

August 12, 2016

## Faculty Senate Meeting Minutes

**Members Present:** Alison Cook, Rajeev Dabke, Michael Dentzau, Sherika Derico, Lisa Frander, Katey Hughes, Michelle Jones, Krystal Kennel, Tesa Leonce, Laurence Marsh, Ellen Martin, Chris McCollough, Clay Nicks, Yesem Peker, Andrew Puckett, Amanda Rees, Diana Riser, Brian Schwartz, Kim Shaw, Rylan Steele, Richard Stephens, Joy Thomas, Neal Thomson

**Guests Present:** Chris Markwood, Tina Butcher, Stephanie Speer, Wayne Van Ellis, Terry Moshier, Cindy Ticknor, Yoon Sang Lee, Amy Thornton, John McElveen, Glenn Stokes, Kimberly McElveen, Gina Sheeks, Tim Howard, Richard Baxter, John Lester, Joelle Bonamy, Kate Early, Susan Hrach, Mark Flynn, Frank Hardymon, Brian Tyo, Tara Underwood, Mary Covington, Alicia Bryan, Casey Hergett, Eric Pittman

- I. Call to order at 10:01 AM
- II. **President's comments and announcements** (0:29 time stamp)
  - a. Highlight the importance of the Faculty Senate
    - i. Important component of shared governance
    - ii. This year's roles include involvement in new strategic plan
    - iii. Considerations
      1. Modifications to university awards
        - a. Expanding excellence in research and scholarship award into two awards
        - b. Award in library science
        - c. Award efforts/creativity in innovative teaching
      2. Review policies and procedures
      3. Salary study initiated: Frank Hardymon, Alan Tidwell, Stephanie da Silva on committee
      4. Committee changes
        - a. New safety committee (USG recommendation)
        - b. Intercollegiate athletic council
        - c. President's student success council/cabinet (in place of President's Cabinet)
      5. Alternative academic calendar (to be presented later in meeting)
      6. Strategic Planning: new strategic plan will be implemented Fall 2017
      7. Climate of inclusion on our campus
- III. **Provost's comments and announcements** (9:50 time stamp)
  - a. First Year Experience Convocation
    - i. September 9<sup>th</sup> at noon
    - ii. University Hall Auditorium, simulcast at RiverPark Campus
    - iii. Speaker: Amelia Quinn
    - iv. Student-centered/no regalia
    - v. Encourage freshmen to participate
    - vi. Melody Shumaker is coordinating the event

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- b. Quality Childcare for Children in Georgia – funds available for students with childcare expenses
  - i. CSU, Clayton State, Armstrong State are involved
  - ii. Identify students to help subsidize childcare so that students can finish degrees
  - iii. Details are being finalized; Dustin Worsley is the point of contact
- c. Textbooks
  - i. Make sure textbooks for your courses are listed through the bookstore so students with Veteran’s Administration vocational funds are able to use these funds to purchase these books.
- d. Questions
  - i. Brian Schwartz – need to communicate this directly to faculty
  - ii. Neal Thomson – address changes to grade reporting for short-term courses
    - 1. Wayne Van Ellis, John McElveen, and Tina Butcher responded
    - 2. Rylan Steele and Richard Stevens asked for further clarification
  - iii. Joy Thomas: suggested First Year Convocation to attract transfer students
  - iv. Yesem Peker: Any consideration for faculty/staff childcare?  
Tina Butcher: USG has granted funds CSU and others to look at models for childcare. We will be organizing a conference to discuss different models that can be used to support this.
  - v. Brian Schwartz: Kennesaw State announced new emergency housing program for homeless students; CSU should consider such a program
    - 1. Lisa Shaw responded with current practices
    - 2. Chris Markwood: There is a real need in this community; we need to take this situation seriously
    - 3. Alison Cook: Veterans have resources if they are homeless  
John McElveen: contact Susan Lovell for veterans resources
    - 4. Neal Thomson, Diana Riser, Ellen Martin, and Gina Sheeks commented
- IV. Executive Officer’s comments and announcements (36:33 time stamp)**
  - a. Thank you to all who have organized and participated in events this week
  - b. Thank you to members of executive council this year, especially Krystal Kennel for working with committee assignments
- V. Standing Committees (37:53 time stamp)**
  - a. Kim Shaw: time reserved for committees to meet today; Krystal Kennel contacted each committee chair
  - b. Committee business from last year (2015/2016)
    - i. May: National Awards Committee established
    - ii. May: Women’s Issues Committee issues – salary study and current sexual harassment policies, family leave policies, and lactation rooms
    - iii. March: Ad Hoc Faculty Grievance Committee established
    - iv. February: Shared Governance Committee
  - c. Current committee needs: Administrator evaluation committee revamping

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- d. Verify that policies relevant to committees are proper and consistent
- e. Contact Krystal Kennel with changes and concerns
- f. Chris Markwood: there is difficulty finding a location where all policies are located
- g. Ellen Roberts: If you don't get rid of the old policy statement, they will come up in online searches

**VI. New Business**

- a. Provost Search Committee update – John Finley (45:00 time stamp)
  - i. Committee met with consulting firm
  - ii. September: review applicants
  - iii. September 18-21: committee will meet to discuss candidates
  - iv. Contact John Finley committee members with questions and comments
- b. Budget transparency – Frank Hardymon (46:45 time stamp)
  - i. Online documentation
    - 1. Business and Finance website
    - 2. Improved spreadsheet with hyperlinks embedded
    - 3. Encourage faculty to explore the website in order to learn more about it
    - 4. Reports/codes listed on the spreadsheet are available through PeopleSoft
    - 5. Ryan Steele: Is there a plan to put the Foundation budget in the public sphere?
      - a. Frank Hardymon: it's on the radar but not sure how much will be put out there
      - b. Availability of scholarship money—hard to find
    - 6. Ryan Steele: link to faculty/staff salaries?
      - a. Frank Hardymon: since it's on a different system, difficult to keep up with
      - b. Manda Rees: state website is not really helpful since it includes other funds
      - c. Frank Hardymon: posting base salary can be done and would be more relevant
  - ii. Course fee losses and plans for future
    - 1. Excel spreadsheet will be sent to Kim Shaw and then distributed
    - 2. Process and Timeline
      - a. February 2015: Memo sent from USG regarding what is permissible for course fee. Memo indicated institutions could not use course fees for salaries; no deadline given
      - b. October 2015: Email indicated institutions had until January 22, 2016 to submit all course fees to USG for approval; exception line listed lab fees and supplemental fees that supported student learning

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- c. Late 2015: Focused on ways to eliminate faculty salaries from course fees;
  - d. January 22, 2016: Identified 285 fees from the list that did not support full-time salaries. Department of English was not submitted. Grouped fees into categories and submitted 40 forms with attachment of relevance.
  - e. April 6, 2016: notified by USG that more information was needed. COA and School of Nursing were fine. Areas of concern (found on submitted attachment) – required further justification by the next day. Deans convened to provide justification for each course in question.
  - f. April 8, 2016: Phone call with final decisions – said no to most justifications sent.
  - g. Total effect on CSU: \$230,000
  - h. Deans working to figure out funding/re-prioritizing/re-allocating
  - i. Going forward: USG may want us to turn in new fees each year
    - i. Make a better case in January 2017
    - ii. Submit Department of English and re-submit ones that didn't get through last time
3. Linda Hadley: TCOB lost 100% of course fees; CSU self-selected which ones were submitted  
Frank Hardymon responded with directive on linking fees to Salaries.
  4. Brian Tyo: Why were fees not tied to salaries submitted?  
Terry Moshier: USG had in mind which programs should and should not have fees. Gave the example of the Modern and Classical Languages language lab fee being rejected by the USG.
  5. Rylan Steele: Were all other institutions treated the same way?
  6. Kim Shaw: Need to move on with agenda; Frank Hardymon will be back next month
  7. Chris Markwood: USG has a laser focus on fees. If an institution has a fee that others don't then they will reduce/eliminate it.

### **VII. Old Business**

- a. Changes to Academic Calendar – continued discussion and faculty feedback – John McElveen (1:19:40 time stamp)
  - i. Kim Shaw – focus on what changes will benefit students and institution rather than finding the flaws
  - ii. Chris Markwood – Goal was to create a new January mini term. They came up with a draft and presented it in late spring. Concerns included pushing terms later and effects on study abroad. We currently have a longer semester than many other institutions; therefore, look at 15-week term inclusive of exams.

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- iii. Overarching goals
  - 1. Enhancement of classroom utilization
  - 2. Help students move towards degree
- iv. What hasn't changed from proposal distributed in the spring (May 2016 Faculty Senate meeting)
  - 1. January term
  - 2. Spring break starts the Saturday preceding the 3<sup>rd</sup> Monday in March
  - 3. Thanksgiving break
- v. Three concerns heard from faculty and deans regarding proposal
  - 1. Spring term would end two weeks later
  - 2. Summer term would be shortened
  - 3. Fall would start later and finish closer to Christmas
- vi. Handout distributed to senators
  - 1. Could start as early as Fall 2017
  - 2. Fifteen day January semester; spring semester to start immediately after
  - 3. Finish spring semester one week later (due to change in 15 week semester)
  - 4. GA Tech/Auburn have similar schedules
  - 5. 42 MWF 50 minute course and 28 TR 75 minute classes = 2100 minutes; SACS requires 2250 minutes; Dept of Ed requires 15 weeks; however, you can include time from finals. Expand finals to 150 minutes – 2250 minute requirement will be met
  - 6. Rylan Steele asked for clarification on handout and the difference between a Maymester and January term
    - Chris Markwood: This way students can take both terms
  - 7. Neal Thomson: what would count as a spring vs. summer term?
    - John McElveen: trying to figure out policy at the state and federal level
  - 8. Rylan Steele: Would January term be a part of normal load?
    - Chris Markwood: Focus on what is best for students when department chairs are making the schedule. Can be both part of normal load or also part of overload
  - 9. Changes to summer
    - a. Everything is one week later (i.e. Maymester starts May 21)
    - b. Consider starting Regular summer and mini second summer term to provide more of a break between summer and fall
  - 10. Changes to fall
    - a. Start one week later; finish about the same time
- vii. Questions/comments
  - 1. Brian Schwartz: Compare instructional time changes

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- a. Difference: 150 minutes
  - b. Consideration: losing one week is a big part of the course
  2. Neal Thomson: Most courses don't use the entire current final time
  3. Richard Stevens: Faculty contracts will start and end five days later and end five days later
    - a. Chris Markwood: Will maintain 9 month contract time
  4. Diana Riser: MCSD alignment?
    - a. John McElveen: we send them our schedule well in advance, but they plan late compared to what we need
  5. Dawn Frazier: Why did we walk away from a fall break? Is it a good idea for freshmen to have a break in the middle of fall semester to regroup and refresh?
    - a. John McElveen: decided a couple of years ago to shift it to Thanksgiving week; consistent with MCSD; previous fall break was 8 weeks in, so they had probably acclimated by that point
    - b. Rylan Steele: could start two days earlier and add a fall break
  6. Neal Thomson: Are there mandates on course schedules?

Answer: no
  7. Rylan Steele: How many other USG institutions are using this now? Answer: 2. USG just gives broad, overlapping windows for each term
  8. Chris Markwood: Appreciate the feedback and input which has improved the proposal
  9. Neal Thompson: One positive change is the ability to teach a January study abroad course
  10. Chris McCollough: consider last exam time of the night for safety purposes
  11. Rylan Steele: Next steps?
    - a. Feedback/recommendations from senate/chairs/deans
- viii. Kim Shaw
1. Will be setting up Google Drive for input and feedback
  2. Manda Rees: Suggest distributing/posting the policies

### **VIII. Other Business (1:53:00)**

- a. Dates for Faculty Senate meetings?
  - i. Kim Shaw: displayed on Faculty Senate webpage
  - ii. September meeting is 2<sup>nd</sup> Monday due to Labor Day
- b. Brian Schwartz: Noise is difficult/distracting; consider new location

### **Agenda Items tabled until September meeting**

1. UITS – Fall 2016 Technology Readiness Plan – Mary Covington (tabled until September)

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2. Update on Campus Construction projects – Eric Pittman (tabled until September)

Meeting adjourned (1:55:00 time stamp)