



**Valdosta State University®**

A Regional University of the University System of Georgia



**FACULTY SENATE**

Est. 1991

**Chairman**  
Ronald M. Zaccari

**Vice Chairman**  
Louis Levy

**Executive Secretary**  
David Boyd

**Parliamentarian**  
Mike Meacham

**Minutes of September 18, 2003**

The Valdosta State University Faculty Senate meeting convened at 3:40 p.m. in the Magnolia Room of the University Center. Members present were:

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

\*Indicates the individual assigned a proxy

Ex-Officio Senators:

- J. Black
- C. Harmon
- L. Calendrillo
- K. Stanley
- \*E. Clark
- N. Argyle
- K. Keppler (absent)
- J. Gaston
- P. Gunter
- M. Richardson (absent)
- G. Gaumond (absent)
- M. Giddings

College of the Arts:

- M. Schmidt
- C. Brague
- M. Savoie
- \*F. Barnas
- L. Indergaard
- M. Eaves
- E. Nielsen
- J. Brashier (absent)

College Of Arts and Sciences:

- C. Hand
- M. Richard
- B. Adler
- J. Samaras
- K. Lowney
- J. Whitehead
- D. Boyd
- K. Rumstay
- C. Johnson
- \*C. Barnbaum
- G. Macheski
- M. Williams
- S. Childs
- J. LaPlant
- \*C. Meyers
- W. Huang
- M. Noll
- \*J. Kinney
- M. Stoltzfus
- C. Whiting
- C. James
- E. Pugh

College Of Business Administration:

- F. Ware
- L. Marshall
- R. Allen
- A. Reddy
- P. Fadil

College of Education:

- S. Andrews
- J. Siegrist
- K. McCurdy
- K. Hinkle
- A. Brovey
- D. Briihl
- S. Worth
- L. Minor
- \*R. Hull
- D. Judd
- I. Ellis
- L. Schmertzing
- M. Maina
- B. Johnston
- C. Hudson
- J. Stelzer

College Of Nursing

- L. Floyd
- L. Bell

Division Of Social Work:

M. Meacham

Odum Library:

M. Puffer-Rothenberg

E. Yontz

Proxies:

Michael Noll for Cecilia Barnbaum

Marty Williams for Jane Kinney

Phil Gunter for Ernestine Clark

Bob Johnston for Bob Hull

Mike Savoie for Frank Barnas

Charles Johnson for Chris Meyers

Student Government Association (non-voting)

President of the SGA: Jason Lewis

Visitors:

Honey Coppage, Academic Affairs

Gerald Wright, Registrar

Russell Mast, Student Affairs/Dean of Students

Kristen Newcomb, Spectator

Marsha Krotseng, Office of Planning

Walter Peacock, Admissions

1. R. Zaccari thanked Mike Meacham for serving as the Faculty Senate Parliamentarian during FY 2003 and reappointed him to serve as the Parliamentarian for FY 2004.

The process of reviewing underwriters for the Housing project is complete. The underwriter will seek funding across the country in order for VSU to proceed with this project. VSU is unable to use state funds for the project; therefore, we must rely on lease arrangements and rental fees to sustain operation of this project.

R. Zaccari mentioned that three days of Master Plan meetings had concluded and he noted that approximately 30-40 faculty represented various areas across the campus at the open meeting for faculty. The firm of Portman & Associates will review our current operating levels and what our needs are regarding designing new spaces and programs for the future.

R. Zaccari informed everyone that his door is always open and he encouraged anyone that had a concern to make an appointment with him to discuss the issue and review the facts.

The annual Strategic Planning Retreat was held on September 15. A report from Solutions 21 should be forthcoming within two weeks. As soon as the report is received a copy will be available at the Odum Library.

R. Zaccari noted that even though state revenues seem a little brighter, VSU is still likely to have at least a 5% budget decrease in FY 2005. He hopes to have more encouraging news at the next Senate meeting.

He anticipates that the Master Plan will be approved in April, 2004. In his closing statements he stressed that it is imperative that VSU become more aggressive with fundraising in the future. R. Zaccari turned the meeting over to D. Boyd.

D. Boyd read the list of proxies. He noted that only an active Senator may have a proxy. The proxy, likewise, must be an active Senator. A Senator may have only one proxy per meeting. Senators are requested to make arrangements to attend as many Faculty Senate meetings as possible.

**2. Approval of the minutes of the May 15, 2003, meeting of the Faculty Senate – The minutes were approved.**

3. New business

a. Report from the Academic Committee – Louis Levy –L. Levy noted that Brian Adler is an Administrative Intern this year and will be conducting an assessment of core and e-core.

b. Report from the Committee on Committees – Andy Brovey

A. Brovey noted the Committee on Committees is required to present the Statutory and Standing Committees for approval. He requested that any changes be forwarded to him at (abrovey @valdosta.edu). There was a motion and a second to approve the memberships. The motion carried.

c. Report from the Institutional Planning Committee – Jerry Siegrist. {[Attachment #1](#)}

d. Report from the Faculty Affairs Committee - Maureen Puffer-Rothenberg – No report.

e. Report from the Faculty Grievance Committee – Carl Hand – No report.

f. Report from the Senate Executive Secretary - David Boyd

i. Jason Lewis, President of the VSU Student Government Association has requested to address the Senate.

J. Lewis informed the Faculty Senate that the Student Government Association (SGA) will be involved in the Faculty Senate meetings. The SGA office is located in the University Union. He invited the members of the Faculty Senate to stop by anytime. Additionally, J. Lewis requested the Faculty Senate contact the SGA if they can provide any assistance.

ii. The following Senators were selected to represent the Senate at the Planning Retreat on September 15, 2003

Michael Eaves, College of the Arts  
Christine James, College of Arts & Sciences  
Leisa Marshall, Langdale College of Business  
Lorraine Schmertzling, College of Education  
Lynn Bell, College of Nursing  
Mike Meacham, Social Work/Odum Library

iii. I appointed the following two Senators to the VSU Master Planning Committee:

James LaPlant  
Robert Johnston

iv. **Correction to the Summer 2004 Academic Calendar** (Ken Rumstay, Academic Scheduling and Procedures Committee)

K. Rumstay noted that Memorial Day will be observed on May 31, 2004 rather than May 24, 2004. There was a motion and a second to change the calendar. The motion carried.

- v. (04-001) **Proposed Policy on the Community Announcements Listserv** (John Samaras, Technology Committee) {[Attachment #2](#)}

J. Samaras presented a policy for the Valdosta State University Community Announcements Listserv. There was a motion and a second to approve the policy. The motion carried.

Please note this listserv does not take the place of Facforum. Guidelines for Facforum will be presented to the Faculty Senate at a future meeting.

- vi. (04-002) A request to increase the number of working days between the last day of exams and the day final grades are due was remanded to the Academic Scheduling and Procedures Committee.
- vii. (04-003) A request to investigate best practices to aid international academics in their dealings with INS was remanded to the Faculty Affairs Committee
- viii. (04-004) A request to develop a policy regarding tenure-track faculty who are pursuing a graduate degree in the department in which they are teaching was remanded to the Educational Policies Committee.
- ix. (04-005) A request to develop a policy regarding faculty members who require their own classes to purchase textbooks they have authored was remanded to the Educational Policies Committee.
- x. A request was made to inquire into the possibility of VSU issuing an identification number for faculty and staff that is not the Social Security Number. When I asked Inman Grimsley about this, he informed me that there is a USG committee looking into this matter.

#### 4. General Discussion

- M. Noll stated that some students have expressed interest in using randomly generated numbers rather than social security numbers for identification purposes. K. Rumstay noted that a five digit identification number was previously assigned to each student; however, this process was discarded when Banner was implemented. Presently, VSU is awaiting guidelines from the state regarding this matter.
- P. Fadil referred to item 04-002 – *A request to increase the number of working days between the last day of exams and the day final grades are due was remanded to the Academic Scheduling and Procedures Committee* – He noted that seniors were very concerned because there is so little time between final exams and graduation. The seniors would prefer this time frame be lengthened so they will know in a reasonable amount of time if they will graduate. P. Fadil recommended the possibility of giving senior exams at a different time. D. Boyd remanded this suggestion to the Academic Scheduling and Procedures Committee.

- M. Meacham reviewed the procedure for general discussion by guests. 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.
  - J. LaPlant mentioned the language that was previously approved regarding the merit pay guidelines is too cumbersome. After a brief discussion regarding this matter D. Boyd stated that he would remand this item to the Faculty Affairs Committee.
1. Adjournment – The meeting adjourned at 4:30 p.m.

(Attachment # 1)

## **Report from the Institutional Planning Committee**

The Faculty Senate's Institutional Planning Committee held its first meeting of the Academic year on Sept 10, 2003.

Present were Jerry Siegrist, Kurt Keppler, Ruth Salter, Bruce Caster, Fred Ware, Michael Noll, Susan Wold, Blake Pearce, Russell Hoff, Linda Bennett-Elder, and Susan Thomas. Jennifer Paul served as recorder.

The chair welcomed new members Michael Noll from Arts and Sciences and the Chair Elect, Susan Wold from the College of Nursing, Russell Hoff from the College of Education, and Ruth Salter, Interim Director for Institutional Research and Policy Analysis. He also promised an exciting year. It was noted by Kurt Keppler that SGA would soon be having elections and would be assigning a student representative. Jeff Grant, COSA representative will join us for the next meeting.

The committee decided to meet in the VPSA (room 1150) conference room in Nevins Hall on October 8<sup>th</sup> and November 12<sup>th</sup> and reaffirmed a starting time of 3:30 on Wednesdays, one week prior to the Faculty Senate meeting. The Chair also announced that the IPC Web Site was updated for this year and distributed the membership page for proofing.

The Chair and Ruth Salter gave an update on the first University Planning Advisory Council meeting on Tuesday, Sept 9<sup>th</sup>. Jerry distributed copies of the most recent Strategic Plan report, the selected Core Values from the meeting, and the proposed Mission Statement. He also reported briefly on the September Faculty Senate Executive Committee meeting and noted the steps taken to preserve the integrity of the university's mission of teaching, scholarship, and service in an extremely "tight" fiscal environment.

The Mission Statement was discussed at some length, including questions about whether technology could be included under "innovation." Ruth Salter noted that previous Mission Statements were considerably longer and that the intent was to develop one that represented our core values as an institution. Bruce Caster rewrote the statement keeping the content intact but giving it what the committee felt was a smoother flowing statement.

The chair has forwarded the following paragraph to Marsha Krotseng.

Valdosta State University is a student-centered learning community offering a personal approach to quality teaching, learning, research, and service to the South Georgia region and beyond. VSU provides opportunities and prepares graduates to meet the global challenges of tomorrow in a diverse, collaborative environment that is committed to innovation and continuous improvement informed by data.

The Master Planning Committee was discussed and the election of a member of the University Planning Committee, Bob Bauer, to it. Kurt Keppler provided a description of the role of the Master Planning Committee and its relationship to the UPAC.

The group discussed its focus for the year, and decided that it should continue to be an instrument for providing feedback to the Planning Council and other committees, and that the role of the Chair was to provide current information from UPAC and the Faculty Executive Committee on a timely basis.

The Chair noted that the IPC Bylaws as revised last February are on the Website and encouraged the committee and, especially, its new members to review it. We will finalize it in October.

Fred Ware noted that the Regents are meeting at VSU in October and suggested that it was important to make them feel welcome.

Next regularly scheduled meeting is Wednesday, October 8<sup>th</sup>, 2003 in Room 1150, Nevins Hall at 3:30 P.M.

(Attachment # 2)

## **Valdosta State University Community Announcements Listserv Policy**

### **PURPOSE**

**The Community Announcements Listserv is dedicated to topics of interest to the campus community. Examples of topics of this nature include, but are not limited to general professional news such as upcoming conferences, calls for papers, community events of interest to VSU faculty and staff, or other events of common interest. This is a voluntary listserv and participants may opt in upon the creation of their account or when invitations are extended during the year to employees.**

### **MODERATOR**

An employee shall, subsequent to any or all postings, serve to:

1. Verify employee status; and
2. Enforce the Community Announcements policy as to subscription and compliance of the guidelines stated herein.

### **GUIDELINES**

In addition to the foregoing, all subscribers are expected to follow and adhere to the following policies which are incorporated by reference into the Community Announcements Listserv Policy:

Peachnet Policy

([www.usg.edu/peachnet/about/acceptable.html](http://www.usg.edu/peachnet/about/acceptable.html))

Valdosta State University Guidelines For Use of Computing Facilities

([www.valdosta.edu/vsu/guiucfv.shtml](http://www.valdosta.edu/vsu/guiucfv.shtml))

Valdosta State University Mailing List Guidelines

(<http://www.valdosta.edu/listproc/howtopost.shtml>)

1. All subscribers and individuals seeking to post information shall be employees of Valdosta State University. Postings to the Community Announcements Listserv will be accepted only from valdosta.edu email addresses
2. Announcements posted to the Community Announcements Listserv are limited to conveying the description of the event and the details of the time and place. Announcements shall be free of editorial comment.
3. Ad hominem are prohibited.
4. The use of profanity or derogatory words, posting obnoxious or inappropriate announcements, or making defamatory statements is prohibited.
5. The use of System materials, supplies, and computer equipment in political campaigns is prohibited.
6. Unsolicited advertising via email is prohibited.



7. Sending "chain letter," "spam" or "broadcast" messages to lists or individuals, and other types of use which would cause network congestion or otherwise interfere with the work of others is prohibited.
8. Commercial postings are prohibited.
9. Do not send attachments. Attachments consume valuable space in the mail system. If a document is text only, then the text can be cut and pasted into the body of the message. If the document contains formatting and images that must be preserved, then the document can be posted on the web and a text message containing the URL can be posted.
10. Use of the facilities for illegal purposes is prohibited. Use of the facilities by unauthorized persons is theft and is illegal under existing law. Examples of illegal purposes include: copyright violations, exchanging stolen credit card numbers through bulletin boards and email systems, transmitting pornographic material, defamation, harassment.
11. Any communication or posting which violates applicable federal laws, state laws and regulations is prohibited.

## **IMPOSITION OF SANCTIONS**

1. Valdosta State University may impose sanctions and punishments on individuals who violate the policies of the University regarding computer and network usage.
2. Persons in violation of this policy are subject to a range of sanctions, including, but not limited to, the loss of computer or network access privileges, restriction from posting for a period of time as determined by the egregiousness, dismissal from the University, and/or legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

## **DISCLAIMER**

**Postings to the Community Announcements Listserv will automatically be stamped with the following disclaimer: Reference herein to any specific activity or event does not necessarily constitute or imply endorsement by Valdosta State University.**

## **ALTERNATE MEDIA**

Alternate media can be considered for posting your announcement, event, or issue, including but not limited to:

Valdosta Daily Times  
<http://www.valdostadailytimes.com/>

The Spectator  
<http://www.valdosta.edu/spectator/>

ValdostaInsider.com  
<http://www.valdostainsider.com>

VSU-TV Community Bulletin Board  
<http://vsutv.valdosta.edu>

Yahoo Groups (create your own mailing list)  
<http://groups.yahoo.com>

