speak if the Senate grants approval. Non-members are limited to five minutes according to the Faculty Senate by-laws. D. Boyd asked the Senate to vote on the question of giving three non-members the opportunity to speak. The vote carried unanimously.

Julie Maina, Dirk Hardin, and Rajesh Iyer all spoke on behalf of the VSU Childcare Center. J. Maina stated that she is appreciative of the fact that the Childcare Center offers quality education, that there is a very good ratio between student and teacher, and the staff is very committed to taking care of the students. The Center provides VSU students with a practicum opportunity on campus and is also one of the only daycare centers within the Valdosta city limits that provides services for students with special needs. Dirk Hardin asked the Faculty Senate and VSU Administration to help keep the Childcare Center open for one year to give them the opportunity to filter the students out to other facilities if need be and to review other options rather than closing the Center. One of those options may be to relocate the Center to the McCranie building that was donated to VSU, which is located on Ashley Street. D. Hardin mentioned the 1999 proposal by R. Tindall, Plant Operations, to place the VSU Childcare Center in the McCranie building. The size of the McCranie building could be a key factor that would allow the Center to receive accreditation. The current facility is unable to obtain accreditation due to square footage and the number of students attending the Center. He also considers the Childcare Center to be a part of the decision-making process when faculty consider VSU as a potential place of employment. Rajesh Iyer stated that parents would be willing to increase their daycare fees from \$75.00 per week to \$100.00 per week, which would generate approximately \$40,000.00 in additional funds. If the Ashley Street location could be available for occupation within a year then enrollment could be increased from 50 children to 125 children which could generate as much as an additional \$420,000.00 per year if fees are raised to \$100.00 per week.

L. Levy stated the VSU Administration appreciates the way the group approached the issue with a business plan as well as alternatives. He looks forward to the opportunity of further communication with the group regarding this issue.

J. Black indicated that he spoke with Blake Ellis, the owner of the building occupied by the VSU Childcare Center, who informed him that Ms. Sarah had inquired about renting the facility and continuing the work of the Center. Her proposal is to operate the facility as is, accept all students enrolled at the Center, and possibly retain the current employees.

L. Levy indicated that further meetings will be held with the concerned parties in order to work on some alternatives. The information gathered at the meetings will be discussed with the Department Head of Special Education and Communication Disorders, the Dean of Education, the office of Academic Affairs, the Budget Advisory Council and ultimately the President.

M. Meacham indicated this is an important issue and noted that several members of the Faculty Senate, including himself, are very adept in working with these types of issues and they might be able to come up with a solution. He thanked the group for bringing the issue to the Faculty Senate.

- B. Bergstrom noted this was the first time in three years there was a quorum at the Faculty Senate summer meeting. He believes the Senate made the right choice by changing the summer meeting from June to May.
- J. LaPlant noted the concern of faculty regarding the narrow time frame between final exams and the due date for grade submission. He suggested the relevant committee review this issue and consider allowing three or four working days between finals and the due date for grade

submission. D. Boyd requested that J. LaPlant send him an e-mail regarding the issue so it can be addressed at the fall Faculty Senate meeting.

- D. Boyd reminded the Faculty Senate that the next Faculty Senate meeting is the third Thursday of September. Agenda items for the September meeting should be forwarded to D. Boyd prior to August 22<sup>nd</sup>. He thanked the members of the Senate for their hard work during the year.

5. Adjournment – The meeting adjourned at 4:53