



FACULTY SENATE
Est. 1991

Chairman Ronald M. Zaccari	Vice Chairman Louis Levy	Executive Secretary David Boyd	Parliamentarian Mike Meacham
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Minutes of October 16, 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
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
*C. Harmon	J. Gaston
L. Calendrillo	P. Gunter (absent)
K. Stanley (absent)	M. Richardson (absent)
E. Clark	*G. Gaumond
*N. Argyle	*M. Giddings

College of the Arts:

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

College Of Arts and Sciences:

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

College Of Business Administration:

*F. Ware	R. Allen (absent)	A. Reddy (absent)	P. Fadil
L. Marshall			

College of Education:

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

College Of Nursing

*L. Floyd	L. Bell
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Division Of Social Work:

M. Meacham

Odum Library:

M. Puffer-Rothenberg

E. Yontz

Proxies:

John Gaston for Charles Harmon

Michael Noll for Jerry Siegrist

Lyle Indergaard for Joe Brashier

Ernestine Clark for Nolan Argyle

Andy Brovey for Kerry Hinkle

Mike Eaves for Christine James

Leisa Marshall for Fred Ware

Ken Rumstay for Cecilia Barnbaum

Mike Meacham for Marty Giddings

Jane Whitehead for Eneida Pugh

Bob Johnston for Bob Hull

Elaine Yontz for George Gaumond

Lynn Bell for Linda Floyd

Student Government Association (non-voting)

President of the SGA: Jason Lewis (absent)

Visitors:

Russell Mast, Student Affairs/Dean of Students

Marsha Krotseng, Office of Planning

Walter Peacock, Admissions

Rebecca Kimbrough, Council on Staff Affairs

1. R. Zaccari welcomed everyone to the October Faculty Senate meeting. He informed the Senate that as of July, 2001 the total amount of money that has been returned to the State is \$6, 256, 750. At a recent meeting with the Chancellor's staff, R. Zaccari was informed of a *probable* cut of 2 ½% with *possible* cuts for the following year. The amount of \$1,103,164 would be the total of the 2 ½% cut for this fiscal year and has been set aside in the budget. The funds to cover this probable cut were gathered by setting aside tuition revenues (\$689,250), not filling administrative positions, redirecting money, and saving fringe benefits on some of the positions that have not been filled. R. Zaccari noted that some State sales revenues have increased and are in the double digits for the first time in months. Hopefully, this turn of events with sales revenues will allow VSU to keep the 2 ½% that has been earmarked.

The search for the Vice President for University Advancement is on-going and VSU is moving forward with the planning of VSU's first Capital Campaign. R. Zaccari projects that a feasibility study will be conducted to determine goals for a Capital Campaign.

Lay-offs continue to be an item of discussion across the campus. R. Zaccari reiterated there are no plans for any lay-offs during this fiscal year.

The Board of Regents meeting was held on the VSU campus during the week prior to the Faculty Senate meeting. The Regents were taken on a tour of the campus and briefed on some of the discussions resulting from the Master Plan process. R. Zaccari was pleased to inform the Senate that he received many positive comments from the Regents about Valdosta State University.

R. Zaccari also informed the Senate that he would focus on an update to the Master Planning process during the upcoming Convocation Address in January, 2004. The Address will provide information regarding the research and ideas evolving from the Master Plan meetings. R. Zaccari turned the meeting over to D. Boyd

D. Boyd requested that anyone addressing the Senate use one of the microphones placed around the room. D. Boyd read the list of proxies.

2. Approval of the minutes of the September 18, 2003, meeting of the Faculty Senate – The minutes were approved.

3. New business

- a. Report from the Academic Committee – Louis Levy – Dr. Levy stated the committee met and approved the minutes. The Master of Science with a Major in Biology degree was tabled for editorial comments and additional budget information, which is required before the President signs the degree and forwards it to the Board of Regents. The Master of Music Performance was reviewed by the Graduate Executive Committee and has been returned to the department. The Academic Committee expects to receive again it in the near future.

- b. Report from the Committee on Committees – Lyle Indergaard

The following changes have been made to the Faculty Senate roster:

1. Charlcie Pettway (LIB) replaced Eileen McElrath (LIB) on the Educational Policies Committee.
 2. Rajesh Iyer (COB) replaces James Pope (COB) on the Minority and Diversity Issues Committee.
 3. Lyle Indergaard (COA) replaces Andy Brovey (COE) as Chair of the Committee on Committees.
 4. Shirley Andrews (COE) replaces Maureen Puffer-Rothenberg as Chair of the Faculty Affairs Committee.
 5. Two students have been assigned to each Standing Committee. Committee chairs should be aware that students are traditionally non-voting members of these committees.
- c. Report from the Institutional Planning Committee – Mike Noll for Jerry Siegrist – No report.
 - d. Report from the Faculty Affairs Committee - Maureen Puffer-Rothenberg ([Attachment #1](#))
 1. **Proposal on TA titles** ([Attachment #2](#))

The Committee recommended the title of Lecturer replace the title of Teaching Assistant for full-time, non-tenure track faculty. There was vote on the adoption of the policy. The motion carried. L. Levy expressed concern about the change in title and would prefer to get an interpretation from the Board of Regents. M. Meacham recommended the vote be rescinded until further interpretation is

obtained. There was a motion and a second to rescind the previous action. The motion carried. C. Brague stated he initially brought this issue before the Senate last year. He recommended the issue be reviewed in order to provide the best possible outcome for the people who currently are classified as Teaching Assistants. The issue was remanded back to the Committee for further review.

2. Report on the disposition of Administrative Evaluations ([Attachment #3](#))

The Committee was asked to review the Administration Evaluation process. The Committee noted that an existing policy is in place regarding the process. A copy of the policy was attached to the agenda.

- e. Report from the Faculty Grievance Committee – Carl Hand - No report.
- f. Report from the Senate Executive Secretary - David Boyd
 - 1. (04-006) Request to allow faculty/staff up to two parking tickets per year without fines was remanded to the Environmental Issues Committee.
 - 2. (04-007) Valdosta State University is operating under an Interim Policy regarding Humane Care and Use of Laboratory Animals (the interim policy is available at this link: <http://www.valdosta.edu/grants/iacuepolicy.html>). The Educational Policies Committee has been asked to develop the policy to replace this interim one.
 - 3. (04-008) The Technology Committee has been asked to recommend a moderator for the Community Announcements Listserv.

4. General Discussion

- L. Bell noted that Mary Ann Reichenbach is listed on the Faculty Senate Roster. Dean Reichenbach recently retired. D. Boyd noted the Committee on Committees is addressing the issue.
- D. Boyd stated that he received an e-mail from J. Rickman requesting the Senate be informed that the AAUP State Conference will be held at Valdosta State University on October 16 -17 and invited all Faculty to attend the meetings. Anyone interested may contact J. Rickman. L. Bell also indicated there would be a reception at the Holiday Inn at 7:00 p.m. on Friday.
- M. Stoltzfus mentioned that several student groups recently approached him and were concerned about organizations paying facility rental fees. R. Mast stated this policy is a recommendation that has been sent to the Facilities Use Committee. R. Mast indicated the recommendation states that student groups which charge a fee, for the purpose of raising funds, will be charged a facility rental fee. Student organizations that do not charge a fee will, in turn, not be charged a facility rental fee.

5. Adjournment – The meeting adjourned at 4:23 p.m.

Attachment 1

FACULTY AFFAIRS COMMITTEE REPORT 10/2003

The Faculty Affairs Committee considered five issues during the Fall semester:

1. **The recommendation regarding criteria for determining MERIT SALARY INCREASES has been referred back to the Committee and is under discussion.** We have been asked to make the recommendation (as approved at the May 15, 2003 Senate meeting) more specific regarding the frequency with which faculty should be apprised of their success in meeting evaluative requirements for merit.
2. **The Committee was asked to review TITLES FOR FULL-TIME, NON-TENURE-TRACK FACULTY (including those in the Music Department having the title of Teaching Assistant),** and recommended at the October 16th Senate meeting that the title of Lecturer be applied to full-time, non-tenure track faculty in the Music Department. The recommendation was not approved. The issue has been remanded back to the Committee.
3. The Committee is drafting a statement in response to **a request to have STUDENT EVALUATIONS OF COURSES RETURNED IN A TIMELIER MANNER.**
4. **The Committee was asked to REEXAMINE ADMINISTRATIVE EVALUATIONS, including how results are reported.** The existing policy, approved by the Senate in 1996, was distributed as an attachment to the agenda for the October 16th Senate meeting.

The Committee met with Dr. Salter from the Office of Institutional Research and Policy Analysis to discuss possible changes in the format of the Administrative Evaluations.

5. **The Committee was asked to investigate BEST PRACTICES TO AID INTERNATIONAL ACADEMICS in their dealings with the INS.** Larger USG institutions maintain separate staffs to provide this type of assistance. VSU provides a list of local attorneys who have experience with immigration issues, but many internationals do not know this information is available. The Board of Regents also keeps an attorney on retainer to assist international scholars. We will continue to investigate these options.

Attachment 2

Faculty Affairs Committee Titles for Teaching Assistants

October 16, 2003

On April 17, 2003 a request to review the titles of full-time non-tenure-track faculty (including those in the Music Department having the title of Teaching Assistant) was remanded to the Faculty Affairs Committee.

Recommendation:

The Faculty Affairs Committee recommends adoption of the title LECTURER to replace the current designation TEACHING ASSISTANT for persons teaching in the Music Department as full-time non-tenure track faculty.

Many of these persons are either ABD or hold a terminal degree. The TA designation is misunderstood externally as well as internally at VSU. Lecturer is an acceptable title from the Board of Regents and VSU should use it to avoid confusion.

Attachment 3

Faculty Affairs Committee
Administrative Evaluations - Report
October 16, 2003

On April 17, 2003 a request to reexamine the Administrative Evaluation - where the results go, etc. - was remanded to the Faculty Affairs Committee.

In 1996 the Faculty Senate approved the following recommendation from the Faculty Affairs Committee. The original recommendation and meeting minutes are available in the Odum Library Archives.

The Committee notes that "Office of Institutional Research" should be changed to "Office of Institutional Research and Policy Analysis."

FACULTY AFFAIRS COMMITTEE MOTION TO FACULTY SENATE JUNE 27, 1996

It is the belief of the Faculty Affairs Committee that the purpose of the evaluation is to assist the administrator in determining his/her effectiveness. To this end, the Faculty Affairs Committee offers the following recommendations:

The Faculty Affairs Committee in collaboration with those whom the evaluations will include and with the assistance of the Office of Institutional Research shall be responsible for developing instruments used for the evaluation. In addition, the Office of Institutional Research shall be responsible for distributing and collecting evaluations. The timeline for evaluations should parallel administrative evaluations of faculty. Distribution of evaluations to the administrator being evaluated should occur by mid-January with results available by February 15.

Evaluations shall occur at each administrative level as specified below:

- a Department Head: Summary results from faculty member will be reported to the Department Head and to the appropriate Dean.
- b Dean: Summary results from faculty members (including Department Heads) of the College will be reported to the Dean and to the Vice-President for Academic Affairs.
- c Vice-President: Summary results from faculty members (including Deans and Department Heads) will be reported to the Vice-President for Academic Affairs and the President.
- d President: Summary results from all evaluations will be reported to the President and to the Chancellor of the Board of Regents.

It is recommended that each administrator share evaluation results with faculty for whom the administrator is responsible.