



## FACULTY SENATE

Est. 1991

Chairman  
Ronald M. Zaccari

Vice Chairman  
Louis Levy

Executive Secretary  
Mike Meacham

Parliamentarian  
John Samaras

### Minutes of March 17, 2005

[{Members and visitors present}](#)

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

R. Zaccari referenced the recent trip to the Board of Regents and the FY 2006 budget review. VSU is building the FY 2006 budget on an enrollment increase of 1.3%. This is a conservative estimate. In the new initiatives, 16 new faculty positions have been requested for the upcoming year at an estimated cost of approximately \$1.2 million (average of \$75,000 per position including fringe benefits). In addition, VSU is requesting an additional \$150,000 in faculty development funds to assist faculty with travel. A tuition increase of 5% has been requested. In comparison, some of the other institutions within the University System of Georgia are requesting as much as 10%. The University System office will recommend a tuition increase that will be systematic across all institutions. VSU has based its budget on a 5% tuition increase and the 1.3% enrollment increase.

R. Zaccari recently had discussions with the System office about the proposed Student Union. The new Union will require demolition of the Old Gym and swimming pool located next to the Student Union. The current Student Union will be renovated and connected to the new structure. In May, VSU is scheduled to present an information item that outlines the new Student Union's conceptual plan, location of the Union, and how the project will be funded.

When VSU planned the new housing project on Sustella and the two renovations of the existing dormitories, the Foundation created a Limited Liability Corporation, LLC I. VSU has just developed LLC II with the support of the Real Estate Committee of the Foundation. VSU continues to buy rental properties adjacent to the campus that will be leased to private individuals. Once the debts are paid and VSU has clear titles, the properties will be gifted to the University. With the help of the VSU Foundation, VSU has acquired 5 of the 64 acres required in the Master Plan. The creation of LLC III is underway as VSU begins to look at new housing on North Campus. The new housing facility will have 500 private beds and be located near the new Center for Health Sciences and Business Administration.

The Georgia Power building which houses VSU Continuing Education is located on the southern portion of the VSU campus. Georgia Power leases a section of this building for its billing department. Georgia Power officials have been notified to seek other facilities and they have agreed to move as soon as possible, hopefully within the next two to three months. The vacated space will be turned over to the Department of Psychology and Counseling. The Theatre Department has been asked to remove all equipment from the former Masonic Lodge. This property will be demolished to allow for a new parking area. The ArtSouth building, as well as the adjacent building,

will be demolished this summer to allow for additional parking. Also under consideration is relocating Advancement, University Relations and Alumni to the third level of the Georgia Power building and moving the Graduate School into the current Alumni house. VSU is asking permission from the state to demolish several buildings along Georgia Avenue and Moore Street including the former President's House, the Co-op building, and the buildings that currently house University Relations, University Advancement and Parking and Transportation. This will allow for new parking to be constructed in this area for students. There has been some discussion with the City to close the central portion of Georgia Avenue that runs next to the University. This in conjunction with the new convenient parking for students would allow for a pedestrian friendly area.

R. Zaccari mentioned that Patterson Street is an area of great concern. VSU has held productive dialogue with the City of Valdosta Traffic Engineer, the City Council and the Mayor regarding Patterson Street. The Traffic Engineer has suggested removing the traffic light at Georgia Avenue and relocating it at College Street. He has also suggested adding a traffic light at the entrance of Main Campus at the Brookwood intersection. This would allow vehicles to move at a slower pace as they proceed down Patterson in front of the campus. These two traffic lights will be timed systematically to allow students to cross Patterson Street. Timers showing the students how many seconds they have to safely cross Patterson Street will also be installed. The first of the transition parking lots will be created as the transformation of the central part of the campus begins. R. Zaccari plans to hold preliminary discussions with the Historical Society about relocating the Trolley Stop south of the entrance to campus. Another addition will be a stucco and wrought iron fence along Main Campus. The entrances to Main Campus via the new fence will be aligned with the new cross-overs.

R. Zaccari mentioned that Dr. Marsha Krotseng, Chief Planning Officer, has just returned from a visit to Murray State University in Kentucky. She was a part of an American Association of State Colleges and Universities team that reviewed what is being done at Murray State University to increase their graduation rates from 39.1% in 1997 to 56.5% in 2004. VSU has a graduation rate of approximately 38%. Teams from across the United States have visited various universities and will report findings back to AASCU in Washington, D.C. The teams that visited from the state of Georgia will report to the University System of Georgia and independent campuses.

R. Zaccari stated that an assessment project overview has been conducted on campus by Organizational Development Specialist Dr. Christy Coons-Yates. She gave a report to the President's Cabinet on a culmination of a semester-long assessment project that was undertaken as part of her Administrative Internship. She sought to gather data about how all the academic departments at VSU assess their learning outcomes. The data formed a baseline of information about assessment that will be updated in the future and used for accrediting purposes. It serves as an informational system for individual departments.

R. Zaccari mentioned that VSU is currently participating in the National Survey for Student Engagement. This provides data to help us understand the kind of activities in which our students are involved both in and out of the classroom. Involvement in university activities is a crucial factor in our student retention and graduation rates. VSU has invited Dr. John Hayek, Senior Associate Director of the Center at Indiana University at Bloomington. He helped to develop this survey and will provide some insight about the survey. He is very interested during his stay to talk with faculty, staff and students about how we can make effective use of the results of our survey. He will be on campus on Monday, April 4. From 9:15 until 10:00 a.m. he will be in the atrium at Odum Library

for a reception. On the same day he will make a presentation at 3:00 p.m. in the Odum Library Auditorium.

R. Zaccari turned the meeting over to M. Meacham. M. Meacham read the list of proxies.

**2. Approval of the [minutes of the February 17, 2005 meeting of the Faculty Senate](#).**

The minutes were approved.

**3. New business**

- a. Report from the Academic Committee – Louis Levy – ([Attachment #1](#))

L. Levy announced the formation of an Annual Evaluation Task Force. This task force will be comprised of faculty members across all academic colleges, as well as Social Work and MLIS. In addition, there will be representatives from the Faculty Senate Executive Committee, Faculty Affairs, AAUP, Dean's Council, Department Head's Council, Academic Affairs and the Administrative Intern. This task force will review the annual evaluation process, the evaluation of courses and instructors, as well as tenure, promotion, and post-tenure review.

Attachment # 1 – Student Evaluation of Courses and Instructors. This resolution was originally presented to the Faculty Senate at the February 17, 2005 meeting. Dr. Levy presented an action item regarding the resolution at the March 17, 2005 meeting. This resolution was approved by the Faculty Senate and signed into policy by M. Meacham and R. Zaccari on March 17, 2005.

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

- c. Report from the Institutional Planning Committee – Michael Noll ([Attachment #3](#))

Strategic Communication Task Force Report ([Attachment #4](#))

- d. Report from the Faculty Affairs Committee – Cecilia Barnbaum – ([Attachment #5](#))

Attachment #5 – Music Faculty Title for non-tenure track employees. This recommendation was approved by the Faculty Senate and signed into policy by M. Meacham and R. Zaccari on March 17, 2005.

- e. Report from the Faculty Grievance Committee – Mike Savoie – No report.

- f. Report from Academic Affairs and Procedures Committee – Marty Williams ([Attachment #6](#))

Attachment #6 – Proposed dates for Fall 2006 through Summer 2007 Academic Calendar. This recommendation was approved by the Faculty Senate and signed into policy by M. Meacham and R. Zaccari on March 17, 2005.

- g. Report from the Senate Executive Secretary – Mike Meacham

(1) Administrative Evaluations - M. Meacham mentioned that Dr. Ruth Salter, Interim Director of Institutional Research was preparing the administrative evaluations and they will be mailed within the next couple of weeks. He encouraged everyone to complete the evaluations and return them in a timely manner.

(2) Election – C. Barnbaum announced that M. Meacham and J. Samaras were nominated for the position of Executive Secretary of the Faculty Senate. The floor was opened for nominations. L. Indergaard was nominated. J. Samaras withdrew his name from consideration. Nominations were closed. A vote was taken by secret ballot. M. Meacham was re-elected as Executive Secretary of the Faculty Senate.

#### 4. Old Business

None.

#### 5. General Discussion

M. Noll mentioned that faculty can apply twice per year for faculty development grants of \$500.00 each. He asked for Senator's opinions in having a choice of applying twice for \$500.00 grants or applying once for a \$750.00 grant. While on the topic of travel, B. Bergstrom inquired as to why faculty are unable to use the State of Georgia credit cards for lodging. Mr. Jim Black, Interim Vice President for Business and Finance, will look into this matter and get back to the Senate with some information. M. Meacham assigned the review of the faculty development grants issue to the Faculty Affairs Committee.

A Senator mentioned that the Faculty Handbook had not been revised to accommodate the transition to semesters which occurred in Fall, 1998. D. Boyd informed the Senate that the Handbook is currently being revised.

R. Zaccari informed the Senate that M. Meacham was re-elected as the Executive Secretary of the Faculty Senate.

M. Meacham is concerned that a policy can be initiated but never come to fruition. He referenced Section 3i in the by-laws and the Statutes Article I Section 3a. He is interested in hearing from other members of the faculty as to their interpretation.

B. Bergstrom, on behalf of E. Pugh, inquired as to the status of two issues brought to the Senate by the Environmental Issues Committee. C. Barnbaum indicated the issues had been sent to the Executive Committee.

R. Zaccari congratulated M. Meacham on his re-election to the Faculty Senate.

#### 6. Adjournment

The meeting adjourned at 4:46 p.m.

## **STUDENT EVALUATION OF COURSES AND INSTRUCTORS**

The main goal of student evaluations is to help faculty improve courses and instruction; moreover, student evaluations are used in the annual evaluation of faculty. Therefore, faculty will administer student evaluations for each course\* they teach during the fall and spring semesters, and the summer sessions. All student evaluations must include both quantitative and qualitative sections and be completed by the last teaching day of the semester or summer session. Results from these evaluations will be returned to the faculty member in a timely manner. Fall semester student evaluations will be returned by midterm of the following spring semester. Spring semester evaluations will be returned by midterm of the following summer session II. Summer session evaluations will be returned by midterm of the following fall semester. All academic units are expected to follow this policy and exceptions should be reported to the Vice President for Academic Affairs.

\*Possible exceptions must be approved by the department head and might include student teaching, practicum courses, thesis courses, directed studies, internships, or other courses with low enrollments (<5) where the anonymity could be compromised.

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The above statement should be placed in the Faculty Handbook and on the Academic Affairs webpage along with the annual evaluation form.

Attachment #2

REPORT OF THE COMMITTEE ON COMMITTEES  
FACULTY SENATE MEETING  
MARCH 17, 2005

1. The Request for Committee Assignment form has been prepared and will be sent to all full-time faculty by the beginning of next week.
2. The Grievance Committee ballot is almost complete and will be sent to all full-time faculty by the end of next week.

Respectfully submitted,

Lyle Indergaard, Chair, Committee on Committees

**Report to the Faculty Senate**  
Institutional Planning Committee  
February 23, 2005

Present: Linda Bennett Elder, Alan Bernstein, Mike Holland, Joan Futch, Kurt Kepler, Marsha Krotseng, Michael G. Noll, A. Blake Pearce, Ruth Salter, Richard Schmertzing, Fred Ware.

Meeting was called to order at 2:30 pm.

The IPC met for the fourth time in the academic year 2004-2005.

At the meeting, Michael Noll gave a brief summary of the Executive Committee meeting held on February 3, 2005. Items discussed included:

- developing a university-wide policy regarding the sale of textbooks by faculty
- the university records retention policy concerning personnel records in connection with faculty grievances

Next, Marsha Krotseng reported on the UPAC meeting held on January 28, 2005. Topics covered included:

- her work with the American Association of State Colleges and Universities (AASCU) to help identify best practices related to maximizing student retention and graduation rates. Discussion focused on identifying Valdosta State's efforts to keep students in school in general and through graduation specifically
- Dr. Zaccari's work on the charter of a Diversity Council based on the recommendations of the UPAC Diversity Task Force
- Recommendations regarding Goal 3 of VSU's Master Plan
- Graduation and retention studies are underway. The first of these studies will examine retention patterns among Freshman Year Experience Students

Subsequently, Michael Noll distributed a report summarizing discussion items from the meeting of the Communication Task Force from February 16, 2005. Following this report, the following ideas related to campus communications were discussed:

- Development of a web-based directory with pictures ("Face Book") which also might lists interests (professional and personal) and hobbies of all members of the VSU community
- Review and redesigning of the current VSU phone book for easier use (e.g. add the page number location of expanded departmental directories to the brief alphabetical listing in the front of the current phone book)
- Launch of a searchable VSU phone book on the web, replacing the currently used pdf file that simply duplicates the printed VSU phone directory.

Toward the end of the meeting, Kurt Keppler announced that Student Affairs is working on a fee proposal to generate funding for the construction of a new student center. The SGA voted unanimously in support of the \$80 fee. Efforts are underway to identify student priorities regarding the options available for center content.

Finally, Marsha Krotseng announced that the university is working with the National Survey of Student Engagement to survey randomly selected freshmen and seniors. The survey is designed to gather student perceptions related to both academic and non-academic issues. The Associate Director of the national survey will be on campus in early April to talk to stakeholders about how NSSE results can inform action to improve the university.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Michael G. Noll, Chair.



**Report to the Faculty Senate**  
Strategic Communication Task Force  
February 16, 2005

Present: Jason Adams, Donna Cunningham, Patrick McGuire, Michael Noll, Marsha Krotseng, and Paul Vincent.

Meeting was called to order at 3:30 pm.

The Strategic Communication Task Force met for the second time in the academic year 2004-2005. At the meeting, the newest member Paul Vincent was welcomed to the group and Michael Noll reported on the latest developments in regard to the envisioned web-based Master Plan.

I) As its first point of discussion, the task force focused on the envisioned web-based Master Plan, particularly in connection with the upcoming Centennial at VSU. Among other things, the task force debated what layers of information such a web-based Master Plan should display (e.g. historic timeline of VSU growth), what its potential audience might be (e.g. alumni, current and prospective students and faculty), and how already existing sites (e.g. the Valdosta-Lowndes Regional GIS (VALOR) at <http://gisweb.sgrdc.com> / Interactive Master Plan by Portman and Associates at <http://valdosta.portman.internetworkflow.com> / website for prospective faculty of COBA at [http://www.valdosta.edu/coba/prospective\\_fac\\_info.htm](http://www.valdosta.edu/coba/prospective_fac_info.htm)) might serve such a purpose with some modifications and additions and/or by combining aspects of these sites.

II) For the remainder of the meeting, the Task Force discussed the three crucial steps in accomplishing its goal to “enhance communication and information exchange at VSU”:

**Step 1: Analysis and description of existing communication structures at VSU**

The **2004 Fact Book** contains a flow chart that illustrates VSU’s organizational structures (<http://www.valdosta.edu/irp/Factbook2004/organizationalcharts2005.pdf>). The members of the task force will scrutinize this flow chart in the coming weeks in order to determine if it contains all sections and aspects of VSU’s community.

**Step 2: Identification of “gaps” and “bottlenecks” in the communication structures**

Although for the most part the communications structures at VSU provide the basic needs to ensure an information exchange, gaps and bottlenecks will inadvertently exist and need to be identified (e.g. where is the SGA in the flowchart?). Thus, the task force will create a survey that will be made available to the VSU community at large (students, faculty, and staff) in order to identify these weak links. Some possible questions are:

- How is information commonly dispersed in the various entities at VSU?
- What media are preferred by members of the VSU community to acquire information?
- Do members of the VSU community feel informed about VSU’s growth, events, etc.?
- What gaps or bottlenecks exist in VSU’s communication structures?

In addition, the task force is considering to specifically target senior secretaries and senior administrative coordinators at VSU to solicit information as to possible improvements to the information exchange at VSU (e.g. the creation of a web-based Master Calendar).

**Step 3: List of recommendations to improve existing communication structures and information exchange at VSU**

Once the survey(s) has/have been administered, a careful analysis of the provided answers will lead to a list of recommendations made by the strategic communication task force to address any existing issues with the flow of information exchange at VSU.

Meeting adjourned at 4:45 pm.

Respectfully submitted,

Michael G. Noll, Chair.

Attachment #5

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A recommendation proposed by the Faculty Affairs Committee to be submitted to the Faculty Senate:

Recommendation: Music Faculty Title for non-tenure track employees

We recommend that the current title, "Teaching Assistant," no longer be used, and in its stead, "Artist-Academic," which already exists as an employee title.

Basis for the Recommendation: Last spring the question concerning the title of non-tenure track music faculty was put to the faculty currently titled "Teaching-Assistant" and to the Dean of the College. Of five faculty, four responded to the anonymous questionnaire. Three wanted the title to be: "Artist-Teacher" and the Dean had verbally agreed to it. Louis Levy checked with Human Resources and found that HR already has an employee title "Artist-Academic" in place, and so we recommend its usage.

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fax: (229) 219-1201  
<http://www.valdosta.edu/~cbarnbau/personal/index.html>

**Proposed Dates For Fall 2006 through Summer 2007****FALL 2006**

Mon, Aug 14	First Class Day
Mon, Sept 4	Labor Day
Fri, Oct 6	Midterm
Mon-Tues, Oct 16-17	Fall Break
Wed- Fri, Nov 22 – 24	Thanksgiving Holidays
Mon, Dec 4	Last Class Day
Tues, Dec 5	Exam Prep Day
Wed- Fri, Dec 6- 8	Exams
Sat, Dec 9	Graduation

**SPRING 2007**

Mon, Jan 8	First Class Day
Mon, Jan 15	MLK Holiday
Fri, Mar 2	Midterm
Mon- Fri, Mar 12 – 16	Spring Break
Mon, Apr 30	Last Class Day
Tues, May 1	Exam Prep Day
Wed- Fri, May 2 – May 4	Exams
Sat, May 5	Graduation

**SUMMER 2007**

<b>Maymester</b>	
Wed, May 9	First Class Day – Mayterm
Fri, May 18	Midterm for Maymester
Mon, May 28	Memorial Day- Holiday
Wed, May 30	Last Class day – Mayterm
Thur, May 31	Maymester exams
<b>Summer II (full term)</b>	
Wed, Jun 6	First class day
Fri, Jun 29	Midterm
Wed, Jul 4	Holiday
Wed, Jul 25	Last Class Day
Thur- Fri, Jul 26 – Jul 27	Exams
Sat- Jul 28	Graduation
<b>Summer III</b>	
Thur, Jun 7	First class day
Tue, Jun 19	Midterm
Thur, Jun 28	Last class day
Fri, Jun 29	Exams
<b>Summer IV</b>	
Mon, Jul 2	First class day
Wed, Jul 4	Holiday
Fri, Jul 13	Midterm
Tues, Jul 24	Last class day
Wed, Jul 25	Exams
Sat, Jul 28	Graduation

Members and Visitors present:

R.M. Zaccari, President  
L. Levy, Vice President, Academic Affairs  
M. Meacham, Executive Secretary  
J. Samaras, Parliamentarian

\*Indicates the individual assigned a proxy

Ex-Officio Senators:

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

College of the Arts:

*M. Schmidt	L. Indergaard
J. Bowland	M. Eaves
M. Savoie	E. Nielsen
F. Barnas	*J. Brashier

College Of Arts and Sciences:

D. Boyd	J. LaPlant	M. Stoltzfus	*C. Johnson
C. Meyers (absent)	C. Whiting	J. Samaras	C. Barnbaum
*W. Huang	C. James	G. Macheski	M. Noll
*E. Pugh	J. Whitehead	M. Williams	R. Carter
A. Lazari (absent)	A. Aronson-Friedman	B. Bergstrom	M. Davey
C. Tillman (absent)	J. Wang		

College Of Business Administration:

F. Ware	A. Reddy (absent)	L. Marshall (absent)	C. Tori
B. Caster (absent)			

College of Education:

S. Andrews	D. Briehl	*B. Johnston	K. McCurdy
S. Worth	I. Ellis	C. Hudson	K. Hinkle
L. Minor	*L. Schmertzing	J. Stelzer	M. Fenster
J. Hummel	*D. Leech	K. Ott	R. Schmertzing

College Of Nursing

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

M. Meacham

Odum Library:

*M. Puffer-Rothenberg	E. Yontz
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Proxies:

Brad Bergstrom for Eneida Pugh  
David Boyd for Robert Johnston  
Mike Davey for Michael Schmidt  
Mark Fenster for Maureen Puffer-Rothenberg  
Martha Giddings for Brian Adler  
James LaPlant for Linda Calendrillo  
Michael Noll for Charles Johnson  
Jiri Stelzer for Lorraine Schmertzing  
Fred Ware for Wilson Huang

Elaine Yontz for George Gaumond  
Lyle Indergaard for Joe Brashier  
Ginger Macheski for Linda Floyd  
Mike Savoie for Lynn Bell  
Richard Schmertzling for Don Leech

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

Visitors:

Chuck Hudson, Registrar  
Bobby Flowers, Council on Staff Affairs  
Marsha Krotseng, Office of Planning  
Walter Peacock, Admissions, Enrollment Management