



# FACULTY SENATE Est. 1991

**Ed Walker**  
President

**Aubrey Fowler**  
V.P. / President Elect

**Diane Holliman**  
Secretary

**Michael Noll**  
Parliamentarian

**Tracy Woodard-  
Meyers**  
Past President

## Faculty Senate Minutes February 20, 2014 U.C. Magnolia Room

The Faculty Senate convened on Thursday, February 20, 2014 at 3:30 p.m. in the U.C. Magnolia Room.

**1. Call to Order by Ed Walker, followed by a 10 minute Question and Answer session:** *Questions have been submitted anonymously from the faculty.*

Dr. McKinney introduced his guest, Dr. Phil Adams, V.P. for Advancement at Savannah State. Dr. Adams is participating in USG's Executive Leadership Program and shadowing Dr. McKinney.

Dr. McKinney discussed the following:

### **Safety:**

1. VSU is contracting with a company to provide more uniformed security on campus.
2. Recently invested \$100,000 in lighting improvements for the campus.
3. ATM at University Center will be moved to the Student Union on main campus (not sure what bank it will be).
4. Has been in contact with the city, county and Southern Georgia Regional Commission and requested a comprehensive traffic and pedestrian safety study for all thoroughfares around VSU including North Campus in respect to the recent tragedy on campus.

### **Budget:**

1. Budget Hearing at the system office is scheduled for March 5<sup>th</sup>.
2. Governor has proposed merit raises for State agencies.
3. Percentage rate of new money coming to all state agencies is .75%
4. Merit raises will be more than the percentage of new money coming in.

### **Commencement:**

1. Early walks that meet certain criteria.
  2. Spring 2014 early walks on Saturday, May 10<sup>th</sup> will include three ceremonies.
1. Vote on "smoke free" campus was postponed. Vote will most likely occur in March.

## **2. Approval of the minutes of the November 21, 2013 meeting of the Faculty Senate.**

<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml> (See link for minutes from November 21, 2013)  
Motion to approve minutes was made by David Kuhlmeier, seconded by Michael Sanger – Minutes approved.

Proxies were read.

Special Guest: VSU Retiree's Association Chair – Dennis Marks. VSU Retiree's Association met and elected Fred Ware as their representative to Faculty Senate for the rest of this academic year and next academic year. This is due to the change in the Faculty Senate bylaws to include representation from the Retiree's Association.

## **3. Old & Unfinished Business**

### **a. Statutory Committee Reports:**

Report from the Academic Committee – December 2, 2013 & January 13, 2014 minutes

<http://www.valdosta.edu/academics/registrar/academic-committee.php> (See links for December 2013 & January 2014 minutes) – Committee passed 23 items – one noteworthy item was the revision of undergrad graduation requirements for Fall semester which is changing – students now have to earn a “C” or better in English 1101, 1101H, 1102 and 1102H. Student previously had to have a “D” or better. A lot of work went into this decision – puts us more in line with other universities. Passed 8 to 2.

Faculty Senate did not express any concerns with this – so they stand by the Academic Committee's vote.

Committee on Committees - Laura Wright: (See Attachment A)

Faculty Affairs - Katharine Adams: Updated the Senate on their efforts to address concerns related to the SOI's and FAR ratings. They are developing recommendations for comprehensive faculty evaluation of teaching and instruction that would include student, peer, self and administrative evaluation.

Faculty Grievance Committee - John Dunn: No report.

Requested how to go about possibly rewording portion of the Faculty Grievance guidelines? E. Walker responded the committee itself can undertake that and present it to Faculty Senate for vote.

Institutional Planning Committee - Daniel BaracsKay: No report.

### **b. Standing Committee Reports**

Academic Scheduling & Procedures - Said Fares, Chair: No report.

Academic Honors & Scholarships - Jimmy Bickerstaff: Reported they met twice since last Faculty Senate meeting. Academic Honors dinner has been scheduled for Thursday, May 8<sup>th</sup> in the Student Union Ballrooms. Committee is in the process of determining the keynote speaker. They are actively seeking nominations for the Anne Powe Hopper award. The deadline to submit nominations is the Friday before Spring Break.

Athletics - Matthew Grant: No report.

Educational Policies - Michael Sanger: No report.

Environmental Issues - Jason Allard: No report.

Faculty Scholarship & Research - Todd Royle: Funding for Faculty Scholarship's is close to being exhausted for this fiscal year. Upcoming Faculty Research Seed Grant competition is coming up. OSPRA sets the deadline for submissions.

Library Affairs - Colette Drouillard: Request for proposals for the Spring, 2014 Library Reference Special Collections pool were sent out. Proposals need to be submitted by February 28<sup>th</sup>. Committee will meet on March 10<sup>th</sup> to evaluate the proposals.

Minority & Diversity Issues - Sean Lennon: No report.

Student Activities & Services - Vivianne Foyou: No report.

Student Activities & Services subcommittee the Student Financial Aid Committee reported: They met and approved one student who requested financial aid.

Technology - Jose' Velez-Marulanda: No report.

### **c. Special and Ad Hoc Committees reports**

Report from Ad Hoc Committee to Update and Improve VSU faculty handbook, Chair - linda jurczak: No report.

Special Committee on Safety and Security at VSU - Michael Noll: (See Attachment B) Vote was taken to forward this report to the President and his committee for answers to the recommendations/questions on record. Lynn Adams made the motion, Aubrey Fowler seconded. No discussion was offered. Motion passed unanimously.

Special Committee to look at the development of a standing committee to improve VSU's internationalization and globalization efforts - Michael Noll & Victoria Russell: (See Attachment C) Bylaws were submitted for this committee to the Faculty Senate for review before the March meeting. Wording changes to the faculty senate bylaws will be discussed at the March meeting since this is a standing committee of Faculty Senate and bylaws will be voted on at the April meeting.

Straw poll was taken to determine if Faculty Senate wanted to pursue this. It was voted the proposed committee will continue and make its presentation at the next meeting.

Ad hoc committee to compose a response to University Strategic Plan - Ed Walker and Aubrey Fowler: A. Fowler reported it is in its final stages. They will meet in the next couple of weeks to finalize it and send it out with the next agenda.

CoCo Subcommittee - Diane Holliman: (See Attachment D) D. Holliman reported on Attachment D and stated at the end of the CoCo subcommittee meeting the committee felt they had completed their task and is ready to dissolve the committee.

## **4. New Business**

a. Dual Enrollment: (See Attachment E) Request from the Deans Council that Faculty Senate review the attachment and vote to accept or reject it. Faculty Senate will not have final say on this. A. Fowler made a motion, David Kuhlmeier seconded. Floor was open for discussion. Call to question was made. Do we approve

this wording as passed by the Deans Council? Vote was taken. Nays won with one abstention. Faculty Senate does not agree with the wording as passed by the Dean's Council in regards to Dual Enrollment.

b. Prior Learning Assessment (PLA): (See Attachment F) A. Fowler made a motion to remand it to the Educational Policies Committee for examination of wording. Motion was seconded. Motion passed. Committee would like to have this back by the March meeting so it can get into the catalog.

c. Report from Will Jimerson, SGA President: Reported on Academic scheduling for 2015-2016. SGA took a poll and determined the following from the student body:

1. Fall Semester: start slightly earlier, have a 2 day fall break, full week at Thanksgiving, 4 day finals week and a one day dead day.

2. Spring Semester: Full week spring break, adding a two day winter break & extending finals week. Do not want Spring break to align with county/city schools spring break.

Motion was made by Michael Noll to request the Academic Scheduling Committee to provide two versions to be considered. The one the SGA is proposing and an alternative. Motion was seconded by David Kuhlmeier, Call to question was made. Motion passed with 4 abstentions.

d. End of the year spending concerns - Theresa Grove: No report.

e. Teaching Load -Theresa Grove: No report.

5. Discussion: A. Fowler resigned from Faculty Senate effective with the March meeting. He has taken a position as a Department Head and can no longer serve on the committee. The committee will accept nominations and vote to elect a new Vice President/President elect at the March meeting.

6. Adjournment: Motion was made to adjourn, seconded. Meeting was adjourned.

## **Attachment A**

### Committee in Committees February Report

#### Accomplishments

All elections that would normally have occurred in the Spring 2013 semester were delayed until after the Faculty Senate's reapportionment. We are now caught up on all the delayed elections. The last late election was the Grievance Committee Election for terms of 2013-2016. The Grievance Committee elections winners are: Kristen Johns, Deborah Davis, and Michael G. Noll.

#### Upcoming

##### Faculty Senate and Statutory Committee Elections

Faculty Senate and Statutory Committee Elections are in progress. Arts & Sciences, College of the Arts, and Odum Library have completed their elections and newly elected persons have been entered into the roster for next year. College of Business will hold their elections in February. I am waiting to hear back from the College of Nursing and College of Education.

##### Grievance Committee

Dr. Dunn has agreed to continue to Chair the Grievance Committee for the 2014-2015 timeframe. At-Large Grievance Committee Elections for the 2014-2017 terms will be held before March 6. There are three seats coming open on the Grievance Committee, Lorraine Schmertzling, Aristotel Santas, and Michael Stoltzfus are rolling off the committee July 31, 2014.

CoCo Nominations & Elections due at March 27 Faculty Senate meeting. Only the COA seat is coming open this time. Nominees include Kalina Winska.

##### Standing Committee Assignments

The Standing Committee Survey will be available March 31 – April 14. CoCo will meet the week of April 21 to assign committee seats. CoCo will notify SGA and COSA of open seats that need to be filled.

##### Statutory, Standing, and Special Committee Responsibilities

Please refer to the Faculty Senate Bylaws, Section 6a, for a summary of committee responsibilities. The members of CoCo would like to convene a meeting with liaisons from each committee. We think the Past Chair makes a logical liaison, as they are familiar with the committee's work. The first meeting would be this spring to discuss committee reports and the expectations outlined in the Bylaws.

## Faculty Senate

### Special Committee on Safety and Security at VSU

#### Final Report

**Committee members:** Mr. Terrell Andrews (Student Night Patrol Officer); Ms. Lauren Braun (COSA, Center for International Programs); Mr. Arian Bryant (NOT team leader); Mr. Scott Doner (VSU Police Department); Mrs. Jessica Klotz (COSA, Access Office); Dr. Michael G. Noll (Faculty Senate, Chair), Ms. Randi Rice (Langdale Hall Housing Director); Dr. Karl Paoletti (Faculty Senate, Faculty Affairs Committee); Dr. Maggie Viverette (Office of Social Equity)

**Introduction:** There can be no doubt that it is in the best interest of educational institutions to provide a safe and secure environment for students, faculty, and staff. While VSU fares well in comparison with other institutions in the University System of Georgia, a number of incidents in the last couple of years have highlighted the need to address safety and security concerns. The committee presenting this report is not the first of its kind at VSU and its success will depend on a careful evaluation of its work and a consideration of its comments and recommendations.

#### 1) **Existing Services and Programs at VSU**

VSU has a number of services and programs which are directly or indirectly connected with questions of security and safety on campus, yet many are not aware of them, may not know how to use them, or these services and programs might benefit from additional personnel:

##### a) **Student Night Shuttle (Night Operations Team):**

From 11pm until 6:45am, the Night Operations Team (N.O.T.) operates a night shuttle for students to get to desired locations on our main campus (red, green and blue shuttles only run from 7:45am until 11pm). They follow a specific route with a number of pick-up and drop-off locations and can be reached at 229-219-3197.

**Comments and Recommendations:** N.O.T. maintains a VSU web page with a map of the night shuttle route and contact information, but there is currently no published timetable for shuttle stops at specific locations. Maps should be made available at appropriate locations (e.g. Student Union and shuttle stops) and be part of the materials handed out at student orientations. The service of the night shuttle could possibly be expanded to include the North Campus, if such a need is established. Moreover, the N.O.T. team would benefit from having a more diverse staff in order to better serve a diverse population. Lastly, due to budget cuts, N.O.T. staff members no longer perform building rounds in the residence halls. In the light of recent events, it seems advisable to reintroduce these building rounds, and therewith support RAs in their challenging work.

##### b) **Safety Escort Services (VSU Police Department):**

The VSU Police Department offers a safety escort service for students, faculty, staff and visitors. This program provides protection when needed for walking around campus and is available 24/7. The service

can be reached at 229-333-7816 or by using one of the blue emergency phones located throughout our campus.

**Comments and Recommendations:** Basic information on the safety escort service can be found on the website for VSU's Police Department, but would benefit from additional information. Likewise, the availability of this service has to be better advertised to all members of the VSU community (e.g. brochures, orientations, listserves).

c) **Student Night Patrols:**

In cooperation with the VSU Police Department, Student Night Patrols follow established routes and walk through our main campus from 8pm until midnight. Their role is to build a link between the student population and the VSU Police Department, to help with the identification of security concerns, to communicate evolving situations, and to provide assistance within the limits of their responsibilities and training.

**Comments and Recommendations:** The Student Night Patrols are one of the least recognized entities at VSU and a search on the web will not render any results. The area covered by the patrols does not go beyond the core of the main campus (Patterson, Georgia, Oak and Brookwood) so that the University Center and the College of Education are not covered. Thus, an expansion of the route should be considered. Also, the patrols seem to be short of radios, so that an acquisition of additional radios would benefit their work.

d) **VSU Police Department:**

The VSU Police Department is the backbone of providing safety and security on campus and currently has 24 officers who, among other things, patrol our whole campus (incl. North Campus) 24/7. These patrols are mainly done by car but may also be done on foot.

**Comments and Recommendations:** Nationwide ratios of police officers to students vary on campuses, just as the environmental conditions do in which these officers must work. However, the ideal ratio appears to be 3 officers for every 1,000 students. Considering that we have about 12,000 students, the size of our police force is rather small. Hence, comments on the low visibility of VSU's Police on campus are not surprising. There simply is not enough personnel to carry out sufficient foot patrols as vehicular patrols receive priority since response time is of the essence (e.g. accidents, conflict resolutions).

**Apps for security and transport?**

Considering the (r)evolution of smart phone technology, a new Blazer app may be one of the most efficient and cost effective methods to address a number of issues: bus and shuttle schedules; emergency contact information (incl. a "panic button"); VSU hotline; etc.

2) **Raising Awareness and Promoting Safety at VSU**

In addition to comments and recommendations made above, the following measures should be considered to raise awareness and promote safety at VSU:

- stickers/decals for buses and shuttles to advertise available services

- flyers, maps, magnets, etc. which will be handed out at student orientations and made available to faculty and staff to inform about existing services
- displays of timetables at all bus and shuttle stops to provide schedules, plus general contact and safety information
- lack of attendance at safety sessions during freshmen orientation and at general events (e.g. “Forum About Safety”) might speak of the need to make sessions mandatory, to provide workplace and campus safety training via the annual compliance training for staff and faculty, to better incentivize sessions on safety and security, and to better integrate materials on safety and security into New Employee Training.
- As already mentioned above, the development or expansion of a Blazer app for smartphones might be very useful and efficient to raise awareness and promote safety at VSU

**Note:** VSU Police offers training and attends monthly meetings with the VSU Housing and Residence Life offices to address regular student concerns and issues. VSU Police also offers regular training and seminars but few organizations take advantage of them: <http://www.valdosta.edu/administration/finance-admin/police/our-services.php>.

### 3) Areas in Need of Special Attention

- lighting has improved on campus within the last years, but several areas are still poorly lit (e.g. the area between the Fine Arts Building and the One Mile Branch, the vicinity of the College of Education, free-speech zone near Langdale Hall, the parking lot near the Women’s and Gender Studies building).
- although VSU’s campus officially has close to 500 cameras installed (including the residence halls), it has been reported that quite a few of them are not working and that blind spots exist in areas we cannot ignore.

Note: it should be mentioned that some of the lighting issues are already being addressed as Dr. McKinney has made initial funds available for the installation of additional cameras and lights on campus.

- the number of blue emergency call boxes on VSU’s campus has increased within the last few years and is currently about 130. However, the number of legitimate calls (i.e. emergency calls, requests for safety escorts) is rather small, with 2-3 per year. Since each box costs about \$5000 to install, the question is if the money would be better spent on other security features on campus before adding more of them (e.g. additional staff for night patrols).
- residence halls have swipe card access and each residence hall uses a unique color card for identification, but anyone (once inside the buildings) can move freely throughout the facility and issues have been reported by non-residents using color cards or gaining access to the buildings. Recommendation: expand use of swipe cards so that only residents can gain access to individual floors and sections of residence halls.



- concerns also exist in regard to students having after-hours access to university buildings and spaces (e.g. Biology-Chemistry Building). In order to balance overall safety concerns with academic/research needs, it seems prudent to invest in more electronic ID card access systems for classrooms and labs with expensive equipment and dangerous substances, to both restrict and monitor access.
- a number of incidents have occurred at the University Center's ATM machine. While some favor leaving the ATM machine at its location, so visitors to football games can use it, we also need an ATM machine at a safer location, possibly the Student Union.
- A recent accident on Patterson Street, as well as many close calls members of the committee have experienced over the years, lead to several observations in regard to the safety of streets near our campus:
  - o Lighting: Brookwood between Patterson and Oak is too dark at night, an issue that is particularly concerning in the connection with larger foot traffic before and after events in the Fine Arts building (concerts, art exhibits, theater).
  - o Pedestrian Crossings: On-demand flashing warning lights (like those between the College of Nursing and the University Center on Patterson) would increase overall safety of pedestrians.
  - o Traffic Lights: a) Baytree/Oak: travelling east on Baytree and turning right onto Oak, close calls are common as cars are allowed to turn on red at times when pedestrians are allowed to cross. b) Patterson/Brookwood: travelling east on Brookwood and turning left onto Patterson, close calls are common, as are long waiting times for left lane vehicles due to oncoming traffic. Recommendation: Both scenarios would benefit from turning signals (right turn onto Oak / left turn onto Patterson) in coordination with pedestrian lights at both locations and with the oncoming traffic on Brookwood.

#### **4) Title IX, Freedom of Speech, and Due Process at VSU**

Safety and security concerns at VSU must also consider faculty, student and staff relations, protection against harassment (verbal, physical and otherwise) and the adherence to due process. A number of events in the past couple of years highlight that we have work to do as the "system" still fails to protect individual members:

- in Spring 2011, the faculty member Dr. Frank Rybicki (assistant professor in mass media) was arrested and charged with assault due to accusations made by a student (i.e. the "laptop incident"). He was later found not guilty in a Georgia State Court. VSU (in its administrative and legal capacities) did not only fail to provide assistance to one of its own faculty members, it also did not renew his contract. Thus, from the point of view of Dr. Rybicki, he was not only abandoned, he was fired.
- in Fall 2010, the faculty member Steven Thompson (instructor in the Biology Department) was arrested and even went to jail for supposedly assaulting a student, a charge that was later dismissed. He too lost his position and was for all practical purposes abandoned by VSU at the time.
- in May 2007, the student Hayden Barnes was administratively withdrawn (i.e. kicked out) from our campus because his creative protests against a parking deck project were interpreted as a threat. In years following this case would catapult VSU time and again into the national headlines as the ensuing law

suit only came to a closure in Spring 2013. In this case, due process was not followed at VSU to evaluate these accusations and a student was wrongly evicted and his basic rights (e.g. freedom of speech) violated.

**a) Owning up to our mistakes / “Best Practices Guides” at VSU**

No educational institution can afford to dodge its responsibilities when it comes to providing an environment that protects and supports all of its students, faculty and staff from abuse. Likewise, no institution can abandon individual members of its community at a time of need, just as no institution can abandon basic civil rights at any time.

It must be emphasized that VSU generally has a good track record when it comes to education equality and the protection of basic civil rights, but the three case scenarios described above show failures of our institution which are unacceptable and which could have been avoided if due process was followed and everyone stepped up to the plate.

**b) Recommendation: Development and Distribution of “Best Practices Guides”**

In order to avoid recurrences of scenarios like those described above, plus general considerations of safety and security at VSU, we recommend that the Office of Legal Affairs, the Office of Social Equity, the Office of the Dean of Students, the VSU Counseling Center, and the Provost’s Office work together to develop “Best Practices Guides” for distribution among students, faculty and staff. In connection with these “Best Practices Guides” at VSU, questions like the following should be answered:

- What policies are in place at VSU addressing cases of abuse (verbal, physical, and otherwise)?
- What procedures should members of the VSU community (students, faculty and staff) follow to report cases of abuse?
- Where do members of the VSU community file complaints in the case of abuse, and how are such complaints correctly done?
- Should any member of the VSU community at any time experience that these procedures do not work, who can he or she turn to for help?
- What mechanism are in place to protect faculty, students and staff so that they will not feel abandoned by an institution they have put their trust in?
- What legal support can VSU offer to its students, faculty and staff? If such legal support is limited, can VSU make recommendations as to the next steps individuals can take to receive legal advice?
- Should there be staff and faculty specific internal committees to address certain incidents, modeled after the Student Conduct Office?
- Would the creation of an Ombudsman position at VSU benefit our institution by providing an intermediary who can help with finding agreements or reconciliation?

- Do we need to develop better policies to protect members of our community from false accusations, loss of jobs, and slander of their character?
- What procedures should faculty members follow who experience disruptive behavior in their classrooms, which impacts their teaching effort as well as the learning environment for their students?
- Do existing communication channels at VSU allow for successfully addressing sensitive issues (e.g. sexual harassment, discrimination)?
- ~~Who can students, faculty and staff contact in regard to poor lighting at VSU? For example, the area of the University Center's #7 entrance is poorly lit, and although this situation has been pointed out for some time, no actions have followed to fix this.~~
- Who can students, faculty and staff contact in regard to general safety concerns at VSU? For example, the area next to the University Center's #7 entrance offers hiding places on both sides, which is of particular concern at night for female students and female faculty. Can these spaces be closed or cordoned off?
- Is VSU sufficiently informing constituents about incidents on campus according to the Clery Act? (see <http://ope.ed.gov/security/Index.aspx>)
- In the case of an emergency situation and a campus alert that require a temporary closure, what are the proper lockdown procedures to be followed by students, faculty, and staff?
- Since the Campus Alert System automatically contacts phone numbers registered in its directory, and since staff and faculty have the possibility to "opt out", how do we make sure that the directory used for campus alerts is complete and up-to-date?

### **Final Comments**

This is the fourth committee of its kind at VSU within the last six years, thereby highlighting two important points:

- 1) No committee will ever be successful if its findings are not communicated and discussed, and proper steps taken to implement its recommendations as best as possible.
- 2) Recurring problems with safety and security clearly support the creation of a permanent committee at VSU, a step that was taken by Dr. McKinney in November 2013.

## **Attachment C**

### **BYLAWS INTERNATIONALIZATION AND GLOBALIZATION COMMITTEE**

#### **Article I (Name)**

The Internationalization and Globalization Committee is a Standing Committee of the Faculty Senate (Senate Bylaws, Art. II, Sec. 3 (i)<sup>1</sup>) with the responsibility of initiating, developing and/or reviewing policies and procedures to increase the institution's internationalization and globalization efforts, interacting cooperatively with other statutory and standing committees when such issues overlap their charge.

#### **Article II (Membership)**

##### **Section 1: Selection**

Members of the Internationalization and Globalization Committee (IGC) are appointed by the Committee on Committees. Wherever possible, membership is assigned so that each College of the University, Division and the Odum Library is properly represented. (Senate Bylaws, Art. II, Sec. 3 (a))

##### **Section 2: Composition**

a) Two of the members must be Senators, one of whom is chair. (Senate Bylaws, Art. II, Sec. 3 (c))

b) One member is a student recommended by the President of the SGA. (Senate Bylaws, Art. II, Sec. 3 (b))

c) Ex Officio members may be appointed by the Committee on Committees. All ex officio members on the IGC will be voting members. Ex officio members will include the Director and Associate Director of the Center for International Programs and the Provost. The Committee may nominate additional ex officio members to the Committee by sending a request in writing to the Committee on Committees.

d) Subcommittee members do not need to be faculty or Senators and are chosen solely by the IGC. All Committee members will serve on created subcommittees.

##### **Section 3: Terms**

a) All committee members serve three-year terms. Terms are staggered by the Committee on Committees. (Senate Bylaws, Art. II, Sec. 5 (a,b,c)) Terms of Committee members and the chair begin on August 1 and end on July 31.

b) Terms of membership on subcommittees are determined by the Committee.

##### **Section 4: Resignations**

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<sup>1</sup> Senate Bylaws will need to be amended to add this new standing committee to the list.

Resigning members must submit to the Chair of the Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within a week of the resignation by the Committee Chair. The Committee on Committees appoints replacements. (Senate Bylaws, Art. II, Sec. S (h))

### **Article III (Officers)**

The officers of the IGC, along with their respective duties, are

- a) Chair: The Chair of the Committee must be a Senator, is appointed by the Committee on Committees, and serves a one-year, renewable term. (Senate Bylaws, Art. II, Sec. 3 (g))
- b) Secretary: The Chair-elect shall act as Secretary, and shall keep and distribute written minutes of the Committee meetings, pursuant to the provisions of Article V(e) below.
- c) Subcommittee chair: The chair of each subcommittee will be determined by the IGC.

### **Article IV (Subcommittees)**

- a) The IGC may create subcommittees, which may include non-committee personnel (Senate Bylaws, Art. II, Sec. 3 (h)) The IGC Committee may also discontinue and/or merge subcommittees as warranted by prevailing circumstances.
- b) The Chair of the IGC will inform the Committee on Committees of the membership of each subcommittee in time to include them in the Fall listing of the Faculty Handbook.
- c) The IGC will approve the chair of each of its subcommittees. The chair of each subcommittee will be a faculty member of the IGC.
- d) Reports from the subcommittees will be presented to the chair of the IGC one week prior to each scheduled meetings of the Committee.

### **Article V (Procedures)**

- a) On or before September 1, the Committee will discharge the following responsibilities: (Senate bylaws, Art. II, Sec. 6 (a 1-3))
  - 1. Set the schedule for regular meetings and so inform the Committee on Committees. The Committee on Committees will publish the schedule to be included in the Faculty Handbook.
  - 2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of the Committee's charge and its annual goals.
  - 3. Submit written rules governing its procedures to the Executive Secretary of the Faculty Senate and place a copy of these rules on reserve in the Odum Library.
- b) All proposals, recommendations, reports, and any other material to be presented for consideration to the IGC must be submitted to the Committee Chair.

- c) All committee meetings are open.
- d) Guests of the Committee will be allowed to speak only with the expressed permission of the Committee.
- e) Substantive minutes and/or records of deliberations of the Committee will be kept. Copies of the minutes, reports, proposals, recommendations, and all other documents will be placed on reserve in the Odum Library no later than two weeks after a committee meeting. At the end of the year these Committee records will be collected and placed in the University archives in the Odum Library. (Senate Bylaws, Art. II, Sec. 6(e)).
- f) An annual report will be prepared and submitted to the Executive Secretary of the Faculty Senate by April 30.
- g) A quorum to carry on the business of the Committee will be one-half of the voting membership.
- h) Proxies will be allowed for Committee members who are unable to attend Committee meetings, but can only be given to other Committee members. The Chair of the Committee must be notified of proxies prior to the meeting. No person may hold more than one proxy at any meeting.
- i) Voting will be by a show of hands, unless otherwise ordered by the Committee. A simple majority of votes will carry an issue. Any Committee member may request a written ballot on any issue.

#### **Article VI (Amendments)**

The Bylaws of the IGC may be amended by a majority vote of the Committee. Proposed amendments to the Bylaws must be submitted by Committee members to the Chair in a timely manner for review, discussion, and possible action.

## Attachment D

January 22, 2014      Committee on Committees subcommittee

Present: Diane Holliman, Emily Rogers, Laura Wright, Michael Sanger, Babacar Mboup

Diane Elected Chair, Subcommittee met for 45 minutes.

We discussed the purpose of this committee. For this committee we were struggling with ways to make faculty senate committees and service more meaningful and quantifiable for faculty. For example, for personnel actions people may state that they are on several committees, but do they attend the meetings? Does the committee even meet? And, sometimes a faculty is on a committee that does a lot, but gets minimal credit for it. Then the issue came up of the standing and statutory committees and how Coco could best match faculty with committees and consider faculty interest and expertise rather than just placing faculty on committees arbitrarily or first come/first serve.

We then discussed coming up with an evaluation form for committee chairs of faculty senate committees. With this form, the committee chairs would rate the attendance and amount and quality of work done by each committee member. After some discussion we decided that there could be legal and personnel issues with using this type of form. Also, in the Faculty senate we are colleagues, having a form like this would add an evaluative piece to serving on the senate, and that could take away from people feeling free to up bring controversial issues, object to the views of others and so forth. Also, this form would only cover faculty senate activities, and service at VSU consists of other committees than faculty senate committees.

We did bring up that in Digital measures that you can type in the committee you are on, the number of meetings attended, your contributions to the committee and the purpose of the committee. **At the February senate meeting we want to encourage Senators and those in their units to enter their service and extent of their service in Digital measures. This is self report of service quantity and quality.**

Also, on the form for **Standing committee requests** we will ask those responding to complete the question **“Which committees are you interested in and why?”** This will give us more information about faculty’s committee choices, and help us to match faculty with committees in areas of interest and expertise.

We also want to announce in the February senate meeting for **faculty senate committee chairs to be sure that committee minutes are taken, and to list on the minutes who is present and absent from the committee.** The faculty senate minutes will then go to . . . to the Vtext for the archives (I am waiting to hear from Deborah Davis about where these minutes go).

At the end of the academic year, faculty senate committees will send their annual report to the Senate President, Coco chair and v-text.

## **Attachment E**

Recommended Catalogue Change  
Joint Enrollment/Early Admission/Post-Secondary Options  
Page 15 2013-1014 Catalog

Change:

Minimum SAT Score to 1030 from 1100

SAT Math to 520 from 530

SAT English to 500 from 530.

Minimum ACT to 22 from 24

Minimum on Math to 21 from 22

Minimum on English to 21 from 23.

GPA Minimum will remain 3.0.

### **Rationale**

This change is being requested because we feel that VSU's standard for dual enrollment is too high: the current standard of an 1100 SAT and a 3.0 GPA places a student in the top 18% of our entering first year class. The requested change to 1030 would still be an above average student, and the student would not likely struggle academically based on the predictive modeling that we are using within the data warehouse.



**Attachment F**

**From:** Sharon L Gravett  
**Sent:** Thursday, February 13, 2014 9:53 AM  
**To:** Edward Davis Walker  
**Cc:** David C Danahar; Sharon L Gravett  
**Subject:** Second Recommendation for Faculty Senate consideration

Hi, Ed,

The Deans' Council has made another education policy recommendation that I hope the Faculty Senate will consider. VSU's current undergraduate catalog currently limits the number of hours a student could earn by AP, IB, PLA, or CLEP to 30 hours (I've cut and pasted two mentions of this policy from page 70 of the current catalog below). The Deans have recommended removing the 30 hour limit. This change may prove attractive both to students who have earned substantial credit while in high school as well as to adult learners who may be able to earn credit through CLEP or PLA.

VSU could instead change to a catalog statement similar to the one from West Georgia that I have cut and pasted below, listing the various credit options available to students but not listing any limitations.

Please let me know if you have any questions.

Sincerely,  
Sheri

\*\*\*\*\*

Sharon L. Gravett, Ph.D.  
Assistant Vice President for Academic Affairs  
Professor of English  
Valdosta State University  
Valdosta, GA 31698

### Credit by Examination

A total of 30 semester hours can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work, and advanced placement (70).

### PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning Assessment (PLA) is a process through which students identify areas of relevant learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials so that they can be assessed and possibly awarded academic credit at Valdosta State University. The University will work with students from diverse backgrounds to evaluate their prior learning and determine if it meets the standards and requirements of college-level learning. A total of 30 semester hours can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work, PLA, International Baccalaureate, and advanced placement. For more information about PLA at VSU, consult the PLA website at [www.valdosta.edu/pla.Exemption](http://www.valdosta.edu/pla.Exemption) (70)

### WEST GEORGIA

The Advanced Placement (AP) Program is available through many high schools and enables a high school student to earn credit toward college in a variety of subjects. Usually these courses are equivalent to college freshmen/sophomore-level courses such as American Government, American History, Composition, and so forth. College credit will be awarded based on standardized exams administered at the high schools in mid to late May.

High school students who earn AP exam scores of 3 or higher (on a scale of 1-5) on most exams and who submit official score reports to West Georgia's Admissions Office will automatically receive credit for coursework. Scores of 4 or higher are required to receive credit for history exams.

The College Level Examination Program (CLEP) is offered at West Georgia by appointment and allows persons to earn college credit by achieving appropriate cutoff scores on nationally standardized exams. Exams available cover a range of courses including math, history, government, literature, and sciences. Test registration information is available through the Testing Office (678-839-6435).

As with AP testing, CLEP is a great way to earn college credit. Not only will a person save time by not having to take a course containing material he or she already knows, but the student will also save money by not having to pay for a college class. Thus, CLEP enables a student to move through his or her freshman and sophomore years at a faster pace.

Departmental Exams. A few of the academic departments at West Georgia also offer the opportunity for credit by examination. The English Department, for example, allows persons who feel confident about their writing skills to write an essay evaluated by a departmental committee. If a passing credential is earned, the person will be allowed to exempt English 1101 and/or 1102, depending on the score. The Department of Foreign Languages and Literatures also allows students to exempt certain introductory foreign language courses. To receive credit by examination, the student must pay a fee of \$6/credit hour fee.

Test dates vary, so interested persons should contact the departments (English 678-839-6512; Foreign Language 678-839-6515) for details.

## **Members and Visitors Present**

\*Indicates proxy

### **Executive Committee:**

Ed Walker, President

Aubrey Fowler, Vice President/President Elect

Diane Holliman, Secretary

Michael Noll, Parliamentarian

Tracy Meyers, Past President (ex-officio)

### **College of Arts:**

J. Bickerstaff

L. Corbin

T. Crane

C. Hawkins\*

L. Jurczak

K. Murray

K. Paoletti

K. Winska

### **College of Arts & Sciences:**

T. Aiello\*

J. Allard

D. Baracskey

S. Chakraborty\*

J. Dunn

S. Fares

D. Fike

V. Foyou\*

R. Gladwin\*

T. Grove\*

D. Hall

J. Harper

M. Clegg-Hyer\*

J. Jewusiak

S. Kregar

A. Lazari (absent)

B. Mboup (absent)

N. McIntyre

T. Meyers

K. Morris (absent)

O. Nikolova

M. Noll

M. Pufong

V. Russell

J. Velez-Marulanda

G. Walczak

**College of Business Administration:**

G. Futrell\*  
D. Kuhlmeier  
A. Ostapski  
T. Royle  
E. Walker

**College of Education:**

K. Adams  
L. Adams  
J. Archibald  
J. Baxter Graves  
D. Briihl\*  
M. Carter  
M. Grant  
R. Green\*  
D. Holliman  
D. Lambeth  
S. Lennon\*  
M. Sanger  
R. Tsemunhu  
D. Wright

**College of Nursing:**

D. Atkinson  
B. Cohen  
S. Walters

**Odum Library:**

C. Drouillard  
E. Rogers  
L. Wright

**COSA Representative (non-voting):**

R. Lee

**Student Senators (non-voting):**

W. Jimerson

**Proxies:**

Victoria Russell for Ransom Gladwin  
Daniel BaracsKay for Viviane Foyou  
Katie Adams for Deb Briihl  
Jacob Jewusiak for Maren Clegg-Hyer  
Dawn Lambeth for Sean Lennon  
Rude Tsemunhu for Ronny Green  
David Kuhlmeier for Gary Futrell  
Said Fares for Sudip Chakraborty  
Tommy Carne for Craig Hawkins  
John Dunn for Tom Aiello  
Jason Allard for Theresa Grove

**Visitors:**

Dennis Marks, VSU Retiree's Association

Will Jimerson, SGA President

Hassanat Oshodi, SGA Vice President

Nicholas Buford, SGA Senator

Christopher Hellams, SGA Senator

Tyler Barker, SGA Senator

Angela Uyeno, Internal Audit

Fred Ware, VSU Retiree's Association

Donnell Davis, Jr., COSA

Penelope Croft, COSA

Sheri Gravett, Academic Affairs

David C. Danahar, Academic Affairs

Tamelia Hall, SGA Senator

Paige Cox, SGA Senator

Michael Chase Prince, SGA Senator

Alejandro Cano, SGA Senator

Teresa Williams, Grad School

Erica Adams, SGA Comptroller