



## FACULTY SENATE

Est. 1991

Chairman  
Ronald M. Zaccari

Vice Chairman  
Louis Levy

Executive Secretary  
David Boyd

Parliamentarian  
Mike Meacham

### Minutes of May 20, 2004

{Members and visitors present}

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

R. Zaccari thanked D. Boyd for his leadership to the Senate, service to the University and support of and participation in the governing system at Valdosta State University. He especially expressed his appreciation to D. Boyd for keeping the lines of communication open between the Senate and VSU Administration, for serving as the Executive Secretary under the new governance arrangement, for his professionalism, high sense of ethics, dedication to VSU and his friendship. He also thanked the Executive Committee and congratulated M. Meacham on his appointment as the next Executive Secretary of the Faculty Senate.

R. Zaccari informed the Senate that he and others recently traveled to Atlanta and presented VSU's Master Plan to the Board of Regents. The Regents accepted the Master Plan and VSU can now move forward aggressively on the implementation of the plan. Additionally, R. Zaccari announced that VSU has been asked to return to Atlanta on June 8 and make a presentation on the proposed Center for Health Sciences and Business Administration.

Due to accountability factors that are now in place because of VSU's strategic planning initiatives, VSU was awarded a \$350,000 bonus for the excellent work in strategic planning. These funds will be applied to strategic planning initiatives during the next budget year.

R. Zaccari announced that during the beginning of the Fall 2004 semester he will present the annual Convocation address to the campus on August 9 at 10:00 a.m. in Whitehead Auditorium. He will focus on three components which will include an overview of the VSU Strategic and Master Planning process; an overview of the approved budget allocation for Fiscal Year 2005; and an update on the Capital projects.

R. Zaccari announced that new fees were recently approved for all institutions within the University System of Georgia. VSU has a \$10 per-student increase in the activity fee and a \$1 increase in the athletic fee. The health, technology and transportation fees will remain the same. In terms of the tuition profile, VSU has been allocated a \$55 per –semester, per-student increase. Therefore, when the Fall 2004 semester begins VSU will have a full-time undergraduate tuition rate of \$1,161. Out-of-state tuition for a full-time undergraduate student will increase to \$4,645.

The full-time graduate tuition rate will increase to \$1,393. Out-of-state tuition for a full-time graduate student will increase to \$5,573.

R. Zaccari thanked all Faculty Senators on the tremendous job they have done to help move the institution forward. He reiterated that there are no plans to lay off any employees at Valdosta State University.

R. Zaccari turned the meeting over to D. Boyd. D. Boyd read the list of proxies.

**2. Approval of the [minutes of the April 15, 2004](#) , meeting of the Faculty Senate.**

The minutes were approved.

**3. New business**

b. Report from the Academic Committee – R. Zaccari on behalf of Louis Levy

**1. Minutes of the March 8, 2004 Academic Committee meeting ([Attachment #1](#))**

The minutes were approved. R. Zaccari, on behalf of L. Levy, announced the approval of the Masters in Music Performance degree. He also noted the Board of Regents requested the Masters in Biology proposal be resubmitted with additional detailed information regarding a specific concentration.

c. Report from the Committee on Committees – Lyle Indergaard ([Attachment #2](#))

d. Report from the Institutional Planning Committee – Jerry Siegrist – No report.

e. Report from the Faculty Affairs Committee – Shirley Andrews – The committee did not meet in May. Several issues continue to be discussed and will be addressed during the next fiscal year.

f. Report from the Faculty Grievance Committee – Carl Hand ([Attachment #3](#))

g. Report from the Senate Executive Secretary -- David Boyd

**1. Senate Item #04-004: Recommendation from the Educational Policies Committee (Michael T Schmidt)**

No full time faculty member of Valdosta State University will be awarded a doctoral degree by the college in which he/she teaches.

Any exception to this policy must be recommended by the Graduate Program Coordinator, Dean of the College, Dean of the Graduate School, and approved by the Vice President for Academic Affairs.

Faculty already accepted into, and currently enrolled in a doctoral program in which they are teaching, are exempt from this policy.

This policy will be effective immediately, upon approval by the Faculty Senate.

- After much discussion this issue was remanded back to the committee.

2. Three items previously remanded to the Educational Policies Committee, which the committee felt had been remanded to it in error, have been remanded to other Senate committees:
  - a. Senate Item #04-007: The development of a policy regarding Humane Care and Use of Laboratory Animals has been remanded to the Faculty Development and Research Committee. (VSU has been operating under an interim policy.)
  - b. Senate Item #04-009: A request to consider developing a resolution regarding faculty and staff selling desk copies of books or other complimentary course materials has been remanded to the Faculty Affairs Committee.
  - c. Senate Item #04-010: A request to consider developing a policy to determine when and how grant-supported income in the summer should be counted toward retirement has been remanded to the Faculty Affairs Committee.
3. Annual reports from standing committees
  - a. Academic Scheduling Committee –Susan Worth ([Attachment #4](#))

S. Worth, on behalf of the Academic Scheduling Committee, suggested the following additions/modifications to the 2005-2006 Academic calendar:

Add Fall 2005 Mid-term -October 5

Add Summer 2006 Mid-term – June 27

Change registration for Maymester 2006 from Monday, May 8 to Tuesday, May 9 (due to conflict with grades processing on May 8). If this recommendation is approved, the following dates will become effective: first day of class May 10; last day of class May 31; exam date June 1

Change the last day for Summer Session II 2006 from Monday, July 24 to Tuesday, July 25. (Monday, July 3, 2006 is incorporated as part of the July 4<sup>th</sup> holiday. This recommended change to the schedule will allow classes scheduled on a Tuesday/Thursday format to meet the required amount of hours.)

The four adjustments to the calendar were approved as presented. *NOTE: The attached calendar reflects the approved adjustments.* ([Attachment #4a](#))
  - b. Faculty Development and Research Committee –Kerry Hinkle ([Attachment #5](#))
  - c. Library Committee –Michael Savoie ([Attachment #6](#))
  - d. Student Activities Committee –Iris Ellis

There have been no issues sent to Student Activities Committee this year.
  - e. Student Services Committee –Robert Johnston ([Attachment #7](#))
  - f. Technology Committee – John Samaras ([Attachment #8](#))

#### 4. General Discussion

D. Boyd expressed his thanks to the Chairs of the Standing Committees for presenting their reports. D. Boyd also expressed his appreciation to the Senators whose terms have expired: Cary Brague, Carl Hand, Steve Childs, Jane Kinney, Matthew Richard, Ken Rumstay, Ralph Allen, Andy Brovey, Bob Hull, Mike Maina, Jerry Siegrist, Deb Briihl, and Diane Judd.

M. Noll asked if there was a guide for Senators regarding Roberts Rules of Order. M. Meacham recommended Roberts Rules of Order by Doris Zimmerman.

5. Adjournment

The meeting adjourned at 5:02 p.m.

VALDOSTA STATE UNIVERSITY  
ACADEMIC COMMITTEE MINUTES  
March 8, 2004

The Academic Committee of the Valdosta State University Faculty Senate met in the Dogwood Room on Monday, March 8, 2004. Dr. Louis L. Levy, Vice President for Academic Affairs, presided.

Members Present: Dr. Matthew Richard, Dr. Don Seat (proxy for Dr. Ralph Allen), Dr. Clemente Hudson, Dr. James P. Humphrey (proxy for Dr. Lynn Bell), Dr. Elaine Yontz, Mr. James Hornsby, Dr. Carl Cates, Dr. Frank Flaherty, Dr. Frank Flaherty (proxy for Dr. Kathe Lowney), Dr. Donald Seat, Dr. Bruce Caster, Dr. Charles Walsh, Dr. Stan Andrews, Dr. James P. Humphrey, Dr. Sandra Inman, Mr. Kenneth A. Smith, and Dr. Dianne Holliman.

Members Absent: Dr. Michael Eaves, Dr. Lynn Bell, Dr. Ralph Allen, and Dr. Kathe Lowney.

Visitors Present: Dr. A. Blake Pearce, Mr. Kirk Moss, Dr. John Samaras, Dr. Anita Hufft, Dr. Michael Maina, Dr. Brad Bergstrom, Dr. David Bechler, Dr. Michael Brooks, Dr. Robert Bauer, Dr. Linda Calendrillo, Dr. Sharon Gravett, Dr. Philip Gunter, Dr. Luis Bejarano, and Mr. Lee Bradley.

The Minutes of the February 16, 2004, Academic Committee meeting were approved.

**A. College of Arts and Sciences**

1. Revised course description, English (ENGL) 8690, "Workshop in Rhetoric and Composition", (WORKSHOP RHETORIC/COMPOSITION – 1-6 credit hours, 1-6 lecture hours, 0 lab hours, and 1-6 contact hours), was approved effective Summer Semester 2004. (pages 4-5).
2. Revised admission requirements for the MA in English was approved effective Summer Semester 2004. (pages 6-7).
3. New course, Spanish (SPAN) 4230, "Medieval Spanish Literature", (MEDIEVAL SPANISH LITERATURE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3contact hours), was approved effective Fall Semester 2004 with description changed to read ...romance, as well... . (pages 8-12).
4. New course, Spanish (SPAN) 4240, "Golden Age Spanish Literature", (GOLDEN AGE SPANISH LITERATURE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3contact hours), was approved effective Fall Semester 2004. (pages 13-16).
5. Revised grading mode, and description, Spanish (SPAN) 4980, "Community Practicum", (COMMUNITY PRACTICUM – 1 credit hour, 1 lecture hour, 0 lab hours, and 1contact hour), was approved effective Fall Semester 2004 with the description changed to read ...S/U. Field visits... . (pages 17-18).
6. Revised grading mode, and description, French (FREN) 4980, "Community Practicum", (COMMUNITY PRACTICUM – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Fall Semester 2004 with the description changed to read ...S/U. Field visits... . (pages 19-20).
7. Revised senior curriculum for the BA in French was approved effective Fall Semester 2004. (pages 21-22).
8. Revised senior curriculum for the BS in Computer Information Systems was approved effective Fall Semester 2004 with the word "fist" corrected to "first" in the justification. (pages 23-24).
9. Revised course prerequisites, Mathematics (MATH) 6161, "Mathematical Reasoning", (MATHEMATICAL REASONING – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (page 25).
10. Revised course title, and description, Criminal Justice (CRJU) 7411, "Applied Statistics and Research in Criminal Justice", (APPLIED STATS AND RES IN CJ – 3 credit hours, 3 lecture hours, 0 lab hours, and 3contact hours), was approved effective Fall Semester 2004. (pages 26-27).
11. Revised course title, and description, Criminal Justice (CRJU) 7000, "Criminal Justice Administration", (CJ ADMINISTRATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3contact hours), was approved effective Fall Semester 2004. (pages 28-29).
12. Deactivate CRJU 7412 effective Fall Semester 2004. (page 30).
13. Revised course title, Criminal Justice (CRJU) 7370, "Ethical and Legal Issues", (ETHICAL AND LEGAL ISSUES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 31-32).

14. Revised curriculum for the MS in Criminal Justice was approved effective Fall Semester 2004. (pages 33-34).
15. Revised course prerequisite, Sociology (SOCI) 7100, "Issues in Applied Sociology", (ISSUES IN APPLIED SOCIOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2004. (page 35).
16. Revised course prerequisite, Sociology (SOCI) 7012, "Sociological Theory", (SOCIOLOGICAL THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2004. (page 36).
17. Revised course prerequisite, Sociology (SOCI) 6300, "Seminar in Classical Sociological Theory", (SEM CLASSICAL SOCIOLOGICAL THEORY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2004. (page 37).
18. Revised course prerequisite, Sociology (SOCI) 7022, "Research Methods", (RESEARCH METHODS – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Summer Semester 2004. (page 38).
19. Revised course prerequisite, Sociology (SOCI) 7050, "Class, Gender, and Ethnic Issues in Applied Settings", (CLASS, GENDER, & ETHNIC ISSUES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2004. (page 39).
20. Revised curriculum for the MS in Sociology was approved effective Summer Semester 2004. (pages 40-43).
21. Revised course title, and description, Anthropology/African American Studies (ANTH/AFAM) 3090, "Africa: Inequalities Past and Present", (AFRICA: INEQUALITIES PAST/PRES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Summer Semester 2004. (page 44-45).
22. Revised senior curriculum for the BA in Sociology and Anthropology was approved effective Fall Semester 2004. (pages 46-49).
23. New course, Criminal Justice (CRJU) 4650, "Sex Crimes", (SEX CRIMES – 3 credit hours, 2 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 50-53).
24. Revised course description, Geography/Geology (GEOG/GEOL) 1110, "Our Hazardous Environment", (OUR HAZARDOUS ENVIRONMENT – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (pages 54-55).
25. Revised minor in Geology was approved effective Fall Semester 2004. (pages 56-57).
26. Revised course description, Physics (PHYS) 2211K, "Principles of Physics I", (PRINCIPLES OF PHYSICS I – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 58-59).
27. Revised Core Area F for the BS in Astronomy was approved effective Fall Semester 2004. (pages 60-61).
28. Revised credit hours, Geology (GEOL) 3100, "Fundamentals of Mineralogy/Petrology", (PRINCIPLES MINERALOGY/PETROLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 62-63).
29. Revised course description, Physics (PHYS) 2212K, "Principles of Physics II", (PRINCIPLES OF PHYSICS II – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 64-65).
30. Revised course description, Astronomy (ASTR) 1000, "Introduction to the Universe", (INTRODUCTION TO THE UNIVERSE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 66-67).
31. Revised course description, Engineering (ENGR) 2310, "Introduction to Signal Processing", (INTRO SIGNAL PROCESSING – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 68-69).
32. Revised course description, Engineering (ENGR) 2320, "Introduction to Computer Engineering", (INTRO TO COMPUTER ENGINEERING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 70-71).
33. Deactivation of ASTR 3101 and 3102 was noted effective Fall Semester 2004. (pages 72-74).

34. Revised course description and title, Biology (BIOL) 2010, “Unifying Principles of Biology”, (UNIFYING PRINCIPLES OF BIOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 75-76).
35. Revised course description, Biology (BIOL) 2230, “General Botany”, (GENERAL BOTANY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 77-78).
36. Revised course description, Biology (BIOL) 1040L, “Organismal Biology Lab”, (ORGANISMAL BIOLOGY LAB – 1 credit hour, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Fall Semester 2004. (pages 79-80).
37. Revised course description and title, Biology (BIOL) 1030, “Survey of Biology: Organismal Biology”, (ORGANISMAL BIOLOGY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 81-82).
38. Revised course description, Biology (BIOL) 1020L, “Biodiversity Lab”, (BIODIVERSITY LAB – 1 credit hour, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Fall Semester 2004. (pages 83-84).
39. Revised course description and title, Biology (BIOL) 1010, “Survey of Biology: Evolution and Diversity of Life”, (BIOL EVOLUTION AND DIVERSITY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 85-86).
40. Revised course description, Biology (BIOL) 2270, “General Zoology”, (GENERAL ZOOLOGY – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2004. (pages 87-88).
41. Revised course description and credit hours, Biology (BIOL) 4950, “Directed Study”, (DIRECTED STUDY – 1-4 credit hours, 0 lecture hours, 3-12 lab hours, and 3-12 contact hours), was approved effective Fall Semester 2004. (pages 89-90).

**B. College of Business**

1. Revised course prerequisite, Accounting (ACCT) 3201, “Intermediate Accounting I”, (INTERMEDIATE ACCOUNTING I – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 91-92).
2. Revised course prerequisite, Accounting (ACCT) 3202, “Intermediate Accounting II”, (INTERMEDIATE ACCOUNTING II – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 93-94).
3. Revised course prerequisite, Accounting (ACCT) 3370, “Financial Statement Analysis”, (FINANCIAL STATEMENT ANALYSIS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 95-96).
4. Revised course prerequisite, Accounting (ACCT) 3400, “Cost Accounting”, (COST ACCOUNTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 97-98).
5. Revised course prerequisite, Accounting (ACCT) 3900, “Not-For-Profit Accounting”, (NOT-FOR-PROFIT ACCOUNTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 99-100).
6. Revised course prerequisite, Accounting (ACCT) 4220, “Advanced Accounting”, (ADVANCED ACCOUNTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 101-102).
7. Revised course prerequisite, Accounting (ACCT) 4400, “Internal Reporting and Analysis”, (INTERNAL REPORTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 103-104).
8. Revised course prerequisite, Accounting (ACCT) 4410, “Accounting Information Systems”, (ACCOUNTING INFORMATION SYSTEMS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 105-106).
9. Revised course prerequisite, Accounting (ACCT) 4500, “Individual Income Tax”, (INDIVIDUAL INCOME

TAX – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 107-108).

10. Revised course prerequisite, Accounting (ACCT) 4510, “Corporate and Partnership Taxation”, (CORPORATE AND PARTNERSHIP TAX – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 109-110).
11. Revised course prerequisite, Accounting (ACCT) 4800, “Auditing”, (AUDITING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 111-112).

### **C. College of the Arts**

1. Revised senior curriculum for the BA in Music was approved effective Fall Semester 2004. (pages 113-114).
2. Revised senior curriculum for the BM in Music Performance – Piano Track was approved effective Fall Semester 2004. (pages 115-116)
3. Revised senior curriculum for the BM in Music Performance – Voice Track was approved effective Fall Semester 2004. (pages 117-118).
4. Revised senior curriculum for the BM in Music Education was approved effective Fall Semester 2004. (pages 119-120).
5. Revised course description and credit hours, Music Education (MUE) 2000, “Introduction to Music Education”, (INTRO MUSIC EDUCATION – 2 credit hours, 2 lecture hours, 1 lab hour, and 3 contact hours), was approved effective Fall Semester 2004. (page 121).
6. Revised course description and credit hours, Music Education (MUE) 3600, “General Music Curriculum”, (GENERAL MUSIC CURRICULUM – 2 credit hours, 2 lecture hours, 1 lab hour, and 3 contact hours), was approved effective Fall Semester 2004. (page 122).
7. Revised course description, Music Education (MUE) 4600, “Choral Curriculum and Techniques”, (CHORAL CURRICULUM/TECHNIQUES – 2 credit hours, 2 lecture hours, 1 lab hour, and 3 contact hours), was approved effective Fall Semester 2004. (page 123).
8. Revised course description, Music Education (MUE) 4610, “Instrumental Curriculum and Techniques”, (INSTRUMENTAL CURRICULUM/TECHNIQUE – 2 credit hours, 2 lecture hours, 1 lab hour, and 3 contact hours), was approved effective Fall Semester 2004. (page 124).
9. Revised course credit hours, Music Education (MUE) 4700, “Marching Band Techniques”, (MARCHING BAND TECHNIQUES – 1 credit hour, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Fall Semester 2004. (page 125).
10. Revised senior curriculum for the BFA in Art Education was approved effective Fall Semester 2004. (pages 126-127).
11. Revised Teacher Certification Health and PE requirement for the BFA in Art Education was approved effective Fall Semester 2004. (pages 128-129).
12. Revised course description and title, Art Education (ARED) 3012, “Secondary Art Education Methods and Curricula, 6-12”, (SECONDARY ART MTHDS & CURRICULA – 3 credit hours, 1 lecture hour, 4 lab hours, and 5 contact hours), was approved effective Fall Semester 2004. (pages 130-131).
13. Revised course description and title, Art Education (ARED) 3050, “Issues and Trends in Curriculum and Assessment for Art Education”, (CURRICULUM AND ASSESSMENT ART – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 132-133).

### **D. College of Education**

1. Revised course description, Psychology (PSYC) 3500, “Statistical Methods in Psychology”, (STATISTICAL METHODS IN PSYC – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 134-135).
2. Revised senior curriculum for the BA and BS in Psychology were approved effective Fall Semester 2004. (pages 136-137).
3. New course, Early Childhood Education (ECED) 4890, “Internship in Early Childhood Education”, (INTERNSHIP IN ECE – 6 credit hours, 0 lecture hour, 6 lab hours, and 6 contact hours), was approved



effective Fall Semester 2004. (pages 138-145).

4. Revised course title, description and credit hours, Early Childhood Education (ECED) 4790, “Student Teaching and Reflective Seminar”, (STUDENT TEACHING AND SEMINAR – 12 credit hours, 0 lecture hour, 12 lab hours, and 12 contact hours), was approved effective Fall Semester 2004. (pages 146-147). Deactivation of ECED 4720.
5. Revised senior curriculum for the BSED in Early Childhood Education was approved effective Fall Semester 2004. (pages 148-149)
6. Revised course description, Early Childhood Education (ECED) 3300, “Teaching Mathematics and Sciences to Young Children”, (TCHNG MATH/SCI YNG CHILDREN – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 150-151).
7. Revised course description, Reading Education (READ) 3500, “Teaching Children to Read in the Primary Grades”, (TEACH CHILDREN TO READ PRIMARY – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 152-153).
8. Revised course description, Early Childhood Education (ECED) 3690, “Practicum II: Classroom Management & Environmental Design K-3”, (PRACT II MGT & DSGN K-3 – 1 credit hour, 1 lecture hour, 3 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (pages 154-155).
9. Revised course description, Early Childhood Education (ECED) 3190, “Practicum I: Classroom Management & Environmental Design PreK-K”, (PRACT I MGT & DSGN PREK-K – 1 credit hour, 1 lecture hour, 3 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (pages 156-157).
10. Revised Core Area F for the BSED in Early Childhood Education was approved effective Fall Semester 2004. (pages 158-159).
11. Revised course description, Adult and Career Education (ACED) 3610, “Web Design and Multimedia”, (WEB DESIGN AND MULTIMEDIA – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 160-161).
12. Revised course description, Secondary Education (SEED) 4010, “Integrating Technology in Secondary Education”, (IN TECH IN SECONDARY EDUCATION – 1 credit hour, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Fall Semester 2004. (pages 162-163).
13. Revised course title, description and credit hours, Kinesiology and Physical Education (KSPE) 2010, “Fitness and Team Activities”, (FITNESS AND TEAM ACTIVITIES – 3 credit hours, 1 lecture hours, 4 lab hours, and 5 contact hours), was approved effective Fall Semester 2004 with “Restricted to KSPE majors.” added to the end of the course description. (pages 164-165).
14. Revised course title, description and credit hours, Kinesiology and Physical Education (KSPE) 2020, “Lifetime Activities”, (LIFETIME ACTIVITES – 3 credit hours, 1 lecture hours, 4 lab hours, and 5 contact hours), was approved effective Fall Semester 2004 with “Restricted to KSPE majors.” added to the end of the course description. (pages 166-167).
15. Revised curriculum for the EDS in School Counseling was approved effective Fall Semester 2004. (pages 168-171).
16. Revised curriculum for the EDD in Adult and Career Education was approved effective Fall Semester 2004. (pages 172-173).
17. Revised curriculum for the MED in Adult and Career Education was approved effective Fall Semester 2004. (pages 174-175).
18. Revised curriculum for the MED in Early Childhood Education was approved effective Fall Semester 2004. (pages 176-177).

#### **E. College of Nursing**

1. Revised course prerequisite, Nursing (NURS) 4100, “Research in Nursing”, (RESEARCH IN NURSING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 178-179).

2. Revised course prerequisite, Nursing (NURS) 4112, "Health Restoration of Adults", (HLTH RESTORATION OF ADULTS – 6 credit hours, 3 lecture hours, 6 lab hours, and 9 contact hours), was approved effective Fall Semester 2004. (pages 180-181).
3. Revised course prerequisite, Nursing (NURS) 4122, "Health Restoration of Growing Families", (HLTH RESTORATION GROWING FAM – 6 credit hours, 3 lecture hours, 6 lab hours, and 9 contact hours), was approved effective Fall Semester 2004. (pages 182-183).
4. Revised course prerequisite, Nutrition (NUTR) 4950, "Community Nutrition and Health", (COMMUNITY NUTRITION & HEALTH – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (pages 184-185).
5. Revised course description and credit hours, Nursing (NURS) 7231, "Advanced Nursing for Health Promotion of Adults", (ADV NURS HLTH PROMOTION ADULT – 6 credit hours, 3 lecture hours, 6 lab hours, and 9 contact hours), was approved effective Fall Semester 2004. (pages 186-189).
6. Deactivation of NURS 7231K was noted effective Fall Semester 2004. (pages 190-191).
7. Revised course description, and credit hours, Nursing (NURS) 7332, "Advanced Nursing for Health Restoration of Adults", (ADV NUR HLTH RESTORATION ADULT – 6 credit hours, 3 lecture hours, 6 lab hours, and 9 contact hours), was approved effective Fall Semester 2004. (pages 192-195).
8. Deactivation of NURS 7332K was noted effective Fall Semester 2004. (pages 196-197).
9. Revised course description, Nursing (NURS) 7130, "Seminar in Issues and Health Policy", (SEMINAR ISSUES/HLTH POLICY – 1 credit hour, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Fall Semester 2004. (pages 198-199).
10. Revised course description, Nutrition (NUTR) 6950, "Community Nutrition and Health", (COMMUNITY NUTRITION & HEALTH – 3 credit hours, 2 lecture hours, 2 lab hours, and 4 contact hours), was approved effective Fall Semester 2004. (pages 200-201).

**F. Division of Social Work**

1. Deactivation of SOWK 6001 and 6002 was noted effective Fall Semester 2004. (page 202).
2. Revised curriculum for the MSW in Social Work – Second Year Semester II was approved effective Fall Semester 2004. Deactivation of SOWK 7760 was noted effective Fall Semester 2004. (page 203).
3. Revised curriculum for the MSW in Social Work – First Year Semester 1 & II was approved effective Fall Semester 2004. (pages 204-205).
4. New course, Social Work (SOWK) 6000, "Orientation to Advanced Generalist Practice", (ORIENT TO ADVANCED PRACTICE – 2 credit hours, 0 lecture hours, 2 lab hours, and 2 contact hours), was approved effective Summer Semester 2004. (pages 206-210).
5. New course, Social Work (SOWK) 6003, "Social Work Practice with Groups I", (PRACTICE WITH GROUPS – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Summer Semester 2004. (pages 211-215).
6. New course, Social Work (SOWK) 6004, "Social Work Practice with Groups II", (PRACTICE WITH GROUPS II – 1 credit hour, 1 lecture hour, 0 lab hours, and 1 contact hour), was approved effective Summer Semester 2004. (pages 216-220).
7. Revised Special Graduation requirements were approved effective Summer Semester 2004. (pages 221-222).

**G. Library Science**

1. New course, Library Science (MLIS) 7355, "Advanced Classification", (ADVANCED CLASSIFICATION – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 223-226).
2. New course, Library Science (MLIS) 7360, "Indexing and Abstracting", (INDEXING AND ABSTRACTING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 227-230).
3. New course, Library Science (MLIS) 7420, "Literature for Youth", (LITERATURE FOR YOUTH – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004 with the

description changed to read ...patrons from pre-kindergarten... (pages 231-238).

4. Revised course description, Library Science (MLIS) 7050, "Portfolio Development", (PORTFOLIO DEVELOPMENT – 1-2 credit hours, 1-2 lecture hours, 0 lab hours, and 1-2 contact hours), was approved effective Fall Semester 2004. (pages 239-240).
5. Revised course description, Library Science (MLIS) 7110, "Online Searching", (ONLINE SEARCHING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 241-242).
6. Revised course description, Library Science (MLIS) 7180, "Library Services for Patrons with Special Needs", (SVCS PATRONS W/DISABILITIES – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 243-244).
7. Revised course title, Library Science (MLIS) 7200, "Management of Libraries and Information Centers", (MANAGEMENT OF LIB & INFO CTRS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 245-246).
8. Revised course title, Library Science (MLIS) 7330, "Cataloging the Web", (CATALOGING THE WEB – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 247-248).
9. Revised course description and title, Library Science (MLIS) 7350, "Advanced Cataloging", (ADVANCED CATALOGING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 249-250).
10. Revised course title, Library Science (MLIS) 7650, "Information and Ethics", (INFORMATION AND ETHICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 251-252).
11. Revised course title, Library Science (MLIS) 7700, "Research Methods", (RESEARCH METHODS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2004. (pages 253-254).
12. Revised curriculum for the MLIS – an addition of an optional track was approved effective Fall Semester 2004. (pages 255-256).
13. Revised curriculum for the MLIS was approved effective Fall Semester 2004. (pages 257-259).

**H. Miscellaneous**

1. Any special request for handling of agenda items must be made of the Chair prior to the meeting, by a voting member of the committee.

Respectfully submitted,

Charles L. Hudson  
Acting Registrar

(Attachment #2)

COMMITTEE ON COMMITTEES REPORT  
FACULTY SENATE MEETING  
Thursday, May 20, 2004

1. The Committee on Committees met on Friday, May 7. It made 16 committee assignments for senator-elects and filled 36 faculty requests for Standing Committee assignments.
2. The following colleges are reminded that they need to hold elections for Faculty Senators or General Faculty seats on Statutory Committees early next term (Fall 2004):

College of the Arts  
College of Business  
College of Arts and Sciences  
College of Education

The Committee on Committees will inform these colleges of the details of these elections before the beginning of the Fall 2004 term.

Respectfully submitted,

Lyle Indergaard, Chair, Committee on Committees

(Attachment #3)

The Grievance Committee has not met but continues to discuss several issues.

First, the GC has met with members of ADR and AAUP to discuss ways to make ADR a more visible component of grievance procedures given that this committee is not mentioned in the Faculty Handbook. More specifically, procedures related to faculty grievance as defined by the Faculty Senate do not take into account the role of ADR as an alternative to the more formal grievance procedure outlined in the Faculty Handbook. These grievance procedures specifically include efforts at resolution--discussing the matter with department head, dean, and VP for academic affairs, and also with a member of the Faculty Grievance Committee, prior to appealing to the whole Grievance Committee. However, our procedures do not specify ADR as a possible outcome of these procedures. This issue was discussed by ADR and by GC but no decision has been made at this time except to continue to discuss it. One issue that came up in this discussion is whether or not there is a need to further define a division of labor between these two committees. Most committee members feel that the structure has worked and will continue to in the future and that such clarification is probably not needed. New Faculty should continue, however, to be made aware of the functions of these two committees at their orientation. I believe there are already plans to do so.

Second, the GC discussed the recommendation made by the chair to incorporate the chairperson of the GC on the ADR Committee. The training and orientation that comes by way of participation on this committee can only be beneficial to the chairperson. Members of the GC note that this was the practice for ADR to include the chairperson of GC in the past. However, it has not been the practice for the past our current chair to be a member of this committee. We will not make a recommendation at this time but plan to continue discussion through the summer with committee members.

Third, the committee discussed the status of grievance records from past grievance procedures that remain in storage off campus. The committee considered whether or not to archive some of these materials on campus or to destroy them entirely. According to the faculty handbook, grievance materials should be destroyed within 12 months of the final hearing report if no appeal is underway. We currently do not have an administrative procedure for archiving these materials on a permanent basis. A copy of the hearing panel's recommendation to the President is already in university records. A transcript of the hearing and audio tapes is sent to BOR after completion of the hearing. The committee could find no compelling reason to archive, and a few compelling reasons not to archive these materials. Thus it was decided to destroy the materials. The committee also decided to not change the current procedure of storing grievance materials off campus.

Finally, I have wondered about the wisdom of assigning a chairperson to this committee someone who may or may not have had any previous grievance experience. I believe that this practice can be made to work more efficiently than it has by providing the chairperson an orientation to the job. To this end, I am preparing an orientation manual for the succeeding chair. I will pass this on to the next chair at the earliest opportunity and suggest that an orientation meeting be called to familiarize new and old committee members with grievance procedures.

(Attachment #4)

**2003-2004 Annual Report**  
of the  
**Academic Scheduling and Procedures Committee**

Brenda Dixey (COE)	2002-2005	Sherrida Crawford (LIB)	2002-2005
Luis Bejarano (A&S)	2003-2006	Joyce Davis (COA)	2001-2004
Ken Rumstay (A&S) Sen PC	2001-2004	Sue Worth (COE) Sen C	2002-2005
Tim Reisenwitz (COB)	2003-2006	Ashok Kumar (A&S)	2001-2004
Marc Pufong (A&S)	2003-2006	Riche Vodde (SW)	2002-2005
Mike Maina (COE) Sen	2001-2004	Debra Baker (CON)	2001-2004
Marty Williams (Chair Elect)		Linda Bennett-Elder (PHIL)	2003-2006
(A&S) Sen	2003-2006		

Student Members: Elizabeth Broden and Keshra Blackman

Ex officio members:

Chuck Hudson, Registrar

Walter Peacock, Director of Admissions & Enrollment Management

Honey Coppage, Assistant to the Vice President for Academic Affairs

Rob Kellner, Director of Auxiliary Services

Herbert Reinhard, Director of Athletics

Joe Mattachione, Director of Housing and Residence Life

Michael McKinley, Council of Staff Affairs

The Academic Scheduling and Procedures Committee of the Faculty Senate met on October 2, November 6, February 5, March 4, and had an e-mail discussion between March 19-March 24. Minutes of these meetings have been placed on file in the archives at Odum Library.

During the 2003-2004 academic year, the Committee addressed the following issues:

***1) Discussed introducing a fall break into the schedule***

At its first meeting the committee discussed the request of students to have a fall break earlier in the semester than at the Thanksgiving break. The committee members discussed the possibility of: adding time to classes to open up days in the schedule; eliminating finals week and having finals on the last day of classes; shortening the Thanksgiving break and moving two of those days to a long weekend break near mid-semester in the fall.

A subcommittee was formed to further discuss the issue. The sub-committee determined that many instructors already modify or eliminate finals week. The Board of Regents web site contains language forbidding using scheduled classes to give final exams. In order to get feedback from faculty regarding modifying the fall schedule, two schedules were initially submitted to the Faculty Senate in order to get feedback regarding such a break.

***2) Discussed adding days between the last final exam and the date grades are due (Faculty Senate item #04-002)***

The committee discussed the possibility of starting final exams on what has traditionally been “dead day” (no classes, no final exams) or starting final exams the evening of “dead day”.

Clarification of regulations regarding final exams was requested, therefore, this issue was sent to

a sub-committee. At the March meeting the sub-committee reported that no language was found to clarify the issue of final exam requirements. It was determined that in 1996, the Faculty Senate resolved that there should be 36 hours provided by the Registrar between the last final exam and the time that grades were due. Currently we have 57 hours between the last final exam and the time that grades are due. The committee voted to take no further action on this issue.

### **3) *Academic calendar 2005-2006***

At the February meeting the committee voted to submit two possible schedules for the academic year 2005-2006 to the Faculty Senate in March, and ask them to vote to approve one. The senate rejected the calendars and sent the task back to the committee. An e-mail meeting was held to create a new calendar to submit to the Faculty Senate in April. The schedule was submitted to the Faculty Senate in April and approved with modifications from the floor. Minor amendments were made at the May Faculty Senate meeting. The final approved calendar for the 2005-2006 academic year is attached.

### **4) *Discussion of impact that the projected increase in student enrollment (60% increase over the next 10 years) will have on the areas overseen by the committee***

If infrastructure is advanced as proposed, increasing time between classes will not be necessary since core curriculum will all be on one area of campus. Active student planning to allow for time between classes does take place. Parking and transportation are issues that may create larger impacts later. (See discussion below.)

Much of the impact will depend on the success of infrastructure development. If the school develops according to strategic planning, some of the problems will be solved. The following propositions were considered with respect to infrastructure development, student needs, and scheduling flexibility:

- Increased length of school day
- Enrollment caps in classes
- Higher admission standards
- Staggered class starting hours (rolling every 30 minutes)
- More Saturday classes
- More online coursework
- Scheduling software and non-ownership of classrooms
- Fluid response to evolving plans

It was also pointed out that the baby boomlet will burst and 6% annual growth might be overstated. Also, this might be countered by the fact that Georgia is under-enrolled based on nationwide figures, and that some of our recent growth has occurred through increased retention.

It was suggested that we will have to be very creative with scheduling if facilities aren't improved to meet increasing demands.

This committee would like to be involved in exploring types of scheduling software that may be available and evaluating scheduling software. This may facilitate using classroom space more efficiently.

Submitted May, 2004  
Susan Worth, Chair

(Attachment #4a)

## **Academic Year 2005-06 Calendar**

### **Fall 2005**

Friday, Aug. 12<sup>th</sup> - Registration

Monday, Aug. 15<sup>th</sup> – First Class Day

Monday, Sept. 5<sup>th</sup> – Labor Day holiday

Tuesday, Oct. 5<sup>th</sup> - Midterm

Monday, Oct. 17<sup>th</sup> – Fall break day 1

Tuesday, Oct. 18<sup>th</sup> – Fall break day 2

Wed., Nov. 23<sup>rd</sup>-Fri., Nov. 25<sup>th</sup> – Thanksgiving holidays (students)

Monday, December 5<sup>th</sup> – Last Class Day

Tuesday, December 6<sup>th</sup> – Exam Prep Day

Wed-Fri. Dec. 7-9<sup>th</sup> – Final Exams

Sat., Dec. 10<sup>th</sup> – Graduation

### **Spring 2006**

Friday, Jan. 6<sup>th</sup> - Registration

Monday, Jan. 9<sup>th</sup> – First Class Day

Monday, Jan. 16<sup>th</sup> – MLK holiday

Thursday, March 2<sup>nd</sup> – Midterm

***Monday, March 13-Friday, March 17 – Spring Holidays (This gives students 9 weeks of school before and 6 weeks of school after)***

Monday, May 1<sup>st</sup> – Last Class Day

Tuesday, May 2<sup>nd</sup> – Exam prep day

Wed. – Fri., May 3<sup>rd</sup> -5<sup>th</sup> – Final exams

Saturday, May 6<sup>th</sup> – Graduation day

### **Summer 2006**

#### **Maymester**

Tuesday, May 9<sup>th</sup> – Registration

Wednesday, May 10<sup>th</sup> - First Class Day

Monday, May 29<sup>th</sup> – Memorial Day holiday

Wed., May 31<sup>st</sup> – Last Class Day

Thursday, June 1<sup>st</sup> - Exam

#### **Session II, III and IV**

Thurs. and Fri., June 1<sup>st</sup> and 2<sup>nd</sup> – Registration Session II and III

Monday, June 5<sup>th</sup> – First Class Day Session II and III

Monday, June 26<sup>th</sup> - Last Class Day

Tuesday, June 27<sup>th</sup> – Exam Session III, Midterm

Wed., June 28<sup>th</sup> – Registration Session IV

Thursday, June 29<sup>th</sup> – First Class Day Session IV

Monday, July 3<sup>rd</sup> – Holiday b/c 4<sup>th</sup> is on Tuesday

Tuesday, July 4<sup>th</sup> - Holiday

Wed., July 5<sup>th</sup> – Classes Resume

Monday, July 24<sup>h</sup> – Last Class Day Session IV

Tuesday, July 25<sup>th</sup> – Exam Session IV, Last Class Day Session II

Wed-Fri., July 26<sup>th</sup> – 28<sup>th</sup> – Exams Session II

Saturday, July 29<sup>th</sup> – Graduation



(Attachment #5)

## **Faculty Development and Research Committee Report (2003/2004)**

Presented by: Kerry T. Hinkle (Chair)

### **Faculty Development Expenditure-July 1, 2003 through March 1, 2004\*(See Attached)**

Beginning funding : \$100,000 (\*\*two equal sums of \$50,000 for Fall/Spring)  
July 1-December 31, 2003-Amount Awarded \$54,724.00  
January 1-March 1, 2004-Amount Awarded \$52,156.00  
July 1/03-March 1/04-Total Amount Awarded-\$106,880.00

\*\*Unlike previous years, the amount allocated to the Faculty Development fund was split into two equal proportions in order for faculty to access funds during each of the Fall and Spring terms. However, funding was terminated during the second half of the year (3/1/04) due to maximum awards.

### **Critical Issues:**

- 1) 88% (\$102,010.00) of the expenditures were awarded for Professional Presentations. This category of the FD&G Committee funding is “hard-wired” into Student Affairs and not subject to Committee review.
- 2) The 10 Instructional Improvement/Curriculum Development proposals approved by this 14 member Committee totaled \$4870.00 for the six month period under review.  
Consideration:
  - 1) The cost-benefit of the committee’s work should be reviewed. The time spent by the 14 members (attendance was erratic) in order to address the limited number of Instructional/Curriculum proposals should be examined.
  - 2) If 14 members remain on the Committee then 7 serve during the Fall and another during the Spring (Chair remain for both).
- 3) The Guidelines for the Faculty Development Grants portion of the Committee duties need review. Currently a conflict exists between published and web-site policy and procedure in the awarding of “honorariums.”  
Consideration:
  - 1) Discontinue honorarium (refer to Concerts and Lecture Committee)
  - 2) Change application to include new Category (D)-Honorarium
    - i. Resume of invited lecturer/musician
    - ii. Statement asserting “expertise” not available on campus
    - iii. Which course impacted by the presentation
    - iv. How presentation will impact faculty/students
    - v. Measure of performance impact (evaluation form)

\*To limit the time and fiscal impact of Category D, monies available should be set at 5% of the Faculty Development budget. This total (5%) should be divided into two portions for the Fall and Spring semester.

### **Faculty Research Expenditures-July 1, 2003 through Dec. 31, 2003\*(See Attached)**

Beginning funding : \$24,653.00

July 1-December 31, 2003 Amount Awarded- \$25,150.85

**Critical Issues:**

As noted above, the amount of money allocated to the Faculty Research budget was consumed by the end of the first semester. This means that no money was available for projects during the second term.

Consideration: Given VSU's effort to increase faculty research activities, it would seem prudent to increase the monies budgeted for such activities. Ideally, the amount in the Faculty Research budget should be equal to that of the Faculty Development budget. However, even a modest increase of \$25,000 for a total of \$50,000 would be a step in the right direction.

(Attachment #6)

Library Affairs Committee  
End of the Year Report 2003-2004

The Library Affairs Committee met twice for the 2003-04 academic year.

At the first meeting in the fall, Dr. Gaumont reviewed the formula for library allocations and informed the committee of a 3.2% reduction in the 2003-04 budget. The committee also discussed an increase in serial costs impacting departmental allocations. In addition to library allocations and budget, the committee reviewed its bylaws and approved the last amended version from October 3, 2002. This meeting convened with plans to meet in the spring to discuss Library Contingency Fund Proposals.

At the spring meeting, the committee reviewed three proposals for contingency funds and voted in favor of awarding additional funds to the Departments of Art, Political Science and Music. At the request of Dr. Gaumont, the committee agreed to allocate contingency funds to the College of Nursing to balance a deficit due to an increase in serial costs. The committee also approved a change in the library allocation formula by establishing an allocation of \$500.00 for the Honors Program. This meeting convened with plans to meet the next academic year or if needed for additional business.

(Attachment #7)

**Annual report of the Student Services Committee  
Made to the Faculty Senate  
May 20, 2004**

The Student Services Committee met via e-mail in the fall and formally twice in the Spring Semester on February 26, and April 1, 2004. No business was remanded to the SSC by the Senate other than the request by the Secretary of the Senate David Boyd's that all senate Committees examine the impact of increased enrollment.

The charge of the Student Services Committee is **to review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services and food services.**

The make-up of the SSC consists of 25 members; 12 members from the colleges, 3 members from the senate, 2 student members and 8 ex officio members who are the directors of services provided to students.

The directors of services provided summary of the past year and anticipation of needs for the coming year.

**Auxiliary Services:** The Auxiliary Services is actively planning for increased student enrollment. The service has been actively involved with the Master Plan committee, parking, bookstore services, and others areas to satisfy the needs of the anticipated 11,000 students that will soon be on campus. For example student health services have increased 50% in the past year and the needs for more health trained personnel are noted. The bookstore of the future is considered an important next step in the planning process.

**Housing and Residence Life:** V.S.U. is currently housing 1478 students with a waiting list of 100 students. The goal of housing is to house 25% of the student body with 30% possible. The building and renovating of dorm space is highly complex and interactive with the needs of student housing. Projected completion of Phase I is fall 2006. All renovations and new construction include music practice rooms, study rooms, multipurpose rooms and classrooms, laundry rooms, new furniture, carpeting, tile, paint, plumbing, electrical needs and services and upgrading to wireless and upgraded hardwired access. On line room assignments are being constructed.

**Offices for Student with Disabilities:** The office has increased the ability to identify and provide appropriate service for students with disabilities. The program now has the ability to coordinate services for the Deaf and Hard of Hearing student. All faculty members should have received the May 5<sup>th</sup> memo indicating that all course syllabi contain the suggested statement on students requesting classroom accommodations.

**Financial Aid:** The impact of increased student enrollment impacts directly and immediately the office of financial aid. The office is upgrading electronic communication. The use of Luminus Pipe Line and the Gateway registration system allows for procedures for increase in all activities related to registration and financial resolutions. The fact that more students will be chasing the same level of internal financial support remains an ongoing problem.

**Student Financial Aid Sub-Committee:** The subcommittee was restructured last year with the Chair elect of the Student Services Committee service as the Director of the Student Financial Aid Sub-Committee. The committee now meets five times per year to evaluate appeals from students who have been denied financial aid. The past year the committee heard 74 appeals and approved 17. Future meeting dates and calendars were revised to provide students timely answers to their appeals.

**Office of Alcohol & Other Drug Education:** The office has a vigorous awareness programs with numerous campus wide events and support for additional events. The Coordinator has made 50 classroom presentations, residence hall presentations and other on and off campus involvements. The office is involved with substance abuse task force initiatives and the sponsorship of peer educators to attend conferences. They remain concerned about the presence and abuse of alcohol, drugs and the issues related to rape and other inappropriate activities.

**Bursar & Student Financial Services:** No report

**Public Safety:** No report

The Student Services Committee is of such size and diversity that it may be difficult for future meetings to be profitable. It is difficult to find a meeting time for 25 participants. Most of the material presented by the various Directors has been previously shared in other formal meetings. In the absence of business from the senate, the required four meeting per year would serve no purpose other than meeting to meet. I recommend that the senate examine the charge and make-up of this committee. It may no longer be able to serve the original conception of the senate.

Correction of Service Titles and Directors attached.

Chair

Robert G. Johnston  
Chair

(Attachment #8)

**Technology Committee  
Annual Report  
May 20, 2004**

The Technology Committee met six times during the course of the 2003 – 2004 academic year. In the early part of the year, the committee considered a proposal for and subsequently developed an email list server which provides a venue for disseminating information regarding events of interest to VSU faculty and staff occurring in the greater VSU community. The list server, named Community Announcements, was approved by the Faculty Senate at its meeting on September 18, 2003. Membership in the list is by opt-in subscription. The moderators were nominated and approved at the November 20, 2003, meeting of the Senate. The server officially opened on January 25, 2004.

The committee also finished its work on the FACFORUM list server, which was recommended to the Senate last year. FACFORUM is designed as an electronic debating room for VSU faculty only. FACFORUM was approved at the April 15, 2004, meeting of the Senate. Membership in the list is by opt-in subscription. As yet, however, the list server has not been activated for lack of someone coming forward to serve as moderator.

While the committee was developing the FACFORUM list server, issue was made from a retired faculty member concerning the creation of FACFORUM as an opt-in list. The committee was in agreement that list servers used for official VSU communication should be opt-out, but that lists which are not official forms of necessary communication be opt-in lists. For additional information please refer to the minutes of the committee's January 29, 2004 meeting.

In other business, the committee received a report on the proposed IT Security Policy for VSU. The committee was concerned that the word "intimidation", as it is used in Section 2.2 of the policy, might be inappropriate since some forms of intimidation are perfectly acceptable mechanisms for motivating students to do what is expected of them. The committee also expressed concern regarding Section 3.1 in which security in a multi-user information system is addressed, to wit, who is responsible for security in a system such as the one in the College of Education? The section of the IT Security Plan that dealt with email for official correspondence was also discussed. The Committee generally understood the goals of the policy and identified items of concern related to the requirement that all email correspondence between VSU, faculty, staff, and students be done via the @valdosta.edu email addresses. Issues related to equipment required to support the policy, correspondences with potential students and alumni, timing of the policy installation, and needs related to communication with parents were all raised.

The committee has also discussed several issues that will need attention as the university grows—the need for additional staff in OIT to support the growth; a clear definition of what technology falls under OIT; increase in server space needs, training needs, the impact of wireless networks on the campus, and a technology-based key system.

Copies of all minutes of meetings and reports to the Senate have been placed on file in the University archives in Odum Library.

Respectfully submitted,

John M. Samaras  
Committee Chair, 2003-2004

## Members and Visitors present:

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

\*Indicates the individual assigned a proxy

### Ex-Officio Senators:

J. Black (absent)	K. Keppler (absent)
S. Sikes	J. Gaston
L. Calendrillo	P. Gunter (absent)
K. Stanley (absent)	A. Hufft (absent)
*E. Clark	G. Gaumond (absent)
N. Argyle	*M. Giddings

### College of the Arts:

M. Schmidt	L. Indergaard
C. Brague	*M. Eaves
M. Savoie	E. Nielsen
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	*C. Johnson	C. Meyers	*C. Whiting
J. Samaras	C. Barnbaum (absent)	W. Huang	C. James
K. Lowney	*G. Macheski	M. Noll	E. Pugh (absent)
J. Whitehead (absent)	M. Williams (absent)		

### College Of Business Administration:

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

### College of Education:

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

### College Of Nursing

L. Floyd (absent)	*L. Bell
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### Division Of Social Work:

M. Meacham

### Odum Library:

M. Puffer-Rothenberg (absent)	E. Yontz (absent)
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### Proxies:

Jane Kinney for James LaPlant  
Eric Nielsen for Cameron Whiting  
Christine James for Lynn Bell  
Lorraine Schmertzing for Clemente Hudson  
Fred Ware for Mike Stoltzfus  
Mike Savoie for Mike Eaves  
Shirley Andrews for Lynn Minor  
Kathleen Lowney for Ginger Macheski  
Lyle Indergaard for Joe Brashier

Carl Hand for Steve Childs  
Nolan Argyle for Ernestine Clark  
Chris Meyers for Charles Johnson  
John Gaston for Marty Giddings  
Leisa Marshall for Allan Reddy

**Student Government Association (non-voting)**  
President of the SGA: Jason Lewis (absent)

**Visitors:**  
Chuck Hudson, Registrar  
Marsha Krotseng, Chief Planning Officer