

November 07, 2016

Faculty Senate Meeting Minutes

Members Present: Tina Butcher, Michael Dentzau, Sherika Derico, Rania Hodhod, Katey Hughes, Patrick Jackson, Michelle Jones, Krystal Kennel, Tesa Leonce, Paul Luft, Chris Markwood, Ellen Martin, Chris McCollough, Clay Nicks, Laurence Marsh, Andrew Puckett, Amanda Rees, Diana Riser, Brian Schwartz, Kim Shaw, Richard Stephens, Joy Thomas, Neal Thomson, Kevin Whalen

Guests Present: Richard Baxter, Becky Becker, Kate Early, John Finley, Shannon Godlove, Tim Howard, Gail Jones, John Lester, Neal McCrillis, John McElveen, Kimberly McElveen, Ellen Roberts, Dennis Rome, Lisa Shaw, Stephanie Speer, Glenn Stokes, Lashica Thomas, Amy Thornton, Cindy Ticknor, Tara Underwood, Wayne Van Ellis

I. Call to order at 3:04 PM

II. President's comments and announcements (10:10 time stamp) – Chris Markwood

- A. Provost search is currently in on-campus interview stage. Please provide feedback to the Provost Search Committee.
- B. Enrollment declined slightly this semester. Synopsis: We need to be on a path of increasing enrollment, which directly supports university operations and feeds the formula that helps fund faculty lines and staff. Asking for review of enrollment factors and ideas/suggestions to improve this enrollment, especially first-year freshmen. Realize that faculty are asked to do different roles including advising, community, and friend/fundraising. We also need help and support in recruiting in different ways.
- C. Community/donor support is positive: Reached the \$90 million mark of the comprehensive campaign
- D. Strategic Plan process is underway, and faculty input is needed.
- E. Presented (along with Tom Hackett) six-part expanded partnership plan to Muscogee County School Board, including
 - i. Align with them on curriculum (teacher preparation)
 - ii. Train educational leadership students to allow for educational innovation and active learning techniques
 - iii. Increase faculty development in MCSD
 - iv. Develop a lab school—urban high school (perhaps the first in the nation)
 - v. Ramp up Move On When Ready, including faculty that teach in a classroom in a high school that looks like a CSU classroom
 - vi. Evolution of high school libraries: prototype on our campus where teachers are able to become familiar before going to schools
- F. Call for questions--none

III. Provost's comments and announcements (0:30 time stamp) – Tina Butcher

- A. Retention is up 2.1% this year—reflection of positive momentum
- B. Goal: 75% by 2020
- C. Graduation went down by 0.1%, which is in line with retention data from past years

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- D. Strategic Planning focus groups underway; electronic opportunity to contribute will also be available
- E. Spring graduation: May 12th (Friday) at 5 PM or 5:30 PM (COEHP), Saturday 10 AM (COLS), and Saturday 3 PM (COA/TCOBS). There will always be a ceremony with two colleges, which will be determined by the number of student participants from each college.
- F. Next week Tina Butcher goes to a system-level eCore meeting. eCore, along with Georgia Tech, is commissioning STEM courses tailored to Georgia Tech students but open to all students. Course descriptions will be distributed to appropriate departments for review and approval. Some courses will be an Area D lab course for non-STEM majors.
- G. Leadership Development Program for CSU faculty and staff: year-long fellowship program to develop leadership qualities in current role. Amanda Rees added that there will be some funds for faculty to cover participation in the summer, and there will be a problem to be solved as part of the program.

IV. Executive Officer's comments and announcements (19:24 time stamp) – Kim Shaw

- A. Thank you to people in the room
- B. Strategic Planning focus groups: 11/16 5-6 PM (both campuses) and 11/14 (specifically for Faculty Senators) Cunningham Center
- C. Please attend sessions for our Provost candidates. There is an online feedback site— access it by searching for Provost Search website, scroll down and click on link (website is also spelled out on audio file).

V. Standing Committees (22:25 time stamp)

- A. Women's Issues – Gail Jones
 - i. Sexual harassment: The committee plans to contact Human Resources to figure out process. There is a 24-page policy which is very clear in what is sexual harassment. The question is how is sexual harassment followed up?
 - ii. Lactation rooms: The committee has asked Eric Pittman, but there is no feedback yet on their locations on campus.
 - iii. Gender-balanced faculty awards: The committee is gathering data and will report back in a future senate meeting.
 - iv. Family maternity leave: Questions include: What is the policy? How do we decide how a person goes on leave? Who decides how load is handled? Do other faculty members get compensated for an overload? Frequently, a person goes on leave, but we still utilize them. Who can answer these questions?
 1. Brian Schwartz: I thought we had some designated lactation rooms
 2. Katey Hughes: I was told by Plant Operations that there was one in Richards and one in another building.
 3. Joy Thomas: I have directed people to a small room with an outlet.

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4. Ellen Martin: We need to identify someone to address these issues, or else they won't be dealt with.
 5. Kim McElveen: It seems like HR is the proper contact for several of these issues.
 6. Discussion about recommendations and who is responsible
 7. Informal recommendation from the committee: would like a lactation room in every building
 8. Joy Thomas: What are the standards and budget for identifying a room?
 9. Lashica Thomas: The rooms also need a sink, a chair, and a mini fridge.
 10. Gail Jones: The committee will come up with recommendations for lactation rooms. What should we do when it comes to recommendations for family maternity leave? Tina Butcher: I would start with HR and look at other policies in other institutions. Ellen Martin: We also need to look at how family maternity leave affects tenure and promotion timeline. Ellen Roberts: That's already in the policy. Diana Riser: You have the option to pause the timeline.
 11. Glenn Stokes: Sexual Harassment is now considered a Title IX issue, which is handled through BART. Chris Markwood: The Chancellor talked to President's Council about Title IX recently. I will lay out ideas at the President's Executive Committee for increasing competency and reporting, as well as faculty duty to report. We will then get information out to everyone on this extremely important issue.
 12. Tina Butcher: There will be a Title IX webinar on Thursday, November 17th from 2-3:30 PM, location TBA. Glenn Stokes: If you are sitting in this room, you are a mandatory reporter.
 13. Diana Riser: We still have some old policies floating around, so that is complicating several of these issues.
- B. International Education and Exchange – Becky Becker
- i. Handout provided
 - ii. The committee has met twice this semester so far; a third meeting is also scheduled.
 - iii. Outlined events and lectures this semester
 - iv. International Studies Certificate: 7 graduates in spring, 5 students in the fall capstone course
 - v. Outlined numbers of international students and study abroad enrollment as well as Amos Scholar
 - vi. Flags are in Schuster (thanks to donors) and more will be in CIE

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- vii. International Education week was in September
 - viii. Study abroad software (application management)
 - ix. Study abroad scholarships—more emphasis on essay
- C. Evaluation of Administrators – Shannon Godlove
- i. Presentation attached
 - ii. Last year, the committee never met and did not carry out the administrator evaluations
 - iii. How to make the evaluation system more effective? Outlined feedback from informal surveys (positive and negative)
 - iv. Recommendations from committee (handout)
 - 1. If it is true that some chairs are being evaluated twice, then Senate Committee should no longer administer evaluations for department chairs or program directors. The Senate Committee on Administrator Evaluations will continue to administer evaluations of Deans, Associate Deans, Assistant Deans, the Provost, and the President
 - 2. The Senate Committee on Administrator Evaluations will review the questions on the Administrator Evaluation Survey, seeking to further streamline, consolidate, or improve the wording or nature of the existing questions, and also seek to reduce the number of questions overall. Brian Schwartz: Are we currently evaluating Associate Deans and Assistant Deans? I think that's too many.
 - 3. What do people think about not administering evaluations to chairs and program directors? Brian Schwartz: I think we should continue to do both, since we don't get the feedback from both, and I have more confidence in the Senate's version. Neal McCrillis: It also doesn't account for administrators not in academic units (who should be evaluated). Chris Markwood: Since that's a performance evaluation, there would be great concern from a HR point of view about releasing that information. Diana Riser: I am concerned about double barrel questions—try to eliminate those. Manda Rees: Is it an assessment of the Director of the CIE or CIE itself? Neal McCrillis: There is not a faculty evaluation of the director (Provost evaluates director)
 - 4. The Senate Committee on Administrator Evaluations recommends moving the timeline of the evaluations up from March and April to late January or early February. Brian Schwartz: Our annual evaluations are due in January or February, so it would be difficult to do it at the same time. Discussion about optimal time and when

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annual evaluations are due (Amanda Rees, Brian Schwartz, Ellen Martin, Shannon Godlove)

5. The Senate Committee on Administrator Evaluations recommends (looking into possibly) changing the vehicle for the survey itself from Qualtrics to the EvaluationKit software CSU uses to conduct Student Course Evaluations. Diana Riser: Does EvaluationKit track IP addresses? Some faculty have been worried about that with Qualtrics. That might account for part of the low response rate
6. Krystal Kennel: What is the preferred name of the committee?
Shannon Godlove: I will survey the committee.

VI. Old Business (1:05:52 time stamp)

A. Academic Calendar Change Proposal discussion – Tina Butcher

- i. Handout provided
- ii. FAQs document emailed to faculty by prior to meeting
- iii. Changes/points of mention (FAQs document)
 1. January term courses—considered overload (for spring semester) in most circumstances. The courses offered will be pedagogically appropriate (determined by department chair and approved by the dean); bottleneck courses that are pedagogically sound and study abroad courses would be well suited for January term. Compensation will be paid at the rate of a part-time faculty member.
 2. Expectations of faculty members not teaching during this term: Week prior to the spring semester will be similar to week prior to fall semester. The remainder of that time in January—expectations for engagement are laid out in FAQs document. Department chairs should survey faculty members to determine who is interested.
 3. Student demand is yet to be determined. Students will have access to financial aid that they don't typically have in summer term. More students might be interested in study abroad courses (or others) as a result.
 4. No dual enrollment students will participate during January term.
 5. Four credit hours is the maximum (or six credit hours max for study abroad).
 6. Dr. Markwood has requested waiver of all state-mandated fees during January period.
 7. Markers for success outlined on document
 8. Tuition advantage: after 15 hours, no additional tuition cost (January + spring). If a student takes 15 hours in spring, and 3 hours in January, the tuition costs would be for 15 hours.
 9. Questions

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- a. Brian Schwartz: My major concern is shortening instructional time by one week in fall and spring semesters—potential harm for student learning and preparation. Comparing Spring 2017 to other USG institutions, I did not find any with January term, and our current schedule is in line with most of the USG institutions. Tina Butcher: I co-chaired system-level committee on calendar—we were all under the impression that 15 weeks was the instructional terms, but that number can be inclusive of the final. Brian Schwartz: Is that the best decision? How many students will enroll in January term? I think the shortening of the fall/spring semester could potentially harm a large number of students when it comes to further education and preparation and not benefit many. Chris Markwood (CM): In three states that moved to a 15-week inclusive of final exams, we found no evidence of harm in student performance. Further discussion included what we should measure and track.
- b. Amanda Rees: If January is part of spring term, then they wouldn't be paying any additional fees. Is it funding that keeps students from finishing quickly, or is it needing another term to add a three-hour class? \$500 extra to take the January term, right? (CM: as opposed to \$1300). Discussion proceeded between Amanda Rees and Chris Markwood regarding the cost differential.
- c. Neal McCrillis: This is really important for accessibility in international education. January term offers some options that we don't currently have, particularly the southern hemisphere. It will give us a greater capacity, and we will likely see an increase in students that do study abroad. I surveyed institutions on salary and received 19 responses. Ten do January terms; two do summer percentage equivalency; one does overload; the majority do in-load (with Spring semester). I think the salary issue will create a disincentive, so I encourage you to think about the option of in-load. Tina Butcher: Background on inload/overload—this stems from providing enough seats in spring term. Discussion on options ensued.
- d. Ellen Martin: Overload pay will be set, whereas summer-like compensation would vary. Have you considered the effects

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- on summer? Chris Markwood: In Wisconsin and Texas, we also included an August term. Our summers were growing at the time, so we didn't see a big impact. August was the least popular. Because of the lengths of the summer terms on this campus, we couldn't keep the same semester lengths. Ellen Martin: Have you thought about the same fee structure in summer? Chris Markwood: We can't eliminate the fees in the same way since summer pay wouldn't be supported. We are asking that summer fees be reduced by about \$300, so the cost of the same typical course in summer would be about \$990. Ellen Martin: Are there limits to how many courses a faculty member can teach in January term? I can see that coming in the future. Chris Markwood: I won't answer for the Provost, but I will say that I couldn't dream of teaching two.
- Tina Butcher: That's a good question to have on here.
- e. Diana Riser: Is four credit hours the same cap that's on Maymester? Tina Butcher: There isn't a cap on Maymester, which is problematic.
 - f. Patrick Jackson: Can you explain how this would grow the summer classes? Tina Butcher: The decrease in tuition in the summer would help increase enrollment. If Pell reinstates in the summer, that would also help.
 - g. Kevin Whalen: Clarification—four credit hours or only one course? Tina Butcher: Maximum is with credit hours, not number of courses. Dian Riser: Would people be allowed to teach online? TB: Yes, if it is allowed in Maymester. Amanda Rees: Can we put these clarifications out to faculty? Response—yes.
 - h. Amanda Rees: I would like to second Neal's comments on compensation. Overload compensation: \$3250 for three credit hours for a full-time faculty member.
 - i. Ellen Martin: Is there a limit to number of courses due to part-time budgets? Chris Markwood: No, this is new revenue, so it wouldn't be a burden. The Provost would get additional money to cover the cost for departments who don't have those funds.
 - j. Brian Schwartz: Could one person send the information to all the faculty? Tina Butcher: I will ask John Lester to send it out.
 - k. Kevin Whalen: I think it would be a positive idea for colleagues in Music.

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- l. Diana Riser: I think we would like to know more about the in-load possibility that Neal brought up.
- m. Neal Thomson: Paying a faculty member to teach in January is the same as paying an adjunct. Richard Baxter: The issue of equity comes up, balancing the revenue with equity among the faculty in various departments.
- n. Tina Butcher: The proposed schedule document—updated by John McElveen. Fall break (Proposed Fall Semester 2018)—room for one day plus five-day Thanksgiving break. Diana Riser: Should be a Tuesday or Thursday as well as Monday (because multiple Mondays are lost). Doesn't it have to balance out MWF with TR? John McElveen: Yes, that's true, we need to check the hours. Discussion on Saturday/graduation date issues.

VII. New Business (1:52:26 time stamp)

- A. Report from USG Faculty Council meeting – Neal Thomson
 - i. Handout provided (summary of meeting)
 - ii. President hiring without search committees. Gave Kennesaw as an example. Summarized discussion between council and Chancellor.
 - iii. Program prioritization and low enrollment programs—outlined process
 - iv. ADP will be replaced with One USG, which will include option to spread annual salary over 12 months
 - v. Find ways to reduce textbook costs
 - vi. Developing a system-level task force to look at workload and annual evaluation
 - vii. Decline of number of teaching faculty system-wide relative to budget and number of students
 - viii. AAUP report
 - ix. Retiree Council representative—negative changes to health insurance
 - x. Staff Council report
 - xi. Changes to health insurance—fixed contribution by the system (no commitment that they would not reduce the percentage)
 - xii. Dual-function university (problems created by merging colleges and state universities). Defining faculty as either access (5/5 load) or research (3/3 or 4/4)
 - xiii. USGFC wants a link to current faculty handbook of each institution
 - xiv. Proposal: allow in-state tuition for undocumented immigrants. Want feedback from individual faculty senates (future senate agenda item).
 - xv. Guns on Campus bill status—expect it will come up every year. The University System has not been able to take a stance against it because one

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of the sponsors of the bill is also on the committee in charge of university funding (concerned about retaliation and reduction in funding if the System strongly opposes it).

- xvi. At least two universities have been able to switch to MW and TR classes with Fridays reserved for meetings

Agenda Items tabled until December meeting

- Faculty Awards and Recognition Committee creation – Glenn Stokes
- Creation of online process for Committee Assignment – Glenn Stokes
- Terminate the Development and Improvements Committee – Glenn Stokes
- Athletics Committee – change in structure – Glenn Stokes

Meeting adjourned at 5:07 PM