



## FACULTY SENATE Est. 1991

**Chairperson**  
Ronald M. Zaccari

**Vice Chairperson**  
Louis Levy

**Executive Secretary**  
Christine James

**Parliamentarian**  
Jim Muncy

### Agenda October 19, 2006

The Faculty Senate will meet Thursday, October 19, 2006 in the University Center **MAGNOLIA ROOM** at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** At the request of the University President and Executive Secretary of the Senate, any actions from the Senate sent to the Executive Secretary for approval after the Senate votes should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted as email Word .doc attachments.

1. Call to Order by Dr. Ron Zaccari  
For the benefit of record keeping, senators and visitors will please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present
2. **Approval of the minutes of the September 21, 2006 meeting of the Faculty Senate.**  
These may be found at: <http://www.valdosta.edu/vsu/facsen/Minutes/060921min.pdf>
3. New business
  - a. Report from the Academic Committee – Louis Levy  
(See Appendix A.)
  - b. Report from the Committee on Committees – Jay Rickman
  - c. Report from the Institutional Planning Committee – James LaPlant
  - d. Report from the Faculty Affairs Committee – Marty Williams
  - e. Report from the Faculty Grievance Committee – Stephen Lahr

f. Report from the Senate Executive Secretary – Christine James

(1) Betty Paulk's presentation on the LibQual Study (10-15 minutes)

(2) ORP contribution changes updates:

Human Resources information from the state system office:

[http://www.ohr.gatech.edu/Departmental%20Folders/Benefits\\_web/ORP%20Rate%20Change%20BOR.doc](http://www.ohr.gatech.edu/Departmental%20Folders/Benefits_web/ORP%20Rate%20Change%20BOR.doc)

AAUP has attended a meeting with Chancellor Davis, which was very productive, and plans are underway for forums on the VSU campus. AAUP leaders on our campus are Dennis Bogyo and Peggy Moch. VSU and AAUP are interested in suggestions on the future frameworks for equity plans between the ORP and TRS. Dennis Bogyo has announced the first forum with the AAUP, President Zaccari and Denise Bogart: Powell Auditorium on Nov. 8 at 3:30pm.

(3) At the Executive Committee meeting in September, we asked the Committee on Committees to look at the potential for new senator positions, given that there are new faculty positions since the last time the number of senators was reviewed, and the number of senators is determined in a 4-1 ratio to the ex officios, and the representation from each college/unit must be proportional. (See Appendix B, formula from Jay Rickman, Lyle Indegaard and Elaine Yontz; accounting for ex officios.) Reviewing this formula will be an ongoing project for Jay Rickman as the Chair of the Committee on Committees, and Christine James as the Exec, and we will be seeking information from other Faculty Senates around the state system for comparison of their accounting of senators.

(4) The Faculty Senate Orientation Powerpoint includes a variety of information relevant to your required attendance at Faculty Senate meetings, and the duties of your committees. You can view it using Internet Explorer (the blue "e" on your computer's desktop) at <http://teach.valdosta.edu/chjames/FacultySenateOrientationCJ.htm> In addition, a special orientation session is being planned. This special orientation meeting will be open to past senators who would like a refresher course, and is **required for new Faculty Senators**, and will take place on October 26, Thursday one week after the October Faculty Senate meeting, at 3:30pm in the University Center, in the Cypress Room of the University Center.

(5) Jay Rickman suggests we create a student photograph feature in Banner, now remanded to Technology Committee (see Appendix C)

(6) Carl Hand asks for a statement clarifying the status of the Energy Policy, which was submitted to the Executive Committee last spring by Brad Bergstrom. The Energy Policy is formally remanded back to the subcommittee, as was the Recycling Policy. Both should be integrated into the campus-wide Environmental Policy, currently being worked on by the Environmental Issues Committee with the help of Bob DeLong, Jim Black, Greg Gordon, Ray Sable, Bart Greer, and campus leadership. Christy Coons Yates and Carl Hand also had a very

productive meeting on the comprehensive Environmental Policy as it relates to budgeting, strategic planning initiatives, and implementation steps.

- (7) Michael Noll suggested an official crosswalk be created in Georgia Avenue, across from the Parking and Transportation Office and Georgia gravel parking lot, with signage like the Patterson and Oak crossings. (See Appendix D) The President has accepted this suggestion and is now working with the city of Valdosta to create this new crosswalk, between the west side of the pedestrian mall driveway and the gravel lot.
- (8) Peggy Moch requested that the Executive Committee review the due date for the Committee Meeting Schedules, primarily because some faculty may not know their spring teaching schedules by the current October 1 due date. (See Appendix E.) The Executive Committee is now reviewing the By Laws of the Senate, and in response to this request, Christine James suggested we add language stating that in the event that committee chairs cannot name specific meeting dates in the spring, they must at least submit their contact information to the Odum Library Reserves, Donna Jones [djones@valdosta.edu](mailto:djones@valdosta.edu), and state that they will be available by email and phone for anyone who wishes to be notified about future meetings.
- (9) Update to the Faculty Senate's changes to the Statutes, which were voted on and passed October 20, 2005. This small editorial change is necessary because the Presidents of the regional universities in the state system no longer report directly to the Chancellor. (See Appendix F)  
"...sent to his/her immediate supervisor, the Chief Academic Officer and Executive Vice Chancellor of the University System of Georgia..."
- (10) The President, Christy Coons Yates, and James LaPlant are in discussion about possibly adding the Chair of the Institutional Planning Committee as a member of the University Council, as per James LaPlant's committee charge statement (see Appendix G) and the suggestions and discussion between Richard Carter and Christy Coons Yates at the last Faculty Senate meeting in September.
- (11) Michael Noll's request from last year requesting formal notes be sent from the Farber Student Health Center to faculty members upon a student's visit to the Student Health Center. Remanded to Student Services, requesting that they contact Farber Student Health Center to investigate the legal/privacy issues involved (See Appendix H)
- (12) Discussion about the best practices for making changes to the Statutes:  
University Council achievements over the past year (see Appendix I)  
Richard Carter email about the changes to the Statutes (see Appendix J)  
Michael Noll's email about the University Council and the Mission Statement (see Appendix K) In response to Richard Carter, the Faculty Senate will be having a discussion during this meeting to give advice to the President on the possible methods for changing the Statutes. In response to Michael Noll, the Executive Committee of the Faculty Senate is considering the addition of a

Preamble to the Statutes, suggested by Marty Williams, which will explicitly discuss “shared governance.”

4. Old Business
5. Discussion
6. Adjournment

## APPENDIX A:

VALDOSTA STATE UNIVERSITY  
ACADEMIC COMMITTEE MINUTES  
June 12, 2006

The Academic Committee of the Valdosta State University Faculty Senate met in the University Center Rose Room on Monday, June 12, 2006. Dr. Sharon Gravett, Assistant Vice President for Academic Affairs, presided.

Members Present: Mr. Eric Nielsen, Dr. David Boyd, Dr. Bruce Caster, Dr. Elaine Yonz, Ms. Catherine Schaeffer, Mr. Eric Nielsen (proxy Dr. Carl Cates), Dr. Frank Flaherty, Dr. Frank Flaherty (proxy Dr. Kathe Lowney), Ms. Iris Ellis, Dr. James Humphrey, Mr. Cliff Landis, and Dr. Diane Holliman.

Members Absent: Dr. Yahya Mat Som, Dr. Linda Floyd, Dr. Carl Cates, Dr. Kathe Lowney, Dr. Donald Seat, Dr. Bill Buchanan, Dr. James Ernest, and Dr. Deborah Weaver.

Visitors Present: Dr. Brian Adler, Dr. Deborah Robinson, Dr. Chet Ballard, Dr. James LaPlant, Dr. Jim Baxter, Dr. Edward Chatelain, Dr. Mylan Redfern, and Mr. Lee Bradley.

The Minutes of the March 20, 2006, Academic Committee meeting were approved. (pages 1-2)

### **A. College of Arts and Sciences**

1. New course, Chemistry (CHEM) 1211LH, "Honors Principles of Chemistry Laboratory I", (HONORS CHEMISTRY LABORATORY I – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 3-6).
2. Revised prerequisite, Chemistry (CHEM) 3801, "Physical Chemistry I", (PHYSICAL CHEMISTRY I – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2006 with prerequisite changed to read ...1112K, all with a grade of... . (pages 7-8).
3. Revised prerequisite, Chemistry (CHEM) 3802, "Physical Chemistry II", (PHYSICAL CHEMISTRY II – 4 credit hours, 3 lecture hours, 3 lab hours, and 6 contact hours), was approved effective Fall Semester 2006 with prerequisite changed to read ...1112K, all with a grade of... . (pages 9-10).
4. New course, Chemistry (CHEM) 5320, "Environmental Chemistry", (ENVIRONMENTAL CHEMISTRY – 4 credit hours, 2 lecture hours, 6 lab hours, and 8 contact hours), was approved effective Summer Semester 2006 with the prerequisite changed to read ...1211L or CHEM 1211LH, CHEM 1212,.. and the description changed to read ...Basic chemical concepts, will be applied to complex environmental processes with emphasis on current environmental concerns. The course will involve the completion of a significant independent project. Field trips... . (pages 11-14).

5. Revised senior curriculum for the BS in Chemistry – Professional Option was approved effective Fall Semester 2006. (pages 15-16).
6. Revised senior curriculum for the BS in Chemistry – Pre-Professional Option was approved effective Fall Semester 2006. (pages 17-18).
7. New course, Engineering (ENGR) 4310, “Thermodynamics”, (THERMODYNAMICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 19-22).
8. Revised title course description and prerequisite, Physics (PHYS) 4310/6310, “Thermodynamics”, (THERMODYNAMICS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 23-26). Changes to 6310 or pending Graduate Executive Committee approval.
9. Revised prerequisite, Science (SCI) 3000, “Science for Early Childhood Education Teachers”, (SCI FOR EARLY CHILDHOOD EDUC TCHR – 3 credit hours, 2 lecture hours, 1 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 27-28).
10. Deactivation of GEOG 4850 was noted. (pages 29-30).
11. Revised Area F for the BS in Environmental Geosciences was approved effective Fall Semester 2007. (pages 31-32).
12. Revised course description, Computer Science (CS) 1301, “Principles of Programming I”, (PRINCIPLES OF PROGRAMMING I – 4 credit hours, 4 lecture hours, 0 lab hours, and 4 contact hours), was approved effective Fall Semester 2006 with the description changed to read ...strong math and programming background are encouraged... . (pages 33-34).
13. New course, Computer Science (CS) 1340, “Computing for Scientists”, (COMPUTING FOR SCIENTISTS – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006 with the description changed to read ...algorithms, including design... . (pages 35-39).
14. Revised Area F for the BS in Computer Information Systems was approved effective Fall Semester 2006. (pages 40-41).
15. Revised senior curriculum for the BS in Computer Information Systems was approved effective Fall Semester 2006. (pages 42-43).
16. Revised prerequisite, Mathematics (MATH) 3161, “Mathematics for Early Childhood Teachers I”, (MATH FOR EARLY CHILDHOOD I – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 44-45).
17. Revised credit hours, Mathematics (MATH) 4161/6161, “Mathematical Reasoning”, (MATHEMATICAL REASONING – 3 credit hours, 3 lecture hours, 0 lab hours, and 3

contact hours), was approved effective Summer Semester 2006. (pages 46-48).

18. Revised Area F or the BA in Criminal Justice was approved effective Fall Semester 2006. (page 49).
19. Deactivation of CRJU 2300 was noted (pages 50).
20. Revised course description, Criminal Justice (CRJU) 3300, “Criminal Law”, (CRIMINAL LAW – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 51-52).
21. Revised course description, Criminal Justice (CRJU) 3310, “Criminal Procedure”, (CRIMINAL PROCEDURE – 3 credit hours, 3 lecture hours, 0 lab hours, and 3 contact hours), was approved effective Fall Semester 2006. (pages 53-54)

Respectfully submitted,

Charles L. Hudson  
Registrar

## APPENDIX B:

Date: Wed, 27 Sep 2006 09:35:06 -0400  
From: Barney Rickman <bjrickma@valdosta.edu>  
Subject: Math Formula for reapportionment; a possible discussion item for next  
Exec Comm Meeting  
To: 'Christine A James' <chjames@valdosta.edu>  
X-Mailer: Microsoft Outlook, Build 10.0.4510  
Importance: Normal  
Original-recipient: rfc822;chjames@valdosta.edu

Dear Christine,

@ our last Exec Comm Meeting, the President asked me to look into adding new positions to the Senate, but it turns out that by Statute, the size of the Senate is set @ a ratio of 4 elected senators for every Ex Officio Senator. The status of Ex Officio Senators is defined in the Statutes; so we are currently capped @ 56 elected senators b/c we have 14 Ex Officio Senators. I just got off the phone w/ Lyle, who confirmed my understanding as expressed in my email below. If you go down to the bottom of the document, I explored the issue of reappointment, and if my figures are correct, the only change is that one senate seat would be taken from COE and given to COAS. B/c the change is so minor, I am not sure that we want to bother w/ pursuing the matter, although we could leave that up to the Exec Comm.

Best, Jay

Dr. Barney J. Rickman, Professor & Director of Undergraduate Studies (History)  
Chair, Faculty Senate's Committee on Committees; Treasurer, AAUP @ VSU  
History Dept., Valdosta St. Univ., Valdosta, GA 31698-0035

-----Original Message-----

**From:** Barney Rickman [mailto:bjrickma@valdosta.edu]  
**Sent:** Tuesday, September 26, 2006 3:34 PM  
**To:** 'Lyle Indergaard'; 'Elaine Yontz'  
**Subject:** I found the Math Formula for reapportionment

Dear Lyle & Elaine,

Success! I did some more looking & I found a document from the 2003-04 year below; I believe this is the math formula that Lyle had mentioned to me last week, but it causing me some initial confusion. As I understand the formula, the number of senate seats is divided by the total number of faculty; so the formula in 2003-04 was 56 divided by 471. But as you can see below, when that formula was created there was a decision to **reduce** the total number of senators from 60 to 56. Do either of you know why this was done? I looked @ the Statutes, and the only thing it says about the size of the Senate is that there must be 4 senators for every ex officio senator, and based on the current number of ex officio senators (14), we get  $4 \times 14 = 56$ . [I assume the reduction from 60 senators to 56 senators was in response to the fact that we used to have a VP for IT, but that has been changed to a director position.]

If I am correct on my understanding of the Senate's size, then the only way to increase the number of senators would be to increase the number of ex officio senators, and @ first I thought there might be a way to do this. Dr. Krosteng is listed on the web as an Associate VP, but as best I can figure, we count Deans as ex officio senators, but **not** associate/assistant deans. Is this correct?

Anyway, what do you think of my initial calculations below.  
Best, Jay

Dr. Barney J. Rickman, Professor & Director of Undergraduate Studies (History)  
Chair, Faculty Senate's Committee on Committees; Treasurer, AAUP @ VSU



**Faculty Senate Apportionment Calculations  
2003-2004**

<b>Unit</b>	<b># Full-Time Faculty*</b>	<b>Calculated Senate Seats (# x 56/471)</b>
College of the Arts	69	8.2
College of Arts and Sciences	184	21.9
College of Business Administration	37	4.4
College of Education	136	16.2
College of Nursing	18	2.1
Division of Social Work	8	.95
Library	19	2.2
<b>Total Full-Time Faculty</b>	<b>471</b>	

<b>Unit</b>	<b># Senators 2002– 2003</b>	<b># Senators 2003-2004</b>
College of the Arts	8	8
College of Arts and Sciences	23	22
College of Business Administration	5	5
College of Education	18	16
College of Nursing	3	2
Division of Social Work	1	1
Library	2	2
<b>Total Senate Seats</b>	<b>60</b>	<b>56</b>

\*as reported by Deans and Division Heads. There are small discrepancies in the # of

full-time faculty reported by the colleges/divisions and the VP's office. These do not affect the senate apportionment calculations.

**Faculty Senate Apportionment Calculations  
2006-2007**

<b>Unit</b>	<b># Full-Time Faculty*</b>	
<b>Calculated Senate Seats</b>	<b>(# x 56/511)</b>	
College of the Arts	73	8.0
College of Arts and Sciences	211	23.1
College of Business Administration	41	4.5
College of Education	133	14.6
College of Nursing	23	2.5
Division of Social Work	9	1.0
Library	22	2.4
<b>Total Full-Time Faculty</b>	<b>511</b>	<b>56.1</b>

<b>Unit</b>	<b># Senators 2006– 2007</b>	<b># Senators 2007-2008</b>
College of the Arts	8	8
College of Arts and Sciences	22	23
College of Business Administration	5	5
College of Education	16	15
College of Nursing	2	2
Division of Social Work	1	1
Library	2	2
<b>Total Senate Seats</b>	<b>56</b>	<b>56</b>

\*as reported by the VP's office. Deans and Division Heads. There are small discrepancies in the # of full-time faculty reported by the colleges/divisions and. These do not affect the senate apportionment calculations.

## APPENDIX C:

Date: Mon, 25 Sep 2006 10:17:14 -0400  
From: Barney Rickman <berrickma@valdosta.edu>  
Subject: A Proposal for the Senate Technology Committee  
To: 'Christine A James' <chjames@valdosta.edu>  
X-Mailer: Microsoft Outlook, Build 10.0.4510  
Importance: Normal  
Original-recipient: rfc822;chjames@valdosta.edu

Dear Christine,

Attached you will find my formal proposal to have the Technology Committee consider the desirability and feasibility of creating in BANNER a digital database of student photos using the current VSU ID cards. Thanks!

Best, Jay

Dr. Barney J. Rickman, Professor & Director of Undergraduate Studies (History)  
Chair, Faculty Senate's Committee on Committees; Treasurer, AAUP @ VSU  
History Dept., Valdosta St. Univ., Valdosta, GA 31698-0035

September 25, 2006  
To: Senate Executive Committee  
From: Dr. Barney Jay Rickman  
Subject: A Proposal for the Senate's Technology Committee.

I would like to propose that the Senate Technology Committee consider whether it would possible and desirable for VSU to incorporate into BANNER a digital database of student photographs from the VSU student ID cards. As you can see from my emails below w/ Shannon McGee (an IT person in the 1-Card Office) & Dr. Krosteng, I am proposing that VSU explore the feasibility and desirability of allowing VSU professors to see digital photographs of their students. Ms. McGee has explored the idea, and she thinks it might be possible for the OIT to implement this in BANNER in a parallel to the current BANNER screen that gives an instructor access to all the VSU email addresses for the students in a specific class. Access to such a database would help professors learn student names which should help VSU attain its planning goal of improving student retention. Based on my own experience, I have found that students respond positively to professors who take the time to learn their names. I know of several professors who take digital photos of students to facilitate learning student names, but I think a digital database would be a more efficient way to accomplish this goal. Such a database should also help root out possible academic dishonesty (i.e., a student taking a class for someone else).

I propose that the Senate Technology Committee explore this idea w/ Joe Newton of OIT. The Committee may also need to consult the University Attorney regarding the privacy issues mentioned below by Dr. Krosteng. [One possible solution would be to put the digital photos in a format in which they can be viewed on a screen & printed, but the professor would not be able to download a photo for any sort of resending or digital changes.] If the Senate Technology Committee determines that this idea is feasible and desirable, it could, along w/ the Faculty Senate, encourage the Office of Information Technology to include this project as one of OIT's planning initiatives during the 2007-2008 planning cycle.

-----Original Message-----

**From:** Marsha Krotseng [mailto:krotseng@valdosta.edu]  
**Sent:** Thursday, September 14, 2006 8:40 AM  
**To:** 'Barney Rickman'

**Cc:** 'Christine James'

**Subject:** RE: A Potential Planning Initiative for the next planning cycle

Hi, Jay!

Thanks for sharing your idea! This has some interesting possibilities – I'm not sure what privacy or other issues may be involved, but as you mentioned, it is important to begin to work this through a committee that can explore all such aspects. I am copying Christine James on this note because this could potentially come forward as a planning initiative through the Faculty Senate if the Senate would like to move forward on it following further study. Christine will have some good advice for you as to the best next steps – which, as you suggested, may be review by the Technology Committee.

I hope these thoughts are helpful. Best wishes to you as you explore this idea further. Please let me know if I can be of further assistance.

Marsha

---

**From:** Barney Rickman [mailto:bjrickma@valdosta.edu]

**Sent:** Wednesday, September 13, 2006 10:07 AM

**To:** Marsha Krotseng

**Subject:** A Potential Planning Initiative for the next planning cycle

Dear Marsha,

If you look @ the two emails below, you will see that I approached one of my former students, Shannon McGee who is an IT person in the 1-Card Office, as to the possibility of giving instructors access to a database of student photos. Shannon has explored the idea, and she thinks it might be possible for the OIT to implement this in BANNER in what I assume would be a parallel to the current BANNER screen that gives an instructor access to all the VSU email addresses for the students in a specific class.

I would appreciate your advice on how I should move forward w/this concept. I know it is too late to pursue this idea in the current 2006-07 planning process, but I am wondering how I could have others look @ the idea to see if it is something that should be considered for the 2007-08 planning process. Would it make sense for me to send it to the Technology Committee of the Faculty Senate for them to review since there are members of the OIT on that committee as ex officio members, and if the committee likes the idea, then the committee could recommend that OIT consider it as a planning initiative for the 2007-08 planning process?

Best, Jay

Dr. Barney J. Rickman, Professor & Director of Undergraduate Studies (History)  
Chair, Faculty Senate's Committee on Committees; Treasurer, AAUP @ VSU  
History Dept., Valdosta St. Univ., Valdosta, GA 31698-0035

-----Original Message-----

**From:** Shannon McGee [mailto:slmcgee@valdosta.edu]

**Sent:** Tuesday, September 12, 2006 9:41 AM

**To:** 'Barney Rickman'

**Subject:** RE: A Crazy Idea from your old History professor

Dr. Rickman,

I'm so sorry it has taken me this long to respond. I have been busy trying to ask the right people your questions to see if this would even be a possibility. We do keep a database of the student photos from the ID card. It is my understanding that in the past it has been considered to give Public Safety and others access to this database but nothing has ever become of it. I believe there is also a place in Banner where the photo can be stored, but I am not sure if OIT would want to use our data for that. From all the conversations I have had recently about this I honestly think we should try to determine an

appropriate committee that this could go before. If enough interest is sparked it is more likely to happen if you know what I mean. I agree the access would be helpful to faculty. Please let me know what you think about sending it to committee somewhere and which committee that may be. I will be glad to help in any way that I can. Thank you !

Shannon McGee

---

**From:** Barney Rickman [mailto:bjrickma@valdosta.edu]  
**Sent:** Friday, August 18, 2006 9:04 AM  
**To:** slmcgee@valdosta.edu  
**Subject:** A Crazy Idea from your old History professor

Dear Shannon,

I had an idea this morning that I would appreciate your input on. I am in the process of learning all the names of my freshman students, and I was thinking that it was be much easier if I could have access to a photo of each student. I was wondering if the One Card Office keeps any sort of database of the student photos that go on the VSU ID card? If so, is there any way that faculty could be given on-line access to this database? This may not be possible, but I was thinking that BANNER already gives faculty a list of all the email addresses for our students, and I was just wondering if there was a way to create a database for a faculty member to see the ID photos of all the students in a class. Such access would help the professor learn the student names as well as root out any cheating – i.e., a student taking a class for someone else. This may be a crazy idea, but since you are the computer person for the One Card Office, I thought you could set me straight as to if this idea is even possible.

Best, Jay Rickman

Dr. Barney J. Rickman III  
Professor & Director of Undergraduate Studies (History)  
Treasurer, AAUP @ VSU  
History Department, Valdosta State University  
Valdosta, GA 31698-0035

## **APPENDIX D:**

Dear Christine.

Here are two issues I would like to bring to your attention, and which you may want to bring up at the next meeting of the Executive Committee. The first issue is rather small in comparison to the second, but both have been going through my mind lately and/or were initiated by discussions I had with colleagues. Thanks for considering these issues!

1) First of all a big compliment to the folks improving the safety of students, faculty, and staff in regard to the creation of clearly marked pedestrian crossings on Patterson Street and Oak Street. It has made a difference!

I would like to suggest that we also consider creating a pedestrian crossing on Georgia Avenue, where traffic coming out of VSU merges with the traffic on Georgia Avenue, right across the Parking and Transportation Department and near the gravel parking lot. I, like quite a few of my colleagues, cross this street fairly regularly and at times this can be a bit hairy. A clearly marked pedestrian crossing would certainly help and would be greatly appreciated.

....

What do you think?

Michael.

## Appendix E:

Michael Meacham <mgmeacha@valdosta.edu>, Christine James <chjames@valdosta.edu>  
Cc: Thressea Boyd <thboyd@valdosta.edu>,  
Melinda Cutchens <cutchens@valdosta.edu>  
X-Mailer: QUALCOMM Windows Eudora Version 5.1.1

Hello Executive Committee,

I have received an item for the Executive Committee to discuss, and I will be happy to add it in to the agenda for our next meeting. The Educational Policies committee has asked that we shift the date for reporting the meetings of committees in the spring semester, to the first weeks of January. This is requested because some committee members do not yet know their spring teaching schedule. Is this perhaps something which we could speak to department heads about, based on their date to create the spring schedule (which I believe is actually early in September, perhaps they could give information to the faculty earlier?)

To: Dr. Christine James  
Executive Secretary Faculty Senate

From: Dr. Peggy L. Moch  
Chair Educational Policies Committee

Date: September 28, 2006

Re: Annual Meeting Schedule Policy

Currently all standing committees are required to submit their annual regular meeting schedules prior to October 1<sup>st</sup> of each academic year. During the discussion of when to set these meetings for the Educational Policies Committee, several faculty members commented their spring teaching schedules had not been finalized yet. Therefore, they could not reliably commit to a meeting schedule beyond the current semester. The discussion that followed recommended changing the policy to submitting meeting schedules at the beginning of each semester, instead of annually. Thank you for your time and consideration of this matter.

Respectfully submitted by Dr. Peggy L. Moch



## APPENDIX F:

Date: Mon, 02 Oct 2006 10:10:17 -0400  
From: "Thressea H. Boyd" <thboyd@valdosta.edu>  
Subject: Statutes--change in Faculty Senate amendment  
To: krotseng@valdosta.edu, jnewton@valdosta.edu,  
'Christine James' <chjames@valdosta.edu>  
X-Mailer: Microsoft Office Outlook 11  
Thread-index: AcbmLHy0hM3B+EIIRImeMsqYTlFu6Q==  
X-PMX-Version: 5.2.0.264296, Antispam-Engine: 2.3.0.1,  
Antispam-Data: 2006.10.2.63443

... There was one change we noticed that needs to be made in the Statutes, in response to the Faculty Senate proposed amendment that the President should respond within 60 days. Due to the reorganization at the USG, the President does not report directly to the Chancellor; therefore, it should state "...sent to his/her immediate supervisor, the Chief Academic Officer and Executive Vice Chancellor of the University System of Georgia..."

Christine, this should be entered into the minutes at the next Faculty Senate as a change to the amendment that the Faculty Senate submitted for inclusion in the Statutes.

Thanks,

Thressea H. Boyd  
Assistant to the President  
Valdosta State University  
Valdosta, GA 31698  
229-333-5952

## APPENDIX G:

Date: Tue, 03 Oct 2006 17:00:46 -0400  
From: J LaPlant <jlaplant@valdosta.edu>  
Subject: IPC Charge, Goals and Written Rules  
X-Sender: jlaplant@mail.valdosta.edu  
To: chjames@valdosta.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.0.1.1  
Original-recipient: rfc822;chjames@valdosta.edu

Dear Christine,

The Institutional Planning Committee held its first meeting on September 19, 2006. We plan to meet again on October 24, 2006.

We discussed the following charges:

- Advising issues on campus
- How to better connect the IPC to strategic planning on campus
- Receiving updates on strategic planning on campus

In terms of the first issue, there was a suggestion that we create a subcommittee to explore ways to improve advising on campus. Membership on the subcommittee would be drawn from the various advising centers across campus as well as faculty from the various colleges. We also want to make sure that a subcommittee on advising would not duplicate other efforts on campus. The chair of the IPC will investigate those efforts during the Fall 2006 semester before we make it an official goal to create this subcommittee.

The IPC also discussed ways to better connect our committee to the strategic planning process on campus. **The committee approved a motion to recommend to the Executive Committee that the chair of the IPC serve as an ex officio member of the University Council.** Our goal is to have this discussed in the Executive Committee.

Dr. Krotseng provided an update to the committee on strategic planning initiatives. Our goal is to continue these updates throughout the academic year.

The University Council meeting on September 26th mentioned the possibility of the IPC examining the "vision statement" for VSU. This will be discussed with the Executive Committee before it becomes a charge for the committee.

Finally, the written procedures for our committee can be found at:  
<http://coefaculty.valdosta.edu/ipc/rev.htm>

warmest regards,

James

Here the description of my initiative or request I presented some time ago, but which apparently lacked the paper trail to move it along in the process.

The idea is fairly simple:

- 1) As outlined in our current undergraduate catalog on page 79, “a student who misses 20% of the scheduled classes of a course will be subject to receiving a failing grade in the course.”
- 2) In the beginning of each semester we are also asked by the Registrar to submit proof rolls to indicate whether or not students registered in our classes are indeed attending them, or may have stopped attending them.
- 3) For years now I have stated the following course philosophy in my syllabi:

**Class Attendance and Participation:**

As an instructor, I want you to attend my course. I will do everything possible to make our class a fun learning experience. Your success in this course will very much depend on your attendance and participation. The evidence is simply overwhelming that regular class attendance correlates with higher grades, and irregular class attendance correlates with lower grades. To encourage your attendance, **if you miss less than 3 classes I will add two extra points to your final grade point average.** From past experience I can tell you that more than 10% of the class will be able to use these extra points to get a better grade at the end of the semester! To keep record of your attendance, I will take roll at each class. **It will be your responsibility to sign these class rolls!**

Thus, in the light of our needs as instructors to keep track of our students’ attendance behavior, it would be very helpful if the Infirmary would give students, who visit their facilities (for whatever reason and which should be kept confidential!) a note stating that they indeed visited them on such and such a date or time.

At this point instructors are asked to call the Infirmary to verify that specific students have visited their facilities, which cannot only be time consuming, but which also seems contrary to the mechanisms I have experienced at other institutions, or in other situations.

Just as it is the responsibility of students to register, enroll, withdraw, and to sign the role, it should also be their responsibility to show their instructors proof that they have been “sick” and, thus, needed to miss a class or two. Athletes do the same by showing their game schedules, other students may show documents indicating that they needed to appear in court due to jury duty, and then there are documented accidents, hospital visits, etc.

So why can the Infirmary not automatically provide documentation in the form of a simple note indicating that students visited their facilities, and which these students can then show to their instructors? That is the question I have for the Student Services Committee, and which I hope they can consider.

Thanks, Michael Noll

## **APPENDIX I:**

### ***University Council Accomplishments – Fall 2005-Fall 2006***

1. Checklist for Reducing Potential Flashpoints introduced as a way to ensure thorough review of concepts discussed at University Council.
2. Dr. Zaccari initiated concept for engaging constituent groups (COSA, SGA, Senate) in process for policies reviewed by the University Council; thereby engaging the entire campus in collaboration with the University Council.
3. Jeremy Baker, SGA Vice President, engaged in selecting new bicycle racks.
4. Plant Operations designing a sidewalk connected to the Pedestrian Mall to address changes in pedestrian traffic and avoid safety issues with walking through the Nevins parking lot.
5. University Council adopts a formal Policy Procedure & Review Process specifically designed for a Presidential request for review of policies or procedures that affect the whole campus. Review process to include formal participation by 3 campus constituent groups.
6. Space Management Policy forwarded to constituent group's for review
7. University Council introduced to their role as the formal planning council to recommend emphasis areas from the plan for adoption by the entire campus and establish performance indicators emphasis area.
8. Feedback given by UnCo for Completion module in Planning Database.
9. Student Success, Diversity, Professional Development and Private Support selected through collaborative discussion of individual submission from UnCo members.
10. Endorsement of Space Management Procedure, by all three constituent groups and the UnCo, approved by President.
11. Review and Endorsement of Student Success Center Concept
12. Participate in revision of VSU Statutes by Dr. Krotseng.
13. Participated in content development for Planning Workshops to be conducted during the summer months.
14. Emergency Contingency Plan Endorsed by all three constituent groups and the UnCo, Approved by President and forward to Board of Regents
15. UnCo Members collaborated with University Advancement by attending the Capital Campaign Retreat.
16. Compensation Policy (Dr. Denise Bogart)

17. Collaboration with University Council Members representing Student Government resulted in a refinement to the original walkway plan and immediate implementation of southern walkway bordering Nevins Lot.

18. President's Update on the Faculty Senate Recycling Policy leads to collaboration with Senate EIC work groups and relevant staff experts needed for implementation. Project expanded to include development of a comprehensive Environmental Policy.

19. Encourage people who are having discussions about implementing or approving a policy that has implementation responsibilities beyond your unit, that the University Council is here to help. The whole focus of the UnCo is to collaboratively work out details in their development stages for policies such as recycling, so its implementation is possible.

20. Suggestion made that the possibility of Faculty Senate submitting initiatives through the budget process that would relate to impending policy development. This may be time for Faculty Senate to outline goals. Then we will be alerted through a strategic planning initiative to start thinking about a request for funding. This is your charge to start looking a head and talking with your executive group about goals for Senate for the year" (R. Zaccari). COSA also included in this process, thus expanding campus participation in the planning processes.

21. Information Item: MGT Staff Salary Study and it's collaborative potential across campus (Dr. D. Bogart)

22. Suggestions for reporting functions that allow all Deans to see each other's Strategies will result in additional database functionality.

23. Email Policy Discussions Generated the Following Recommendations:

- Best Practices be developed so users have the tools to implement the policy.
- "I want to suggest that we solicit Laverne Gaskins comments. She has a few minor updates." (J. Newton)
- "For academic people, we should not send any information protected by FERPA to any email accounts other than valdosta.edu." (L. Levy)
- "That is a good question. Should this be the policy on Email or the policy on Email and Portal? It is mentioned in section three." (J. Newton)
- "Part of this policy is to establish that official communication between the University and the student is through VSU email." (J. Black) The secondary purpose is to encourage and get more users. (W. Peacock)
- "Traycee you make a good point. Should the policy on email correspondence be broader to include the portal? I have not thought that far about it and the portal is a way to check email. There are potential uses of the portal that is beyond email that we may visit down the road." (J. Newton)

24. Update on Strategic Plan Performance Indicators developed in work teams consisting of UnCo members and campus constituents who participated in the planning retreat.

25. Presidential Update on Enrollment Goal

26. Update of Process for Revising Statutes (Laverne Gaskins)

27. Discussion on Goal Setting in the Planning Database led to the following recommendations currently under implementation:

- UnCo Advisory Member, Maggie Viverette requested examples of well-written planning goals and this has led to my request to present well-written action plans on the planning website. The UnCo supports the use of actual examples from the database as valuable for all of campus. These will be made accessible to everyone, without a need for a database account.
- Show examples of goals that are actually initiatives and how to revise them.
- Develop a report of all Strategies, and Action Plans; accessible by everyone on campus without requiring a database account. This will be implement during Fall 2006.
- Database review to begin the second week in October, as done last year. We will read every goal and initiative and let people know if there are any revisions that need to be made.
- At the recommendation of UnCo, Innovative goals will also be published to highlight those departments on campus that have exemplary strategies and action plans

## APPENDIX J.

Date: Wed, 11 Oct 2006 10:13:36 -0400  
From: Richard Carter <rcarter@valdosta.edu>  
Subject: Revision of the Statutes  
To: 'Barney Rickman' <bjrickma@valdosta.edu>  
Cc: 'Christine James' <chjames@valdosta.edu>  
X-Mailer: Microsoft Office Outlook, Build 11.0.6353  
Thread-index: AcbtP3Dy7S1oP4bzRFmz+tNxK7k4/g==  
X-PMX-Version: 5.2.1.279297, Antispam-Engine: 2.4.0.264935,  
Antispam-Data: 2006.10.11.62943

Dear Jay,

Pursuant to our telephone conversation last week, I am sending this message reiterating several points related to the revision of the University Statutes, which I hope will be raised at tomorrow's Faculty Senate Executive Committee meeting. I have already communicated most of this directly to President Zaccari week before last.

With regard to the University Council (UC), my major concerns, one of which I expressed openly in the last Faculty Senate meeting, are (1) insufficient representation of faculty and (2) the likelihood that such a group will become a self-reinforcing inner circle.

If trust is to be engendered between administration and faculty, then it is essential that the process of the revision of the University Statutes be absolutely above-board, transparent, and beyond any suggestion of manipulation. The Statutes call for a general faculty meeting. The opportunity to vote via the web is certainly not a meeting. At a meeting there is at least the opportunity for discussion of the issues at hand. It is unfortunate indeed that the date for the general faculty meeting was not selected in such a way as to maximize attendance and participation by faculty, thereby promoting an atmosphere of openness and broad participation. Obviously, a low voter turnout favors a small group capable getting its people out. Positive changes to the University Statutes ought to be obvious and should carry on their own merit, and the advocates of change should resort to persuasion, not manipulation. Calling a General Faculty meeting for Friday afternoon prior to Fall Break and the contingency plan to redefine quorum in terms of the number present at a second meeting certainly creates the perception of manipulation, and, understandably, there is suspicion among faculty as a result. It seems to me that a better approach would have been to call the meeting late afternoon, mid-week, after meeting with deans and department heads to educate them about the importance of full-participation by faculty and after providing to the general faculty several weeks in advance a document precisely detailing the proposed changes and the rationale for making them.

Thank you,  
Richard

Richard Carter  
Professor and  
Curator of the Herbarium (VSC)  
Biology Department  
Valdosta State University  
Valdosta, GA 31698-0015  
USA  
Telephone (229) 333-5759, ext. 5763  
FAX (229) 245-6585  
<http://www.valdosta.edu/~rcarter/>

## APPENDIX P:

Date: Wed, 11 Oct 2006 08:56:48 -0400  
From: Michael Noll <mgnoll@valdosta.edu>  
Subject: yesterday's UC meeting  
To: Christine James <chjames@valdosta.edu>,  
"Ronald M. Zaccari" <rzaccari@valdosta.edu>  
User-Agent: Thunderbird 1.5.0.7 (Windows/20060909)  
X-PMX-Version: 5.2.1.279297, Antispam-Engine: 2.4.0.264935,  
Antispam-Data: 2006.10.11.51942

Good morning Dr. Zaccari and Christine.

I am glad that I took my time to come to yesterday's UC meeting. It certainly gives me a better sense now of this (relatively new) entity at VSU and I am also thankful for having had the opportunity to share my thoughts on certain issues pertaining the VSU Statutes. This e-mail is a follow up on the dialog that developed based on my remarks, as I want to make sure that I was not misunderstood.

I am not sure why the phrase "open governance" was used at some point because what I was referring to was "shared governance". From my point of view, both are not the same, although openness might just as well be as essential to good team work at VSU as shared governance. To make sure, I completely agree that "shared governance" includes responsibilities for ALL parties involved, and cannot just be a one-way street. Either way, a paramount principle such as "shared governance" always needs nourishment and ought to be mentioned in our Mission Statement, similar to how it appeared in the old Mission Statement.

I also better understand now that changing mission statements, such as the one we are about to vote on, entails a more lengthy approval process, all the way to the BOR. Thus, it makes perfect sense to me that once we have learned how to vote on such important matters as the VSU Statutes (as it involves the General Faculty of about 500 people, where reaching a quorum is indeed a challenge) we may also address the issue of missing components in our Mission Statement, should a consensus be reached on this, and go from there.

Moreover, I want to reiterate again that based on the role and charges of the IPC at VSU it seems to me that the IPC is a natural ally of the UC and, thus, should become a member of the UC to formalize this relationship.

With warm regards, Michael G. Noll.