



FACULTY SENATE  
Est. 1991

---

Peggy Moch  
President

Vacant  
Vice President/  
President Elect

Bonni Cohen  
Secretary

Sean Lennon  
Parliamentarian

Michael Noll  
Past President

-----  
**Minutes**  
**August 27, 2015, 3:30 pm**  
**University Center Magnolia Room**

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 Senate's Executive Committee, any actions sent to the President for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as a Word.doc attachments.

For the benefit of record keeping, we ask that senators and visitors 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. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

1. Call to Order – Peggy Moch.  
*The meeting was called to order at 3:32 PM.*
2. **Approval of the minutes of the May 21, 2015 meeting of the Faculty Senate.**  
[http://www.valdosta.edu/academics/academic-affairs/documents/fs-minutes-5\\_21\\_15.pdf](http://www.valdosta.edu/academics/academic-affairs/documents/fs-minutes-5_21_15.pdf) (See link here for minutes for the May 21, 2015 meeting).  
*Minutes were approved with one abstention; an amendment was made to add the following: Said Fares was elected as the general faculty representative for the Planning and Budget Committee.*
3. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Bonni Cohen.  
*Proxies were as follows: David Boyd proxy for Fred Ware, Michael Noll proxy for Dereth Drake, Marty Williams proxy for Jacob Jewusiak, and Karen Acosta proxy for Michelle Ocasio.*
4. Interim VSU President, Dr. Cecil Staton: Welcome to Faculty Senate.  
*President Staton gave a presentation on the decrease in enrollment and budget which precipitated the 31 letters of non-renewal for faculty and staff. He spoke about the decrease of 14.5% (-48, 651 hours) in credit hour production from FY 10/11 to FY 14/15. COAS accounted for -42, 971 hours of lost credit hour production. President Staton spoke about "refocusing on student success and retention". Dr. Staton took questions for a brief period following his presentation.*

5. Thank James Archibald for his service on the Faculty Senate and wish him well in his new position as Interim Vice President for Student Affairs. James has asked to say a few words to the assembly of senators.

*James Archibald spoke briefly about his new position and his need to leave the senate.*

6. Director of Public Safety and Chief of Police, Ronald Seacrist: Welcome to Faculty Senate.  
*Chief Seacrist gave a brief talk about his history with the VSU police force and the goals of the VSU police force to maintain safety on campus. Chief Seacrist took questions from the senate.*

7. Welcome COSA President, Keith Warburg, [jwwarburg@valdosta.edu](mailto:jwwarburg@valdosta.edu) to Senate and encourage Standing Committee chairs to contact him regarding getting COSA representatives to serve on Standing Committees.

*Keith was present at the meeting and stood for recognition by the group.*

8. Introduce 2015-2016 SGA President, David L. Burdette, [dlburdette@valdosta.edu](mailto:dlburdette@valdosta.edu) to Senate and encourage Standing Committee and Institutional Planning chairs to contact him regarding getting SGA representatives to serve on the various committees.

*Mr. Burdette was not present at the meeting; he or his representative will be invited to attend the next faculty senate meeting.*

9. Introduction of New Senators

- a. Library: Catherine Bowers
- b. College of Arts and Sciences: John Dunn
- c. College of Arts and Sciences: Marty Williams
- d. College of Arts and Sciences: Fred Knowles
- e. College of Arts and Sciences: Krishnendu Roy
- f. College of Arts and Sciences: Dereth Drake
- g. College of Arts and Sciences: Tom Aiello
- h. College of Arts and Sciences: Ubaraj Katawal
- i. College of Arts and Sciences: Brian Ring
- j. College of Arts and Sciences: Rebecca Gaskins
- k. College of Business and Administration: Luis Gonzalez
- l. College of Business and Administration: Eric Howington
- m. College of Nursing and Health Sciences: Michelle Ritter
- n. College of Nursing and Health Sciences: Serina McEntire
- o. College of the Arts: Abigail Heuss
- p. College of the Arts: Karl Wildman
- q. College of the Arts: Karl Paoletti
- r. Votes and certification of votes are still pending for the College of Education and Human Services.

*New Senators were announced and congratulated on their appointments.*

**NOTE:** Committee assignments for new senators will be made as soon as possible by the Committee on Committees. Please watch your email for these announcements. The call for general faculty for Faculty Senate Standing Committees will be issued soon. The Grievance Committee general faculty at large election was held 8/17/2015 to 8/21/2015. Results of the election will be made during new business.

## 10. Old & Unfinished Business

- a. Special and Ad Hoc Committees reports
  - i. Report from Ad Hoc Committee to Update and Improve VSU faculty handbook.
  - ii. **Request for volunteers to serve on this ad hoc committee.**  
*This item was removed, with permission, from the agenda to be added to the September 2015 senate agenda.*
- b. Committee on Committees (CoCo): Continuing to work on updating procedures and timelines.
- c. Faculty Affairs Committee:
  - i. Subcommittee: Academic Freedom – chair Alicja Rieger (COE) on-going.
  - ii. Subcommittee: Sick-Leave – chair Nancy Swanson (LCOBA) on-going.
- d. Institutional Planning Committee: Continue to review policies and practices related to non-tenure-track faculty in 2015-16.
- e. Educational Policies Committee: Continue analysis of the current SOI model used at VSU.
- f. **Technology Committee: Committee completed and approved new Email Communications Policies for VSU, but has not brought their proposal before the full senate for a vote, see attachment A.**  
*Following discussion, a vote was taken with unanimous approval. Executive Committee will send forward for approval by administration.*

## 11. New Business

**Request for bylaws from Statutory and Standing Committees for the faculty senate website. Send to Peggy L. Moch [plmoch@valdosta.edu](mailto:plmoch@valdosta.edu) by October 1, 2015 by 11:55 pm.**

- a. Statutory Committee Chairs
  - Academic Committee – Sheri Gravett; Report located at <http://www.valdosta.edu/academics/registrar/academic-committee.php>
  - Committee on Committees – Kalina Winska; CoCo Committee votes for CONHS and Lib**  
*Per the FS bylaws, nominations for the Library CoCo representative were taken from Dr. Winska and the floor; Catherine Bowers and Michael Holt were nominated; ballots were distributed and Michael Holt won with 24 votes to 18 votes for opponent. Nominations for College of Nursing and Health Sciences were taken from Dr. Winska and the floor, Michelle Ritter was the sole nominee and was elected unanimously by acclamation. General faculty elected at large to the Grievance Committee were Tracy Woodard-Myers and Thomas Aiello to serve 2015-2018.*
  - Faculty Affairs – Alicja Rieger
  - Faculty Grievance Committee – Pending a vote; nominations will be taken from the floor; nominees must be tenured full professors and senators.**  
*Michael Noll nominated John Dunn; linda jurczak nominated Michael Noll, but he declined the nomination; John Dunn was elected unanimously by acclamation to chair the Grievance Committee.*
  - Institutional Planning Committee – Donald Thieme
- b. Standing Committee Chairs
  - Academic Scheduling & Procedures – Katharine Lamb
  - Academic Honors & Scholarships – Michael Meacham
  - Athletics – Peggy L Moch

Educational Policies – Jacob M. Jewusiak  
Environmental Issues – Arsalan Wares  
Faculty Scholarship & Research – Maura Schlairet  
Library Affairs – Michael Forbes Ocasio  
Internationalization and Globalization Committee – Fleming Bell  
Diversity & Equity Issues – Karen Acosta  
Student Activities & Services – Kelly Davidson Devall  
Technology – Mike Holt

- c. Nominations for Vice President/President-Elect of the Faculty Senate need to be considered. A vote will be held at the September 17, 2015 Faculty Senate meeting. Please send names of nominees to Peggy L. Moch ([plmoch@valdosta.edu](mailto:plmoch@valdosta.edu)) as much in advance of the meeting as possible. Nominations from the floor will also be entertained, but the Executive Council would like to know if anyone is planning to run prior to the meeting, if possible, to be sure there are candidates available for the position.

Nominations for Secretary of the Faculty Senate need to be considered. A vote will be held at the September 17, 2015 Faculty Senate meeting. Please send names of nominees to Peggy L. Moch ([plmoch@valdosta.edu](mailto:plmoch@valdosta.edu)) as much in advance of the meeting as possible. Nominations from the floor will also be entertained, but the Executive Council would like to know if anyone is planning to run prior to the meeting, if possible, to be sure there are candidates available for the position.

- d. Concerns about the change in labeling of Fall Break from F. E. Knowles: See Attachment B. Remand to Institutional Planning Committee.
- e. University System of Georgia Faculty Council: Presidential Salary Resolution. See Attachment C.
- f. Request to create a special senate committee for drafting a senate resolution in support of tenure and non-tenure track faculty and staff receiving non-renewal letters by Theresa J. Grove: See attachment D. Remand to Committee on Committees to create special committee for this purpose.

## 12. General Discussion

- a. Work will continue on the updating of the VSU Statutes with representation from the Provost's Office, Faculty Senate, and the Council on Staff Affairs.  
*Concern about a statement on Biology website regarding faculty non-renewal being removed by Web services; the faculty member was asked to submit a formal request to Faculty Senate Executive Committee so this issue can most likely be remanded to Technology Committee for further investigation. Multiple faculty continue to be concerned about non-renewal letters and what steps might be taken to rescind letters, especially for tenure-track positions.*

## 13. Adjournment

*Meeting adjourned at 5:15 PM.*

*Respectfully submitted: Bonni Cohen*

Attending: x = Present; blank = Absent; proxy = Had a designated proxy for the meeting

| <b>College of the Arts</b> |   |
|----------------------------|---|
| Abigail Heuss              | x |
| Karl Wildman               | x |
| Karl Paoletti              | x |
| Sarah Arnett               | x |
| Kalina Winska              | x |
| Shannon Lowe               | x |
| Tommy Crane                | x |
| linda jurczak              | x |

| <b>College of Arts and Sciences</b> |       |
|-------------------------------------|-------|
| John Dunn                           | x     |
| Marty Williams                      | x     |
| Fred Knowles                        | x     |
| Krishnendu Roy                      | x     |
| Dereth Drake                        | proxy |
| Tom Aiello                          | x     |
| Ubaraj Katawal                      | x     |
| Brian Ring                          | x     |
| Rebecca Gaskins                     | x     |
| Michael Noll                        | x     |
| Peggy Moch                          | x     |
| Michael Meacham                     | x     |
| Fleming Bell                        |       |
| Kelly Davidson Devall               | x     |
| Karen Acosta                        | x     |
| Donald Thieme                       | x     |
| Arsalan Wares                       | x     |
| Michelle Forbes Ocasio              | proxy |
| Victoria Russell                    | x     |
| Maren Clegg-Hyer                    | x     |
| Jacob M. Jewusiak                   | proxy |
| Theresa J. Grove                    | x     |
| Sudip Chakraborty                   | x     |
| Babacar Mboup                       |       |
| Grazyna H. Walczak                  | x     |
| Marc G. Pufong                      |       |

| <b>College of Business Administration</b> |   |
|---|---|
| Luis Gonzalez                             | x |
| Eric Howington                            | x |
| David Kuhlmeier                           | x |
| S. Andrew "Andy" Ostapski                 |   |
| Gary Futrell                              | x |

| <b>Executive Committee</b> |   |
|----------------------------|---|
| Bonni Cohen                | x |
| Sean Lennon                | x |

| <b>College of Education &amp; Human Services</b> |   |
|--|---|
| Sonya Sanderson                                  |   |
| Shaunita Strozier                                |   |
| Regina Suriel                                    |   |
| Nancy Sartin                                     |   |
| David Bruno                                      |   |
| Debbie Paine                                     |   |
| Han Chen   |   |
| Patti Campbell                                   |   |
| Katherine Lamb                                   | x |
| Alicja Rieger                                    | x |
| Lucia Lu   |   |
| Katharine Adams                                  | x |
| Rudo Tsemunhu                                    | x |
| Diane Wright                                     | x |

| <b>College of Nursing &amp; Health Sciences</b> |   |
|---|---|
| Michelle Ritter                                 | x |
| Serina McEntire                                 | x |
| Stacey Walters                                  | x |
| Maura Schlairet                                 | x |

| <b>Odum Library</b> |   |
|---------------------|---|
| Catherine Bowers    | x |
| Mike Holt           | x |
| Colette Drouillard  |   |

| <b>Retirees Association Representative</b> |       |
|--|-------|
| Fred Ware                                  | proxy |

| <b>Council on Staff Affairs (non-voting):</b> |   |
|---|---|
| Keith Warburg, COSA Chair                     | x |

| <b>Student Senators (non-voting)</b> |  |
|--------------------------------------|--|
| David L. Burdette, SGA President     |  |

| <b>Visitors:</b> |   |
|------------------|---|
| David Boyd       | x |
| Matt Carter      | x |
| James Archibald  | x |
| Brian Gerber     | x |
| Cecil Staton     | x |
| Sheri Gravett    | x |
| Ronald Seacrist  | x |
|                  |   |
|                  |   |
|                  |   |
|                  |   |
|                  |   |

Attachment A:

## **Emergency Policy**

**Title: Information Resources Acceptable Use Policy**

**Sunset: December 10, 2011**

---

Philip L. Gunter, Provost & Vice President for Academic Affairs

---

Patrick J. Schloss, President

---

(signatures on file)

# Valdosta State University Information Resources Acceptable Use Policy

Date: December 10, 2010

Revised: April 29, 2015

|   |           |
|---|-----------|
| <b>1. OVERVIEW .....</b>  | <b>3</b>  |
| <b>2. SCOPE.....</b>  | <b>3</b>  |
| <b>3. DESIGNATION OF REPRESENTATIVES.....</b>                       | <b>3</b>  |
| 3.1 UNIVERSITY PRESIDENT .....                                      | 3         |
| 3.2 VICE PRESIDENTS AND CABINET MEMBERS .....                       | 3         |
| 3.3 VICE PRESIDENT FOR STUDENT AFFAIRS .....                        | 3         |
| 3.4 SYSTEM ADMINISTRATORS AND DATA CUSTODIANS.....                  | 4         |
| 3.5 THE UNIVERSITY INFORMATION SECURITY TASKFORCE .....             | 4         |
| 3.6 ALL STUDENTS AND PERSONNEL.....                                 | 4         |
| 3.7 THE DIRECTOR OF INFORMATION TECHNOLOGY .....                    | 4         |
| <b>4. HARDWARE AND SOFTWARE.....</b>                                | <b>4</b>  |
| 4.1 ACQUIRING HARDWARE AND SOFTWARE .....                           | 4         |
| 4.2 COMPLYING WITH COPYRIGHT AND LICENSING.....                     | 5         |
| 4.3 USING PERSONALLY OWNED SOFTWARE.....                            | 5         |
| <b>5. PROTECTING INTELLECTUAL PROPERTY .....</b>                    | <b>5</b>  |
| <b>6. ELECTRONIC MAIL AND MESSAGING.....</b>                        | <b>6</b>  |
| 6.1 ACCEPTABLE USE .....  | 6         |
| 6.2 PROHIBITED USE.....   | 6         |
| 6.3 ENCRYPTION.....   | 7         |
| <b>7. INTERNET .....</b>  | <b>7</b>  |
| 7.1 ACCEPTABLE USE .....  | 7         |
| 7.2 PROHIBITED USE.....   | 7         |
| <b>8. UNIVERSITY SUPPLIED ANTI-VIRUS RESOURCES .....</b>            | <b>8</b>  |
| <b>9. CREDIT CARD DATA.....</b>                                     | <b>8</b>  |
| <b>10. PERSONALLY IDENTIFIABLE INFORMATION .....</b>                | <b>8</b>  |
| <b>11. AUTHORIZED MONITORING .....</b>                              | <b>8</b>  |
| <b>12. GENERALLY PROHIBITED USES OF INFORMATION RESOURCES .....</b> | <b>9</b>  |
| <b>13. REFERENCES .....</b>   | <b>10</b> |

## **1. Overview**

University information and information resources shall be used in an approved, ethical, and lawful manner to avoid loss or damage to University operations, image, or financial interests and to comply with official policies and procedures. Students and personnel shall contact the Director of Information Technology prior to engaging in any activities not explicitly covered by these policies.

## **2. Scope**

The University or University System owns all University information resources; use of such resources constitutes consent for the University to monitor, inspect, audit, collect, and remove any information without permission or further notice. Students and personnel shall be trained in what use is acceptable and what is prohibited. The university regards any violation of this policy as a serious offense. Violators of this policy are subject to university disciplinary action as prescribed in the undergraduate and graduate honor codes, and the student and employee handbooks. Offenders may be prosecuted under the Georgia Computer Systems Protection Act (O.C.G.A. 16-9-20) and other applicable state and federal laws.

## **3. Designation of Representatives**

### ***3.1 University President shall be responsible for the following:***

- The President of Valdosta State University shall be responsible for ensuring appropriate and auditable security controls are in place.

### ***3.2 Vice Presidents and Cabinet Members shall be responsible for the following:***

- Informing personnel of University policies on acceptable use of information resources.
- Ensuring that application development personnel under their supervision comply with these policies and procedures.
- Ensuring that non-university contract personnel under their supervision comply with these policies and procedure

### ***3.3 Vice President for Student Affairs shall be responsible for the following:***

- Informing current and new students of University policies on acceptable use of information resources.
- Ensuring that students comply with University policies and procedures.

### ***3.4 System Administrators and Data Custodians shall be responsible for the following:***

- Monitoring systems for integrity.
- Maintaining and ensuring data backups of critical electronic information.
- Promptly reporting suspicion or occurrence of any unauthorized activity to the Director of Information Technology or her or his designees.



### ***3.5 The University Information Security Taskforce shall be responsible for the following:***

- Developing and maintaining the University's information resource security policies.
- Developing and disseminating awareness and training materials.
- Assuring compliance through compliance auditing.
- Reporting compliance auditing findings to the University's Director of Information Technology.

### ***3.6 All students and personnel shall be responsible for the following:***

- Abiding by official University policies on acceptable use of information resources.
- Promptly reporting suspicion or occurrence of any unauthorized activities to the Director of Information Technology or one of her or his designees.
- Any use made of their accounts, logon IDs, passwords, PINs, and tokens.

### ***3.7 The Director of Information Technology or one of her or his designees shall be responsible for the following:***

- Ensuring the availability, integrity, and confidentiality of the University's information resources
- Addressing violations of University policies on information resources.
- Interpreting University policies on information resources.

## **4. Hardware and Software**

### ***4.1 Acquiring Hardware and Software***

To prevent the introduction of malicious code and protect the integrity of University information resources, all hardware and software shall be obtained from official University sources. Users shall not be permitted to install and/or modify information resources in a manner that diminishes security standards set forth by the institution.

### ***4.2 Complying with Copyright and Licensing***

All software used on University information resources shall be procured in accordance with official University policies and procedures, and shall be licensed, and registered in the name of the University. All students and personnel shall abide by software copyright laws and shall not obtain, install, replicate, or use software except as permitted by the software licensing agreements.

### ***4.3 Using Personally Owned Software***

To protect the integrity of the University information resources, students and personnel shall not use personally owned software on University owned equipment. This includes purchased and licensed applications; shareware; freeware; downloads from bulletin boards, Internet, Intranet, FTP sites, local area networks (LANs) or wide area networks (WANs); and other personally-owned or controlled software unless otherwise authorized by the Director of Information Technology or her or his designees (documented approval shall be secured prior to use and/or installation of personally owned software on University owned equipment).

## **5. Protecting Intellectual Property**

To ensure the integrity of University and personal intellectual property, all students and personnel shall abide by the intellectual property protection policies of the University.

Copyrights are granted in order to give a copyright holder an incentive to be able to profit from their work. A copyright gives a copyright holder the sole right to distribute their creative work, and only the copyright holder has the legal right to control the distribution of a copyrighted file.

- Peer-to-Peer (P2P) applications work by sharing out files to others and at the same time allowing the user to download files from others.
- If a P2P file is copyrighted and the copyright owner prohibits free downloading, P2P sharing of the copyrighted work is a violation of federal copyright law.
- In addition, P2P file sharing software that is installed on your PC may share out more than intended, such as personal documents found on the hard drive or may even allow access into the system giving control of your PC to others.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Penalties for copyright infringement may also include sanctions imposed by the student conduct process.

## **6. Electronic Mail and Messaging**

Access to the University electronic mail (email) system is provided to all students and personnel for dissemination of information and conducting University business. Since email may be monitored, all students and personnel using University resources for the transmission or receipt of email shall have no expectation of privacy.

### ***6.1 Acceptable Use***

The University provides email to facilitate the conduct of University business. Use of electronic mail and/or electronic messaging resources shall not be done in a manner that interferes with the University's ability to perform its mission and shall meet the conditions outlined in official University directives, missions, and/or goals. However, while messages remain in the system, they shall be considered to be in the possession and control of the University.

## **6.2 Prohibited Use**

Prohibited activities when using University electronic mail shall include, but not be limited to, sending or arranging to receive the following:

- Information that violates University policies, regulations, local, state, or federal laws.
- Unsolicited commercial announcements or advertising material, unless approved by management in advance.
- ~~Any material that may defame, libel, abuse, tarnish, present a bad image of, or portray in false light, the University, the University System, the recipient, the sender, or any other person.~~  
Any material that may defame or libel the University, the University System, the recipient, the sender, or any other person and is in violation of the University System of Georgia Appropriate Use Policy 5.1.3
- ~~Offensive material, chain letters, unauthorized mass mailings, email hoaxes, or malicious code.~~  
Email hoaxes, malicious code, or spam (defined as unwanted and unsolicited emails or materials in such large volumes that they tend to disrupt the proper functioning of university information resources and/or individuals' ability to use those resources).

## **6.3 Encryption**

Encrypting electronic mail or messages shall comply with the following:

- Use encryption software and the methods approved by official University resources.
- Place the key or other similar file for all encrypted electronic mail in a directory or file system that can be accessed by authorized administrative personnel prior to encrypting email.
- Supply the key or other device needed to decrypt the electronic mail upon request by authorized University Administration.

## **7. Internet**

Access to the Internet is available to students, faculty, staff, and approved guests, whose duties require it for the conduct of University business. Since Internet activities may be monitored; all students and personnel accessing the Internet shall have no expectation of privacy.

### **7.1 Acceptable Use**

The University provides Internet access to facilitate the conduct of University business. Use of the Internet shall not be done in a manner that interferes with the work of students, personnel, or the University's ability to perform its mission, and shall meet the conditions outlined in official University directives or goals.

### **7.2 Prohibited Use**

Prohibited activities when using the Internet include, but are not limited to, the following:

- Posting, sexually-explicit material, hate-based material, hacker-related material, or other material that may be deemed detrimental to the integrity and the mission of the University.
- Posting or sending restricted information outside of the University without proper or formal authorization.

- Using other services available on the Internet, such as FTP or Telnet, on systems for which the user does not have an account, or on systems that have no guest or anonymous account for the service being used.
- Posting commercial announcements or advertising material.
- Promoting or maintaining a personal or private business.
- Receiving news feeds and push-data updates, unless the material is required for University business.
- Using non-work or non-academic related applications or software that occupies excess workstation or network processing time.

## **8. University Supplied Anti-Virus Resources**

The University provides a campus-wide license for computer anti-virus to alleviate the proliferation of computer viruses. All laptops, desktops, and workstation computers attached to other University supplied resources shall comply with the following:

- Have University supplied anti-virus software installed, updated, and active at all times of operation.
- Report if anti-virus software is not properly updated.

## **9. Credit Card Data**

All University supplied services and/or materials offered by the University will comply with credit card industry standards. No credit card data will be stored on or transverse the University computer network in an unsecured manner.

## **10. Personally Identifiable Information**

Personally Identifiable Information (PII) is defined by federal and state laws as a combination of two or more of the following: e.g., full name, birthdate, SSN, driver's license number, birth place, or personal identification numbers. The combinations of these data are used to uniquely identify individuals. When two or more of these data types exist within the same data structure the data becomes confidential and will not be stored on individual user's desktop computers. Confidential and PII data must be securely stored on centrally managed server resources with designated Data Custodians.

## **11. Authorized Monitoring**

System administrators and other personnel with unrestricted access to email, network usage systems, file or storage servers and similar services shall receive approval from the Director of Information Technology or her or his designees prior to decrypting or reading the data or traffic of students or personnel. If Administrative approval is not immediately available, then system administrators and other personnel that intercept, read, or restrict resources or accounts shall document their actions. All interceptions of data shall be documented and provided to the Director of Information Technology.

## 12. Generally Prohibited Uses of Information Resources

Generally prohibited activities when using University information resources shall include, but are not limited to, the following:

- Stealing or copying of electronic files without permission.
- Violating copyright laws.
- Browsing the private files or accounts of others, except as provided by appropriate authority.
- Performing unofficial activities that may degrade the performance of systems, such as the playing of electronic games.
- Performing activities intended to circumvent security or access controls of any organization, including the possession or use of hardware or software tools intended to defeat software copy protection, discover passwords, identify security vulnerabilities, decrypt encrypted files, or compromise information security by any other means.
- Writing, copying, executing, or attempting to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of or access to any University computer, network, or information.
- Installing or attaching communication device(s) on computers or networks that allow off-campus devices to attach to the University network or computers without authorization.
- Promoting or maintaining a personal or private business, or using University information resources for personal gain.
- Using someone else's logon ID and password.
- Conducting fraudulent or illegal activities.
- Conducting fundraising, endorsing any product or service inconsistent with the mission of the university, lobbying, or participating in any partisan political activity.
- Disclosing restricted University information.
- ~~Performing any act that may defame, libel, abuse, or tarnish the University or any person.~~  
Any material that may defame or libel the University, the University System, the recipient, the sender, or any other person and is in violation of the University System of Georgia Appropriate Use Policy 5.1.3
- Engaging in conduct that is inconsistent with the stated goals and mission of the university.

## 13. References

USG Academic Affairs Handbook, Personnel Policies, etc.

<http://www.usg.edu/policies/>

Board of Regents Policy Manual

<http://www.usg.edu/policymanual/>

USG Board of Regents Information Security Policy

[http://www.usg.edu/policymanual/section7/policy/7.12\\_information\\_security\\_policy/](http://www.usg.edu/policymanual/section7/policy/7.12_information_security_policy/)

USG Facilities Guidelines for Instructional Technology

[http://www.usg.edu/ref/capital/it\\_guide.phtml](http://www.usg.edu/ref/capital/it_guide.phtml)

USG Peachnet Acceptable Use Policy

<http://www.usg.edu/peachnet/policy.phtml>

#### VSU Campus Homeland Security Policy

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_3801.shtml](http://www.valdosta.edu/vsu/policies/cover_page_3801.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_3801.php](http://www.valdosta.edu/vsu/policies/cover_page_3801.php)

#### VSU Email Policy

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2101.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2101.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2101.php](http://www.valdosta.edu/vsu/policies/cover_page_2101.php)

#### VSU Fax Confidentiality and Security Policy:

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2142.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2142.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2142.php](http://www.valdosta.edu/vsu/policies/cover_page_2142.php)

#### VSU Information Resources Acceptable Use Policy (this document)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2102.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2102.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2102.php](http://www.valdosta.edu/vsu/policies/cover_page_2102.php)

#### VSU Information Security Policy

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2141.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2141.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2141.php](http://www.valdosta.edu/vsu/policies/cover_page_2141.php)

#### VSU Division of Information Technology

<http://www.valdosta.edu/it/>

#### VSU Electronic Accounts Quick Reference

<http://www.valdosta.edu/helpdesk/accounts.shtml>

<http://www.valdosta.edu/administration/it/helpdesk/vsu-accounts/welcome.php>

#### VSU Intellectual Property Policy

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2405.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2405.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2405.php](http://www.valdosta.edu/vsu/policies/cover_page_2405.php)

#### VSU Policy on Confidentiality and Privacy Policy under HIPAA

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_3607.shtml](http://www.valdosta.edu/vsu/policies/cover_page_3607.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_3607.php](http://www.valdosta.edu/vsu/policies/cover_page_3607.php)

#### VSU Policy Pursuant to the Gramm Leach Bliley Act

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2143.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2143.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2143.php](http://www.valdosta.edu/vsu/policies/cover_page_2143.php) 63

#### VSU Records Retention Policy

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2001.shtml](http://www.valdosta.edu/vsu/policies/cover_page_2001.shtml)

[http://www.valdosta.edu/vsu/policies/cover\\_page\\_2001.php](http://www.valdosta.edu/vsu/policies/cover_page_2001.php)

#### VSU Related Policies

<http://www.valdosta.edu/vsuadministration/policies/>

<http://www.valdosta.edu/administration/policies/>

# Valdosta State University

## Policy on Email, Web, and Portal for Official Communications

Date: October 31, 2006

Revised April 29, 2015

|   |   |
|---|---|
| 1. Purpose of this policy .....                                   | 1 |
| 2. Assignment of email and portal accounts .....                  | 2 |
| 3. Use of university email distributions .....                    | 2 |
| 4. Compliance .....   | 2 |
| 4.1 Communication with students by faculty .....                  | 2 |
| 4.2 Communication with students by university offices .....       | 2 |
| 4.3 Responsibilities associated with use of university email..... | 3 |
| 5. Use of client software and services .....                      | 3 |
| 6. Redirecting of email.....                                      | 3 |
| 7. Filtering and storage.....                                     | 3 |
| 8. References.....  | 4 |

### 1. Purpose of this policy

There is an ever-increasing reliance on electronic forms of communication among faculty, staff and students at Valdosta State University. In particular, email has become an efficient, fast, and cost-effective method of communication that has many advantages over printed communication. Additionally, announcements directed at general constituencies as well as specific individuals are posted on the public web site and inside the various web-based services comprising our portal, including the BlazeNet Luminis portal, the WebCT Vista courseware, and for students and faculty, the Banner Student Information System.

Because of the importance of this type of communication, email and announcements posted in the portal are considered official forms of communication at the university. This policy ensures that students and employees will have access to a university email and portal account, outlines each student's and employee's responsibilities in having such an account, and establishes expectations for communication between faculty and students for educational purposes and between the university and students for university business purposes. To abide with federal, state and local regulations, this policy must be strictly adhered to.

## **2. Assignment of email and portal accounts**

The Information Technology Division will automatically assign each student and employee an official university email and portal account upon acceptance or employment into the university. All email and portal accounts are protected with a password. As indicated in the university's "Information Resources Acceptable Use Policy" and "Information Security Policy," ensuring the security of accounts and email correspondence depends on the appropriate use and protection of usernames and passwords. Users should read and be familiar with these policies. ~~This account will remain active for the duration of attendance or employment, with exceptions for extension and transition and for constituent groups such as retirees.~~ This account will remain active for the duration of attendance or employment, with exceptions for extension and transition and for constituent groups such as retirees and adjunct faculty. The provisioning and termination of email accounts will take place in accordance with Information Technology's procedures for provisioning and deactivating email accounts.

## **3. Use of university email distributions and announcements via the portal**

Messages sent via the campus mailing list server will be governed by the policies of the mailing list server and each mailing list, which for on-campus constituencies will normally restrict postings to those sent from VSU email addresses. ~~Messages may also be posted via the web portal "BlazeNet" (blazenet.valdosta.edu). Contact the Portal Steward (portalsteward@valdosta.edu) in the Division of Information Technology for additional information.~~

## **4. Compliance**

All uses of email and web and portal resources for official communication should be consistent with federal, state and local regulations (i.e. official communication should be consistent with the Family Educational Rights and Privacy Act as well as the Policy Manual of the Board of Regents).

### **4.1 Communication with students by faculty**

Faculty may expect that students will read messages sent to their official email addresses, and faculty should use the official email addresses accordingly. Faculty will determine how email, web, and portal resources will be used in their classes and should specify requirements and expectations of the use of these resources. Uses of non-university email for communication with students regarding confidential matters are not acceptable because security and confidentiality for off-campus accounts cannot be provided by the university. Faculty may unintentionally be in violation of federal, state and local regulations by using such non-institutional accounts.

### **4.2 Communication with students by university offices**

Offices such as Academic Affairs, Student Affairs, Office of Financial Services, Office of Student Financial Services, Office of the Registrar, Office of Financial Aid, or Human Resources will send selected official communications to students and employees via email messages and portal announcements. Such email might include individually- addressed messages as well as mailing list messages such as registration announcements or payroll advice and notices of financial aid. These communications are for the purposes of conducting official university business. The university has the right to expect that those communications will be read in a timely fashion.

### **4.3 Responsibilities associated with use of university email**



Students and employees are expected to check their assigned email accounts, web site, and portal on a regular and consistent basis in order to receive university communications in a timely manner and users are expected to abide by the VSU Information Resources Acceptable Use Policy. The university recommends checking email, the web site, and the portal several times per week, preferably at least once per day. It is the responsibility of the student, faculty, and/or staff member to report any problems with email or portal resources to the Information Technology Helpdesk.

## 5. Use of client software and services

Students and employees are encouraged to check email, calendars, Banner, and other services provided via the web portal "BlazeNet" ([blazenet.valdosta.edu](http://blazenet.valdosta.edu)) by Valdosta State University that are accessible from the institutional home page located at [www.valdosta.edu](http://www.valdosta.edu) using contemporary, supported web browser. These services may also be accessible via other software such as Microsoft Outlook or Netscape Communicator, support for which will be determined by resources available via the Information Technology Helpdesk.

## 6. Redirecting of email

Requests to substitute non-university email addresses for the purposes of official communication will not be honored. In general, redirecting university email to another non-university email address is not encouraged. The university will not be responsible for the handling of email by outside service providers or servers. Having university email redirected to another account does not absolve a student or employee from the responsibilities associated with timely reading of communications sent to an official email address.

## 7. Filtering and storage

The university reserves the right to use automated mechanisms to filter and reject mail using information security policies and/or procedures in order to enforce policies, protect privacy and security, improve performance, and provide forensics for authorized investigation. The Information Technology Division will be expected to maintain appropriate backups of data stored on email servers as resources permit and according to records retention policies and governing laws.

## 8. References

Georgia Computer System Protection Act

<http://www.usg.edu/oit/policies/proact.phtml>

[http://www.usg.edu/infosec/policy\\_and\\_compliance\\_management/policies](http://www.usg.edu/infosec/policy_and_compliance_management/policies)

USG Policy Manual of the Board of Regents

<http://www.usg.edu/regents/policymanual/>

<http://www.usg.edu/policymanual/>

USG Board of Regents Computer Security Policy Statement Information Technology Handbook

<http://www.usg.edu/oit/policies/security.phtml>

[http://www.usg.edu/information\\_technology\\_handbook/](http://www.usg.edu/information_technology_handbook/)

USG Peachnet Acceptable Use Policy

<http://www.usg.edu/peachnet/policy.phtml>

[http://www.usg.edu/peachnet/network/acceptable\\_use\\_policy](http://www.usg.edu/peachnet/network/acceptable_use_policy)

VSU BlazeNet Luminis Portal

<http://www.valdosta.edu/blazenet>

VSU Information Resources Acceptable Use Policy

<http://www.valdosta.edu/security/aup.shtml>

<http://www.valdosta.edu/administration/policies/cover-page-2102.php>

VSU Information Security Policy

<http://www.valdosta.edu/security/isp.shtml>

<http://www.valdosta.edu/administration/policies/cover-page-2141.php>

VSU Information Technology Division

<http://www.valdosta.edu/it/>

VSU Information Technology Helpdesk

<http://www.valdosta.edu/help>

VSU Intellectual Property Policy

<http://www.valdosta.edu/grants/ippolicy.html>

<http://www.valdosta.edu/administration/policies/cover-page-2405.php>

VSU Policy on Confidentiality and Privacy Policy under HIPAA

<http://www.valdosta.edu/legal/hipaa/poesa.pdf>

<http://www.valdosta.edu/administration/policies/cover-page-3607.php>

VSU Policy Pursuant to the Gramm Leach Bliley Act

<http://www.valdosta.edu/legal/glb/glbaisr.pdf>

<http://www.valdosta.edu/administration/policies/cover-page-2143.php>

VSU Records Retention Policy

<http://www.valdosta.edu/records/>

<http://www.valdosta.edu/administration/policies/cover-page-2001.php>

VSU Web Server Usage Policies

<http://www.valdosta.edu/it/web/usage.shtml> 68

VSU Web Site

<http://www.valdosta.edu>

VSU WebCT Vista

<http://www.valdosta.edu/webct>

Attachment B:

**From:** Fred E Knowles  
**Sent:** Thursday, July 16, 2015 4:26 PM  
**To:** Peggy L Moch  
**Subject:** Fall Break/ Columbus Day Holiday

Hello, Peggy,

I emailed Michael Noll regarding a problem I have with the labeling of Fall Break as Columbus Day Holiday. He suggested that I email you and ask that the issue be taken up in the first Senate meeting. I enclose the text of my email to him, below, for the sake of clarity.

*I hope the summer goes well for you. I was recently reviewing the academic calendar for the sake of planning the upcoming semester. I noted that Fall Break is now listed as Columbus Day/Fall Break. I must strongly protest the labeling of this holiday as Columbus Day. Columbus represent colonialism and genocide to Native Americans and the recognition a day to celebrate his deeds is falling in disfavor throughout the nation. I urge you to reconsider this decision. To have a Fall Break is one thing. To schedule the break during those days is fine as well. But, I would not like our university to be identified as one that still holds Columbus as a national and cultural hero.*

F. E. Knowles, Jr., Ph.D.  
Chair, Native American Studies  
Valdosta State University  
Valdosta, GA 31639  
229 333 5494

Attachment C:

**UNIVERSITY SYSTEM OF GEORGIA  
FACULTY COUNCIL RESOLUTION**

**WHEREAS** the Board of Regents (BOR) of the University System of Georgia (USG) has approved substantial raises to the Chancellor and System Presidents; and

**WHEREAS** the Chancellor has indicated that the raises are necessary to maintain competitiveness of Presidents' and Chief Operating Officers' salary levels at the regional and national levels; and

**WHEREAS** the Chancellor and BOR, citing reduced state revenues and higher education budget cuts as reasons, have taken actions resulting in significant budget reductions at several system institutions, thereby causing faculty workloads to increase significantly and;

**WHEREAS** faculty salaries have not remained competitive with national and regional levels at most system institutions, nor have they maintained pace with cost of living and health care costs;

**THEREFORE, BE IT RESOLVED THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC) CALLS FOR THE BOARD OF REGENTS AND THE CHANCELLOR to:**

**REMEDY** the salary inequities of the faculty, rendering them competitive with national and regional levels; and

**HOLD IN ABEYANCE** any further system-wide increases in student tuition and fees pending the necessary financial reviews to place the above remedy in effect; and

**APPROVE IN CONCEPT** the inclusion of elected faculty representatives in all future system-wide financial and salary discussions.

**TO THIS END, THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC) CALLS FOR THE BOARD OF REGENTS AND THE CHANCELLOR to take the following additional action, designed to preclude future misunderstandings between the Chancellor and BOR on the one hand and the Faculty on the other:**

**OFFICIALLY ENDORSE** the respective roles of Board, Administration, and Faculty in system-wide governance of the USG as laid out in the *Statement on Government of Colleges and Universities* jointly formulated in 1966 by the American Association of University Professors (AAUP), the American Council of Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB).

**THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** will prepare documentation for Board of Regents approval to place the above into effect.

Attachment D:

**From:** Theresa J Grove  
**Sent:** Tuesday, August 11, 2015 1:27 PM  
**To:** Peggy L Moch; Michael G Noll  
**Subject:** 1st faculty senate meeting

Hi Peggy and Michael,

I know that this request missed the 30 July deadline to get on the August 27 faculty senate meeting. Will there be something included in the agenda of the first faculty senate meeting that will propose to have the faculty senate, in the very least, develop some resolution or statement in support of the faculty and staff who will not have their contracts renewed? I know the article in Inside Higher Ed did not include any statement of support by you or such a statement was not included in the article. I think it is important that the faculty senate support the highly qualified faculty who, at this point, the university will lose a year from now.

Thanks.  
Theresa

Theresa J. Grove, Ph.D.  
Associate Professor  
Department of Biology  
Valdosta State University  
1500 N. Patterson Street  
Valdosta, GA 31698  
229-333-5336  
tjgrove@valdosta.edu