

September 12, 2016

Faculty Senate Meeting
Minutes

Members Present: Rajeev Dabke, Michael Dentzau, Sherika Derico, Rania Hodhod, Katey Hughes, Patrick Jackson, Michelle Jones, Krystal Kennel, Tesa Leonce, Laurence Marsh, Ellen Martin, Chris McCollough, Clay Nicks, Carolina Pelaez-Morales, Andrew Puckett, Amanda Rees, Brian Schwartz, Kim Shaw, Rylan Steele, Richard Stephens, Joy Thomas, Neal Thomson, Alan Tidwell, Orion Wertz, Kevin Whalen

Guests Present: Craig Burgess, Tina Butcher, Joelle Bonamy, Mary Covington, Farrel Dobbins, Rus Drew, Zane Everitt, John Finley, Linda Hadley, Frank Hardymon, Casey Hergett, Daniel Holt, Greg Hudgison, Susan Lovell, Michele McCrillis, Eric Pittman, Ellen Roberts, Stephanie Speer, Dee Spivey, Uma Sridharan, Glenn Stokes, Tara Underwood, Wayne Van Ellis

- I. **Call to order at 3:01 PM**
- II. **President's comments and announcements** (Not present)
- III. **Provost's comments and announcements**
 - A. Salary Study has met (Frank Hardymon, Stephanie da Silva, Alan Tidwell)
 - B. Graduation
 1. Proposal to move it back to main campus (Lumpkin Center)
 2. Would require multiple ceremonies
 3. Reasons include: Civic Center is now more expensive, and we are running out of space there
 - C. Strategic Planning Committee
 1. Letters went out to invite individuals
 2. First meeting scheduled for September 14
 - D. Transition from President's Cabinet and Complete College Georgia Council (CCGC) to President's Student Success Council
 1. Will take over duties of the CCGC
 2. Vetting college completion initiatives and agendas
 - E. First Year Convocation was well attended—thanks to all who attended and/or encouraged students to attend
 - F. Graduate School Conference: November 2-3 at Cunningham Center
 1. Deadline for proposals: 9/23
 2. Deadline for presenters to register: 9/30
 3. Will include 3 minute thesis presentation competition
 - G. Won't be at some upcoming senate meetings due to travel, so please don't wait for Faculty Senate meeting to ask question or concern
- IV. **Executive Officer's comments and announcements** (7:40 time stamp)
 - A. Some people are not in attendance today due to Jim Blanchard Leadership Forum
 - B. Laurie Jones will send Kim an overview of how raises were distributed last year by September 19 for distribution to senators (will be an October meeting agenda item)

V. Standing Committees (37:53 time stamp)

- A. Writing Center Advisory Committee (Eliot Rendleman)
 - 1. Proposal/recommendation: Dissolve Writing Center Advisory Committee and develops the Academic Support Advisory Committee
 - 2. Outlined responsibilities and proposed committee composition (including faculty members from the departments offering classes covered by tutoring center as well as administrators of developmental/tutoring centers, Lisa Shaw, and two students)
 - 3. Neal Thomson: recommend having at least one representative from each of the colleges.
 - 4. Motion (Eliot Rendleman, on behalf of the Writing Center Advisory Committee): dissolve Writing Center Advisory Committee and create new Academic Support Advisory Committee with representation as determined by the Committee on Committees. Motion passed 22-0 with 0 abstentions.
- B. TaLE Committee Report – Michele McCrillis, Interim Chair (15:15 time stamp)
 - 1. PPT presentation (found in supporting documents)
 - 2. Mission stated
 - 3. Committee work during the past year included New Faculty Orientation reorganization, new teaching and learning travel grants (including 10 faculty who attended pedagogy-focused conferences, faculty visit to UNC-Wilmington, revitalization of book circles, winter symposium (80 faculty participated)
 - 4. Academic year 2015-2016 new projects
 - a. Planning/Welcome Week – tie-in to QEP
 - b. New faculty seminar series (year-long)
 - c. Spring implementation of teaching/learning grants
 - d. Changes to faculty awards – including name changes in order to better explain the award and encourage people to apply; new award: International Educator of the Year Award
- C. Committee on Committees member vote
 - 1. Member needed to replace Linda Jones who retired
 - 2. Self nomination: Laurence Marsh
 - 3. Vote: 21-0 with 1 abstention to elect Laurence Marsh to Committee on Committees.

VI. Old Business

- A. UITS Fall 2016 Technology Readiness Plan – Mary Covington (24:53 minute time stamp)
 - 1. Word document (found in supporting documents)
 - 2. New program in the works to lease laptops to faculty and students through library
 - 3. Kaltura replaces Tegrity: Can be used for live streaming in addition to what Tegrity did
 - 4. CougarNet Portal Update

5. Stanley 205 update
 6. Arnold Hall Renovation
 7. New eQuest upgrade – will still be called eQuest but through a different company, more user friendly, better reporting
 8. Atomic Learning
 - a. Over 200 software training modules available for faculty/staff/students
 - b. Found on UITS site
 9. Question (Rajeev Dabke): Can you link Kaltura to CougarView? Answer: yes, COOL can show you how to do it
- B. Further Questions on academic fees – Frank Hardymon (32:35 time stamp)
1. Kim Shaw: There was a question about why some salaries are on state lines vs. tuition-funded? Frank Hardymon (FH): Likely reflecting changes in state appropriations at that time; no impact on merit allocations from the state, etc.
 2. Rylan Steele (RS): Any further discussion on fees for this cycle? FH: January 22 is deadline. There have been no further instructions from the state. His office will get the forms to the deans in the next few weeks so that what we want conveyed to USG is included. RS: So this is an annual requirement? FH: Yes. This upcoming year we will propose what we already proposed.
 3. Brian Schwartz: When you say propose, do you say propose for deletion? FH: No. For example, English part-time salaries ties to fees were not submitted, so those will be submitted this year.
 4. Clay Nicks: Can you clarify what was involved in not submitting some courses? FH: There were 700 course fees we looked at, and we had vague guidelines from the USG. We asked other CFOs from around the state, and no one really wanted to share information; therefore, not many guidelines. The only specific directive was that fees could not fund salaries. We submitted part-time lab assistants and didn't turn in ones that were funding operating expenses.
 5. Ellen Martin: Is it possible that if they were looking at salaries on tuition money that that was confused with fees? FH: I don't think they looked too hard (given the April board meeting deadline). Therefore, if there was a fee that other schools didn't have, then they didn't approve it).

VII. New Business

- A. Updates on Cougar Alert System – Casey Hergett (42:25 time stamp)
1. No greater priority than the physical safety of everyone on this campus; CougarAlert is absolutely critical and is the system we use to notify the campus community in the case of an incident
 2. Found that we had a bad process in place; we got it right every time but one. We have re-tooled that process to include as little human intervention as possible. Old process: getting extract out of ADP, cleaned up, manual work required before importing it to CougarAlert. New process: CougarAlert system is now exposed to faculty and staff—can go in any time and

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add/remove numbers. In addition, working on a process of multiple layers of verification and then reaching out to individuals who don't have numbers in the system. Working with Human Resources and University Police; several layers of checks and balances so that in the event of an emergency, everyone is notified as quickly as possible

- a. Rylan Steele (RS): One student attacked another student in his class; he wasn't notified until 30 minutes before the class started (notified by another student); contacted Chip Reese; was told that University Police would meet him at the class, but they were not present. Rus Drew (RD): Very sorry for this situation; we need to have a conversation in order to discuss this specific incident soon. RS: Our system needs to address notification. RD: Yes, there were limitations with the mass communication that are not being addressed. But I want to be careful that I don't create expectations that we can't meet. RS: Yes, but this seems like a significant issue that involved a student and an advisee. I was scared to go to class. It seems like a major communication breakdown to me. RD: We can definitely look back into that.
- b. Tesa Leonce: Follow-up regarding BART: Once we submit a BART, is there an opportunity for faculty to add input for consideration in order for a student to return to class? RD: BART has a faculty representative and rep from Academic Affairs. Yes, I would think the faculty input would be a good part of that process. I can't speak for Dean Reese. FERPA is set up so if there is an emergency, we have waivers to deal with individual cases. But the further we get from the emergency, we have limitations on what we can share outside of the committee. But good thought on getting the individual faculty member's input.
- c. Rylan Steele: Had I not heard it from another student, the first time I would have heard about it would be in the paper.
- d. Neal Thomson: On August 31, I did not receive a phone message, but I did receive an all clear on my cell phone. I walked from CCT to CIE for lunch, which was likely in the path of the person with the gun. There was a message to the home phone, but I know the cell phone number was right since I got the all clear call.
- e. Brian Schwartz: Was there an attempt to notify us about the shot fired at Courtyard 1 other than email? RD: That one was my fault. When officers arrived, it was determined that the suspects had left the scene, so it wasn't an ongoing threat. There is a certain requirement of an ongoing threat vs. timely warning. When we determined that the threat had left the area, it transitioned from an emergency notification- to timely warning. At 2 AM, and with conversations with University Relations, we sent the message through CougarAlert (email). In the future, we will use CougarNet email instead of through the CougarAlert system.

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- f. Ellen Martin (EM): There seems to be a lack of understanding in the CougarAlert system notification and what specifically constitutes a lockdown situation? RD: If we were able to determine that our concern was just one building, then no campus-wide lockdown. It didn't help that the news outlet mistakenly changed to active shooter, which was not true. EM: And then we had parents getting notification that then text students. RD: Yes, that will be an issue with notification. Emergency notification is there for manmade disasters, too.
 - g. Kim Shaw: Would you walk us through process of what happens when you receive notification? RD: Quick assessment that has to be made when notification is given and then has to be sent out. DOE is clear: it's not the quality of information; the importance is the timeliness
 - h. Katey Hughes: It would be helpful to have regular updates during an event, say every 30 minutes. RD: Social media, run by University Relations, is the main way of updating as the situation continues.
 - i. Richard Stevens: Was there a phone call that went out with the gun in Clearview? Casey Hergett (CH): The error occurred the night before. We essentially would take the file from ADP and upload the information to CougarAlert. The phone number field did not line up—it was all blank. The next day, it was in that state when the incident happened. Neal Thomson: I want to restate that I got the All Clear call but not the initial call. CH: I can look back into specific numbers for an event to see if that number was called. There will always be a handful of numbers that were busy/voicemail/mobile carrier problems doesn't pick up/etc. It is not perfect, but it's close. I can check on that specific reason.
 - j. If there are further concerns, please let Chief Drew know
 - k. Casey Hergett: In CougarNet there is a CougarAlert tab that will let you get directly into your settings. I encourage you to do that. Andrew Puckett: I just tried to do it on my phone, and it sent me to a search page. CH: Yes, that can happen with mobile browsers, so please do it on the computer.
- B. Update on Campus Construction projects – Eric Pittman (1:12:45 time stamp)
- 1. PPT presentation (found in supporting documents)
 - 2. Arnold Hall
 - a. 1 week away from being completely done – only a few pieces of furniture, a few locks, and minor technical issues remain
 - b. Lecture hall is the same space but much better
 - c. New finishes/bright colors that complement Howard Hall
 - 3. P-3 Housing (named Clearview Hall in interim)
 - a. One of 9 projects in the system that was part of public-private partnerships. This model will continue in USG in the future, perhaps with parking structures.

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- b. Turned out amazingly like artist rendering; please take a look at the building; positive feedback from students
- 4. LeNoir Hall
 - a. Design/development phase – getting ready to present it to system office
 - b. 6 new labs in new building, 2 new labs in renovated space, 8 renovated labs, cosmetic renovation to corridors and common areas, new student spaces
 - c. Tentatively will begin in 2017 (aiming for December; begin construction in late January/early February)
- 5. Ledger-Enquirer Project (Education/Nursing)
 - a. Project completion this year
 - b. Expected classes to start in the spring
- 6. Schwob Library Renovation
 - a. Revised proposal for FY 2018 (will be 3rd year in a row)
 - b. Very high priority project for CSU and USG
- 7. Thus, we will have moved through the master plan in about 5 years; we can then move on to next phase
- 8. Amanda Rees: Is that the last of the plans for now? Eric Pittman (EP): there is an infrastructure project in mind for \$4 million to update our fiber optic inner ring that will be pushed to next year.
- 9. Alan Tidwell: Seems like our biggest competitive advantage is our downtown campus. Is there any plan to expand student housing downtown? EP: A lot of what we own down there is through the foundation funds. It's an expensive investment downtown, and the state isn't necessarily interested unless there is a screaming deal. Long-range, yes, there is an opportunity for expansion and growth downtown, but in the short-term, no.
- 10. Patrick Jackson (PJ): Will library project also include the demolition of Woodall? EP: Yes, it is included in that project. It's a question of getting people out of that building rather than the relatively small cost. PJ: Does Arnold completion in the week include the blinds? EP: No, the cost cutting included the window treatments. I've turned that over to Mr. Medlock to work with the \$15,000 budget
- C. Salary Study task force: preliminary update – Alan Tidwell (1:33:45 time stamp)
 - 1. August 21: first meeting
 - 2. Data plan: Will be categorized by college and department. The committee will have access to CUPA FY 15 data. CSU salaries will be compared to this data based on discipline, rank, and experience; taking into account enrollment size, and budget size – identifying 8 peer institutions for comparison. Gender study will then be conducted. Staff salaries will then be evaluated. The committee is meeting this Thursday to narrow schools down to a workable list.

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3. Tesa Leonce: Are you controlling for cost of living? A: Yes, that will be included (as well as many other factors)
4. One positive is that this data can be updated annually
5. Amanda Rees: So this is a very different model than we used before, Kim?
Kim Shaw: It seems like we are looking at relevant pieces of information with this plan.
6. Brian Schwartz: Is there a reason we wouldn't update it annually? Frank Hardyman: Getting CUPA annually will not be a problem, and we would need to access ADP data each year.
7. Rajeev Dabke: Will specific salaries be identified/targeted for changes? A: Yes, the goal is to identify inequities and plan from there.
- D. USGFC – meeting on October 28: need replacement for Brian Schwartz (meeting of USG senate representatives) (1:42 time stamp)
 1. Meeting will be in Albany, mileage should be covered
 2. Brian Schwartz: I think we can send a former senator if a current senator can't attend
 3. Neal Thomson volunteered
- E. Contract Routing Form -- Craig Burgess (1:45:00 time stamp)
 1. Handout provided (found in supporting documents)
 2. Would like to implement a contract review process; right now, there is not a specific process
 3. Almost every institution in GA has a review process; want a formalized process in place so that by the time it reaches his office, you know it has been properly vetted
 4. Form (handout) is a tiered process that includes different positions (dept chair/director through President)
 5. Georgia law: if a contract is not properly approved through different entities, you can be held personally liable)
 6. Contact Craig Burgess with any questions/concerns
 7. Amanda Rees: Should it be paperless? Craig Burgess (CB): There is software out there that can allow for paperless, but we don't have in place now. Once approved, the form will go on a website (TBD).
 8. Joy Thomas: Will there be a standard process for MOUs? CB: No, there will be standard terms, but now MOUs are an ad hoc process. He will assist in drafting it.
 9. Michael Dentzau: How do you define purchase of goods/services? This shouldn't involve using a credit card. CB: any time you are purchasing goods over \$5,000, it needs to go through purchasing services. There will be a level well above that Dr. Markwood will need to review.
 10. Joy Thomas: Does this need to be submitted prior to grant approval? CB: Following the grant approval in most cases, though there can be exceptions.

Agenda Items tabled until October meeting

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- Center for International Education: International Student Convocation
(representative not present)

Meeting adjourned (1:57:22 time stamp)