



## FACULTY SENATE Est. 1991

Chairperson  
Patrick J. Schloss

Vice Chairperson  
Louis Levy

Executive Secretary  
Barney "Jay" Rickman

Parliamentarian  
Cindy Tandy

### Minutes October 16, 2008

**The Valdosta State University Faculty Senate meeting convened at 3:35 p.m. in the Magnolia Room, University Center.**

1. Call to Order by Dr. Patrick J. Schloss
  - Informed the Faculty Senate that the budget hearings would be open to anyone who would like to attend. The hearings will be on November 6<sup>th</sup> and 7<sup>th</sup> in the Cypress room, beginning at 9:00 a.m.
  - Discussed the Budget Advisory Council's redefinition in the future. BAC will include knowledgeable university representatives from all levels at the university, such as a faculty member from Accounting.
  - Discussed administrative changes. The primary mission of VSU is academics; therefore the chair of the Budget Advisory Council should be the person at the highest level closest to the mission, which is the Chief Academic Officer.
  - Dr. Louis Levy's title will be changing to Vice President for Academic Affairs/Provost. The Provost title signifies "first among equals," where "equals" are the Vice Presidents.
  
2. **Approval of the minutes of the September 18, 2008 meeting of the Faculty Senate.**  
[http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate\\_Minutes\\_2008-09-18.pdf](http://www.valdosta.edu/facsen/meeting/minutes/documents/Senate_Minutes_2008-09-18.pdf)
  - The minutes were approved.
  
3. New business
  - a. Report from the Academic Committee – Louis Levy [llevy@valdosta.edu](mailto:llevy@valdosta.edu)
    - There was no meeting of the Academic Committee in September. The next meeting will be in October.
    - Academic Affairs is studying the process of incompletes and medical/hardship withdrawals. For example, last year during a regular semester there were

approximately 1500 incomplete grades. The University is examining the process of giving incompletes and withdrawals.

- Distance Learning is investigating a special tuition rate for programs with all online courses (those that are at least 95% online). Any recommendations can be sent to Dr. Levy.
- Discussed administrative changes and informed the Faculty Senate that there will be no change in the function of the way the Vice Presidents work as a team.

- b. Report from the Committee on Committees – Steven Kohn [sjkohn@valdosta.edu](mailto:sjkohn@valdosta.edu)  
- No report. The online ballot for the Grievance Committee election is still being produced. An email will go out to everyone once it is available.
- c. Report from the Institutional Planning Committee – Vesta Whisler  
[vrwhisler@valdosta.edu](mailto:vrwhisler@valdosta.edu)  
- No report.
- d. Report from the Faculty Affairs Committee – Ruth Renee Hannibal  
[rrhannib@valdosta.edu](mailto:rrhannib@valdosta.edu) **See Attachment A** for FAC’s review of the two items remanded to it at the September 18, 2008 Senate meeting.  
- The proposed changes listed in Attachment A were approved.
- e. Report from the Faculty Grievance Committee – Theresa Thompson  
[tthompson@valdosta.edu](mailto:tthompson@valdosta.edu)  
- No report.
- f. Report from the Senate Executive Secretary – Jay Rickman [bjrickma@valdosta.edu](mailto:bjrickma@valdosta.edu)

**1. See Attachment B regarding revised University System of Georgia Faculty Council (USGFC) Bylaws. The Drafting Committee of the USGFC has asked each USG unit to endorse these Bylaws which have been revised based on feedback from USG faculty representative bodies in spring 2008.**

- The bylaws were endorsed.

**2. Presentation to the Senate from Vice President for University Advancement John Crawford on proposed capital campaign for VSU**

- Commented on the positive momentum at VSU.
- Capital campaigns are conducted over a 5-7 year period.
- Through all the solicitation and community input, a list for an opportunities sheet was compiled showing a 145.9 million dollars “wish list”. Thanked Dr. Kristina Cragg and the office of Strategic Research & Analysis for helping with the compilation of the list of responses.
- University Advancement is identifying the top 400 potential lifetime donors. A consultant will conduct face-to-face interview with 150-200 people. By the end of April there will be a report from the consultant for a reasonable 5-7 year goal for the campaign. There will be a working,

adaptable list of projects, as well as a great pool of potential campaign leaders.

- Private support is very important. It is the primary source of funding for new projects and initiatives. Faculty members are a critical part of the campaign process.

3. Planning for Senate participation in proposed Staff Appreciation Week (November 17-21, 2008). Any Senator who has an idea on how the faculty in general and the Senate in particular can show appreciation for staff are asked to share their ideas with the Executive Secretary as soon as possible.

- Discussed the memo that was sent out by Vice President Jim Black regarding the budget and its effect on staff.
- Some have suggested collecting money within each department to help pay for parking decals for their departmental secretaries.
- Discussed the possibility of the COSA fundraisers to help pay for staff attendance at the annual Spring Faculty/Staff Employee Recognition Luncheon.

## 7. Old Business

## 8. Discussion

Under the *Senate Bylaws* <http://www.valdosta.edu/facsen/documents/bylaws2008.pdf> (Section 7, Paragraph 5), a member of the General Faculty, student body, staff, or administration can speak to the Senate for a specific purpose if a simple majority of the Senators present so approves. Representatives from S.A.V.E. (Students Against Violating the Environment) have asked to be allowed to make a brief presentation to the Senate to explain the following proposal for a Green Fee.

A Green Fee is a student fee that students elect to pay to create a budget for sustainability and energy efficiency projects throughout the VSU campus. Projects such as purchasing individual metering units for each building to gauge energy waste, creating a "grey water system" to save water resources that have been in severe shortage, and purchasing renewable energy technologies to begin placing electricity on the grid are a few ways that a Green Fee can help lead the Southeast in making the necessary changes to address our current climate and energy crises. Students are willing to take a strong stance and initiative to fund this budget for improvements to the infrastructure of Valdosta State immediately and the Green Fee is a way that this can be accomplished while at the same time saving a significant amount of money for the university. S.A.V.E. (Students Against Violating the Environment) are looking for support from the Faculty Senate, the University Council, the Student Government Association, and the VSU Administration to help students build a future for VSU...a clean, green, and just energy future.

Although setting student fees is outside the jurisdiction of the Faculty Senate, if the Senators present on October 16 wish to do so, the Senate could consider a non-binding resolution of support for the concept of a Green Fee as proposed by the S.A.V.E. representatives.

- The resolution to let members from S.A.V.E. speak was approved.
- Have been working with 5 other Universities in USG system to help get the Green Fee passed.
- A survey is currently in progress and will continue over the next two weeks.
- The survey will provide an analysis of student opinion on energy usage, efficiency on campus and student's willingness to pay the green fee each semester. Results will be made public. Thanked Dr. Cragg for helping with the survey.
- The fee will be determined by the students. From past initiatives done with other schools, students have said they are willing to pay \$9-22.
  
- The Faculty Senate would like to know the results of the survey and more information before voting on a non-binding resolution of support the initiative. This information will be discussed at the November meeting. The issue of student fees being the highest in the state was discussed.

## 9. Adjournment

The meeting adjourned at 4:30.

## ATTACHMENT A:

**Response by Faculty Affairs Committee to the proposed changes to (1) the Annual Faculty Activity Report, Action Plan, and (2) Annual Evaluation at its October 2, 2008 meeting.**  
<http://www.valdosta.edu/academic/documents/FEMfinal.pdf>

**See sections in italics and underlined for proposed new sections.**

### **Annual Evaluation**

After the faculty member has completed the Annual Faculty Activity Report and Action Plan, the faculty member's department/unit head will complete an Annual Evaluation. This document should evaluate the faculty member's performance in the areas of teaching and instruction, professional growth and productivity, and college and community service. It should also include recommendations if activity in any given area is determined to need improvement. Attention should be given in cases where a faculty member has any form of load adjustment related to their duties within the department. The department/unit head should address the faculty member's planning and goals for the following year and determine if they are aligned with departmental, college, and university goals, and if they are prioritized in a manner that facilitates appropriate levels of activity that may lead to tenure and promotion.

Faculty Activity Reports and supporting documentation will be housed in the department/unit of the faculty member. Copies of the Annual Evaluation document will be forwarded to the appropriate dean and the Vice President for Academic Affairs.

### **Schedule for Annual Faculty Activity Report, Action Plan, and Annual Evaluation**

First semester of employment: \*New faculty members meet with department/unit heads to discuss the Faculty Evaluation Model and departmental expectations.

*Any faculty member who received unsatisfactory ratings on any section of their annual evaluation shall meet with the department head on or before September 15 of the Fall semester to discuss progress since the evaluation.*

End of fall semester: \*All faculty members complete and submit faculty activity report and action plan.

February: \*Department/unit heads meet with all faculty members to go over annual evaluations and action plans.

## Appendix C

### Annual Faculty Activity Report and Action Plan

Faculty Member: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Year: \_\_\_\_\_

The Annual Faculty Activity Report, Action Plan, and Annual Evaluation document plays an important role for faculty, departments, and the units within the university as part of strategic planning and development. This document is also a critical component of the promotion and tenure process for faculty; it serves as the primary source of information for the university annual report and as a means to evaluate individual units' progress toward meeting strategic goals. Individual programs and departments should develop policies that address specific components of the report such as allocation of loads for service or special assignments. It is important that research and scholarly activities be discussed in departments and colleges so that listings of activities are clearly and consistently reported across the unit.

Faculty members completing this form should make every effort clearly to address all of the areas within this document that relate to *the individual's* responsibilities at the university. Activities should be listed only once within the report; do not include the same activity in two different categories. (*Part-time Faculty complete only Section A*).

The role definitions in this document are adapted from Raoul A. Arreola's *Developing a Comprehensive Faculty Evaluation System*. Bolton, MA: Anker, 1995

## **ATTACHMENT B:**

# **University System of Georgia Faculty Council Bylaws**

Revised on: August 20, 2008

Drafted By:

Alberto, Paul (Georgia State University), Combiar, Elizabeth (North Georgia College & State University), Hancock, Thomas (Georgia Gwinnett College), Johnson, Kerri (Darton College), Lightfoot, Robert (Waycross College), Settini, John (Abraham Baldwin Agricultural College), Smith, Margaret (Bainbridge College), Turner, Craig (Georgia College & State University), Vencill, William (University of Georgia), West, Leanne (The Georgia Institute of Technology)

### **Section I: Name**

The name of the body hereby constituted is the University System of Georgia Faculty Council (USGFC).

### **Section II: Mission**

The purpose of the University System of Georgia Faculty Council is to promote and foster the welfare of system faculty, in non-collective bargaining issues, through the combined creativity and expertise of faculty representatives from system institutions.

### **Section III: Responsibilities and Functions**

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia.

The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty.

The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to faculty.

### **Section IV: Voting**

1. Each institution within the USG shall have one vote on any matter brought before the USGFC and that vote shall be cast by the voting representative or designee.
2. A voting member may designate an alternate to a meeting that the member cannot attend.
3. Any decisions or recommendations by the USGFC must receive majority approval from each of the three institutional tiers (research, four-year, and two-year school) groupings.

4. Voting normally takes place during a meeting of the USGFC. However, voting may also take place by electronic communication or other means as determined by the officers in consultation with the membership of the USGFC.

### **Section V: Membership**

Membership of the USGFC will be comprised of one voting representative from each participating system institution. The representative for a participating institution must be a member of that institution's faculty body and selected by a process determined by the faculty unit of that institution. In addition to attending USGFC meetings in person, the council also permits participation via video or phone conferencing methods.

### **Section VI: Officers and Duties**

1. Officers: The officers of the USGFC shall be a Chair and a Chair-Elect, who shall become Chair the following year. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.

2. Eligibility: Only voting members of the USGFC are eligible to serve as officers.

3. Nomination and Election: At any meeting the USGFC will nominate at least one candidate for any vacant office. The officers shall be elected as described above in Section IV.

4. Terms of Service: The term of service of an officer of the USGFC shall begin at the conclusion of the meeting at which (s)he is elected and end when his/her successor is named, and shall typically be one academic year.

5. Duties: The Chair shall preside at all meetings of the USGFC. The Chair-Elect shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The chair and chair-elect shall prepare the agenda in consultation with the USGFC members.

### **Section VII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the USGFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the USGFC may adopt.

### **Section VIII: Amendments**

Any proposal to amend or repeal these Bylaws shall be submitted to the officers in writing at least 30 days prior to the meeting of the USGFC at which they will be discussed. The voting shall be conducted in compliance with Section IV.



## **Members and Visitors present:**

**P. Schloss, President**  
**L. Levy, Vice President, Academic Affairs**  
**J. Rickman, Executive Secretary**  
**C. Tandy, Parliamentarian**

\* Indicates the individual assigned a proxy

### **Ex-Officio Senators:**

<b>N. Argyle (absent)</b>	<b>J. Black</b>
<b>J. Crawford</b>	<b>*G. Gaumond</b>
<b>J. Gaston</b>	<b>M. Giddings</b>
<b>P. Gunter (absent)</b>	<b>K. Hull (absent)</b>
<b>A. Hufft</b>	<b>K. Keppler</b>
<b>W. Plumly (absent)</b>	<b>C. Richards</b>

### **College of Arts:**

<b>M. Elliott</b>	<b>D. Harmon</b>
<b>M. Kiyak</b>	<b>P. McGuire</b>
<b>K. Murray</b>	<b>P. Neal (absent)</b>
<b>L. Orenduff</b>	<b>M. Savoie</b>

### **College of Arts and Sciences:**

<b>D. Baracskey</b>	<b>D. Bechler</b>	<b>*L. Bejarano</b>
<b>B. Bergstrom</b>	<b>R. Carpenter</b>	<b>M. Davey</b>
<b>C. Denizman</b>	<b>*J. Elder</b>	<b>R. Gladwin</b>
<b>C. James</b>	<b>A. Kumar</b>	<b>J. Lambert-Shute (absent)</b>
<b>A. Lazari (absent)</b>	<b>B. Mboup</b>	<b>*J. Merwin</b>
<b>P. Moch</b>	<b>O. Nikolova</b>	<b>C. Serran-Pagan</b>
<b>J. Rickman</b>	<b>M. Smith</b>	<b>*T. Thompson</b>
<b>M. Williams</b>		

### **College of Business Administration:**

<b>B. Caster</b>	<b>C. Lipscomb</b>	<b>S. Tori</b>	<b>*F. Ware</b>	<b>B. Williams</b>
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### **College of Education:**

<b>B. Browne</b>	<b>*B. Dixey</b>	<b>G. Doepker</b>
<b>M. Gorham-Rowan</b>	<b>R. Hannibal</b>	<b>S. Kohn</b>
<b>L. Leader</b>	<b>L. Lu</b>	<b>Y. Mat Som</b>
<b>*L. Minor</b>	<b>C. Prater</b>	<b>S. Raab</b>
<b>*S. Sanderson</b>	<b>N. Scheetz</b>	<b>C. Talor</b>
<b>V. Whisler</b>		

### **College of Nursing:**

<b>A. Haddon</b>	<b>S. Lauterbach</b>
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### **Division of Social Work:**

**C. Tandy**

**Odum Library:**

**\*A. Bernstein**

**\*A. Ondrusek**

**Student Government Association (non-voting):**

**Lauren Davis (absent)**

**Proxies:**

**D. BaracsKay for J. Merwin**

**Y. Mat Som for A. Bernstein**

**B. Mboup for L. Bejarano**

**N. Scheetz for B. Dixey**

**M. Giddings for G. Gaumond**

**B. Williams for F. Ware**

**D. Bechler for J. Elder**

**G. Doepker for L. Minor**

**S. Raab for S. Sanderson**

**R. Hannibal for A. Ondrusek**

**M. Williams for T. Thompson**

**Visitors:**

**H. Coppage, Academic Affairs**

**T. Fast, SAVE**

**M. Johnson, SAVE**

**R. Hammond, COSA**

**S. Jones, Interim Registrar**

**S. Gravett, Academic Affairs**

**T. Martin, Financial Services**

**A. Elledge, AFROTC**

**K. Cragg, Strategic Research**