

December 05, 2016

## Faculty Senate Meeting Minutes

**Members Present:** Alison Cook, Rajeev Dabke, Lisa Frander, Katey Hughes, Patrick Jackson, Michelle Jones, Krystal Kennel, Chris Markwood, Ellen Martin, Chris McCollough, Clay Nicks, Yesem Peker, Carolina Pelaez-Morales, Andrew Puckett, Amanda Rees, Brian Schwartz, Kim Shaw, Neal Thomson, Kevin Whalen

**Guests Present:** Richard Baxter, Alicia Bryan, Mary Covington, John Finley, Mark Flynn, Deidre Green, Linda Hadley, Byron Harris, Laurie Jones, Neal McCrillis, John McElveen, Cody Meshes, Masako Okura, Ellen Roberts, Dennis Rome, Clifton Ruehl, Gina Sheeks, Stephanie Speer, Uma Sridharan, Glenn Stokes, Lashica Thomas, Amy Thornton, Brian Tyo, Tara Underwood, Wayne Van Ellis

**I. Call to order at 3:01 PM**

**II. President's comments and announcements – Chris Markwood (:20 time stamp)**

- A. SACS meeting in Atlanta (in progress)—reaccreditation vote results will be announced tomorrow

**III. Provost's comments and announcements – Glenn Stokes (1:22 time stamp)**

- A. Grades are due Wednesday by noon. Grades must be submitted on time to CougarNet.
- B. Reminder: graduation is Saturday at 4 PM at the Civic Center.
- C. Welcome Back: Wednesday, January 4<sup>th</sup> 10 AM – 2 PM
- D. Thursday: no scheduled events for faculty
- E. Friday: Opening of Frank Brown Hall
- F. Course evaluations: system is closed now for the semester (50% response rate).
- G. COOL Center: extended hours first week of January; new RiverPark Campus location
- H. QEP: new website, 12/10 is the grants/stipends deadline

**IV. Executive Officer's comments and announcements (5:05 time stamp)**

- A. Reminder about Strategic Plan online survey

**V. Standing Committees (5:45 time stamp)**

- A. Sustainability Committee – Byron Harris
  1. Created a full-time sustainability position (Cody Meshes—CSU Environmental Science graduate)
  2. Website lists ways to collect/pickup materials; tracks recycling  
10/15 -10/16: collected 38 tons of cardboard; recycle toner cartridges

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3. CSU students will be involved in sustainability program
4. 23 AEDs located throughout campus
5. Listed grants statuses
6. 30 water bottle stations throughout campus
7. One CSU Day scheduled for 4/5 at clocktower
8. Questions--none

### B. Readmission Appeals Committee – Clifton Ruehl

1. Attachment distributed
2. Committee has met a couple of times this semester and is meeting this week
3. Summer 2016: Saw 13 candidates; allowed 9 to come back
4. Fall 2016: readmitted 8 of 14 who applied for readmission (43% of the students that applied failed to show up for meeting)
5. Encouraged students to meet with mentors and go to tutoring/establish good study habits while taking a limited number of classes. Once they have positive success, encourage them to take more classes.
6. Questions
  1. Neal Thomson: Do we track the success of students who are readmitted?
    - a. CR: Looking at that now. The preliminary look suggests that the ones that followed advice of committee show good progress
  2. Clay Nicks: It says that those who have been excluded sit out. Don't we have an exclusion override for that process? CR: I will check with Sunae. Ellen Martin: Is that appeal before or after this committee? CR: We don't see them until after two exclusions. EM: I think the committee is heavily skewed in one direction, so I would ask Krystal Kennel to look at that. And these are two-year appointments? CR: Yes. Krystal and I should sit down to look at the committee list.

### C. Women's Issues Committee – Alicia Bryan

1. Documents attached
2. Charged by the Faculty Senate to investigate 5 different tasks:

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1. Sexual harassment policies
  - a. CSU adopted guidelines from BOR. Committee believes grievance process instructions should be prominent and in clear, simple language on CSU website, taking into account of psychological state of the victim.
  - b. Title IX Coordinator: The committee is concerned about a potential conflict of interest. According to the document distributed, Title IX Coordinator should not be an employee whose other job responsibilities may pose a conflict of interest. Committee would like to see changes to website and have a non-partisan Title IX Coordinator.
2. Family leave and maternity leave policies: CSU is in compliance by providing the basic accommodations. Sick leave and annual leave taken count towards the 12 week leave under FMLA. Other instructors are asked to take on other courses and may receive overload pay. Ultimately, outcome is dependent on what the department provides. Committee would like to see improvements on policies outside of FMLA by looking at other institution best practices: i.e., extension of unpaid leave to 4 months (or at least a semester); repayment of sick leave over a 3-year period (University of Florida model)
3. Gender balance and faculty awards (over the past decade): Current focus is to review faculty service award, research and scholarship awards, faculty development awards, and sabbatical.
4. Lactation rooms: ACA includes reasonable break time to express milk and a private space, other than a break room. Current availability for faculty: offices (none for staff/students). Faculty offices don't always meet the guidelines. Recommend a task force be created to look at these issues. Proposed composition and charge is included in the attachment.

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5. Salary equity study: Task force is currently underway (outside of this committee). Would like to see included: average contractual salaries by College, separated by gender; the average monthly salaries for staff by job category or unit, separated by gender.
6. Summary
  - a. Sexual harassment policies website reorganization
  - b. Appointing non-partisan Title IX Coordinator
  - c. Standardized policy of instructor
  - d. Improvements of CSU leave policy outside of sick leave and FMLA
  - e. Establishment of task force on lactation rooms
  - f. Inclusion of contractual salaries separated by college and job unit, separated by gender
7. Questions
  - a. Laurie Jones: Leave is governed by BOR policy. We do a little more than other campuses. We do try to be flexible with more than 12 weeks, depending on the situation. We are willing to work with people to help communicate and help people understand.
  - b. Brian Schwartz (BS): Title IX Coordinator—Director of HR is not listed as one that may have a conflict of interest. AB: From the committee's perspective, we were looking at the terminal decision maker. There was a recent case where female faculty member was harassed, but nothing was done. It was presented to the department chair who had an adverse reaction to bringing up that information. In another case, we were concerned that the name of a student involved with a recent case was released publically, so we feel it is important for one person to have that job. BS: Who would that be? Chris Markwood (CM): We would hire that person, and the BOR would like all universities to move in that

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direction. It may take us a year or so, but the hiring of that person is a priority.

- c. Laurie Jones (LJ): To the point about someone going to a chair, I want everyone to know that they can come directly to one of the deputy directors or me or Dr. Markwood. We should be receptive to any and all concerns, and I don't want anyone to feel like they are not heard. We have been lucky to have receptive presidents, and I've always felt able to go straight to that person. CM: We are very fortunate to have the caliber of Title IX experience, knowledge, and initiative in HR Director. She has done a fabulous job in that role. Alicia Bryan: That was the point we should make, that it should avoid all the appearances of conflict of interest. The process listed on the website needs to be specific.
- d. Masako Okura (MO): We do report, but the problem in Title IX is the investigation part. Referred to the Kyle Christensen case and another case with what was reported and what happened/did not happen as a result. Brief discussion between LJ and MO on the two cases. LJ: I'm not aware of anything that's been reported but not investigated. If you give me the details, I will check on that.
- e. Glenn Stokes: We have a sick leave bank. Can we designate it to maternity care if we donate it? LJ: No, you can't specifically designate it. GS: Can someone use it for maternity leave? LJ: I think it was for a catastrophic illness, but I would have to double check.
- f. Yesem Peker: I did report a case of harassment from a student, but nothing ever came of it. That student graduated, and I never want that to happen again. There is something that needs to happen with the investigation process.

### **VI. Old Business (36:25 time stamp)**

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- A. Creation of online process for Committee Assignment – Glenn Stokes
  - 1. Presentation attached
  - 2. Some faculty members have been on committees for a long time, which limits the opportunities for newer faculty members. Develop Google Form with committee vacancies; pick top 3 choices; option for leadership; committee assignments by April to plan for next academic year
  - 3. Looking at committees with limited terms (we are not abiding by this policy)
  - 4. Faculty Handbook Committee needs to update handbook
- B. Termination of Developments and Improvements Committee – Glenn Stokes
  - 1. Presentation attached
  - 2. The charge of the committee has been done by the master plan and/or the facilities and safety committee
  - 3. Committee has not met since 2009.
  - 4. The committee met and voted to resolve the committee
- C. Faculty Awards and Recognition Committee creation – Glenn Stokes
  - 1. Presentation attached
  - 2. Current: Deans provided Ellen Roberts with names of faculty to consider
  - 3. New committee would consider nominations and look for diversity of disciplines
  - 4. Committee composition outlined
- D. Intercollegiate Athletics Council – proposed structure change – Glenn Stokes
  - 1. Presentation attached
  - 2. To replace Athletics Committee
  - 3. Charge and membership outlined
  - 4. State/system requires that at least half of the voting members be students (since the committee decides on changes to athletics fees).
  - 5. We are required to interview every exiting student athlete, so this committee would be an appropriate point.
  - 6. Questions
    - 1. Neal Thomson: Is there a point of concern about FERPA violations with so many students on the committee? Glenn Stokes: We would

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never look at individual student records (data would be retention/progression-related). Need to consider language on gender—maybe say opposite sex instead.

2. Ellen Martin: Problem with only a one-year term for student—a senior on their way out may vote a different way than someone who would be returning.
3. Brian Schwartz: Two members from SAAC—are they students? Wouldn't they be serving two-year terms? If requiring opposite gender, wouldn't that create a potential problem to lock us in? GS: Yes, I see that potential problem.
4. Neal Thomson: Depending on who attends the meetings, you could have votes that include no faculty. GS: Yes, that's correct.
5. Guest: Does the committee have the power to create new fees? GS: It can only recommend a change to the Athletics fee.

### E. Academic Calendar Change Proposal – vote (57:40 time stamp)

1. Draft motion distributed by Kim Shaw (attached)
2. Kim Shaw read draft of motion
3. Amanda Rees: Length of the Fall Break? John McElveen (JM): You can do a two-day fall break (either MT or RF). The other change: Starting the full Spring semester on a Monday. The January term final would be on Saturday instead of Monday so that we can start the Spring term on the following Monday. Chris Markwood: Fall break does not shorten the instructional period, just pushes it back. Andy Puckett: Would there be a two day fall break plus full week Thanksgiving? JM: We could not avoid Saturday finals in Fall 2018; there will be years when we can avoid that. Katey Hughes: I heard concern about grades for January term being due the day after the final. JM: There will be a chance to look at that and resolve a potential problem.
4. Rajeev Dabke: The final will be Saturday and the full term will start Monday? JM: Yes, that's correct.
5. Yesem Peker: What about a course taken in January that is a prerequisite for a full-time Spring course? JM: We just have to work with the students. There

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are times that we have to back a student out of a class when they don't pass a prerequisite course. So it is possible to have that situation.

6. Brian Schwartz: I'm still concerned about the reduced instruction time. Reduced instruction time will lead to less learning, and the benefits will only be extended to a small population of students. I do recognize some benefits of January term, but I think that the detriment of reduced time to all students outweighs that. Chris Markwood (CM): I don't want to minimize Brian's concerns. Having made that transition myself, there were those same concerns. I didn't see as a faculty member that there was a loss of learning, and we didn't experience it or see it in those two campuses. I think that if we move forward with this, then we will have the data collected to examine it.
7. Alan Tidwell (AT): The overload pay seems low. At UGA, they pay \$9000 per 3 credit hour course. When was the last time our overload was benchmarked to see if it is an appropriate rate? Has this been addressed/discussed before? Is this something the Faculty Salary Committee could consider as well? CM: My guess is that it is benchmarked against the adjunct rate? I don't know when the adjunct rate was last reviewed? AT: The concern would be that the students get what they paid for—the faculty should also get compensated at the market rate. Kim Shaw: It does seem like that would be an appropriate task for the Salary Committee.
8. Alison Cook: When I was an undergraduate, my campus went from a 16 to 15 week. I changed majors, and the January term helped me graduate faster, and I took courses that I normally wouldn't have taken. I know a number of students enter in one major and change to another.
9. Ellen Martin (EM): Brian, I think your concern is valid, but people are charged with designing courses, and there are courses that are being taught in three weeks. Brian Schwartz (BS): I fill that 16 week semester with content, and what am I going to take away? I'm already struggling to figure out which chapters to eliminate. EM: Then you're going to have to flip. BS: No, it's already flipped. That entire course is flipped.



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10. Neal Thomson: We used to do it in 10 weeks. BS: Those were different courses. For example, chemistry 1&2 was chemistry 1,2&3. EM: People are fitting that content into whatever semester they want to call it. BS: I think sometimes it's the convenience of the instructor; i.e. teaching a course in Maymester when it's not pedagogically appropriate. Neal Thomson: The way we did the conversion of courses from quarter to semester, we now require more courses than we did.

11. Kim Shaw: I made a motion that we've been discussing (distributed at the beginning of the meeting—see attached); we would need a second. Seconded by Alan Tidwell.

Vote: 11 in favor; 5 opposed (11-5); motion passes

### **VII. New Business (1:20 time stamp)**

#### A. Proposed Senate Budget Committee – Kim Shaw

1. Draft motion is attached

2. Draft form of a motion: intention is to discuss today and vote in January.

3. Dr. Markwood would like more faculty input in the budget process.

4. Kim Shaw outlined proposed charge and composition.

5. Comments and questions

1. Chris Markwood: I think it's very important to have a way to interact with faculty senate and to have faculty on the senate who understand budget issues. It also gives a group to sound off and discuss issues related to budget. I've seen it work very successfully with keeping up with faculty salary data and opening lines of communication related to the university budget.

2. Lashica Thomas: Where does Staff Council fit into this new committee so that they are still at the table when discussing the budget? Kim Shaw: That is something I've been struggling with. You and I should meet and come up with something that will appropriately deal with this.

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3. Neal Thomson: My concern is with one-year terms. We should consider staggered two-year terms so everyone isn't green each year.
4. Yesem Peker (YP): What time of budget items will they consider? What is the intention? Chris Markwood (CM): To begin to serve as that information conduit. What concerns do faculty have, and what does senate want to know about the budget? YP: Are these people expected to communicate with chairs and bring concerns? I don't communicate with other departments in my college about their budget. Is that an expectation of someone on this committee? Kim Shaw: Not necessarily—the idea is to bring faculty membership to the budget advisory process. You can certainly bring concerns you hear, but you won't be responsible for contacting chairs.
5. Ellen Martin: Don't we have a budget committee that does some of this? CM: From what I understand, that existing committee is more informational rather than conversational. The new committee would be a point of contact for faculty to share concerns and be involved.
6. Chris McCollough: Comment on Part 2A: How do we ensure equity of faculty senate representation across colleges?
7. Neal Thomson: I've heard rumors that there is a difference between CSU and other universities about percentage of budget that goes to non-instructional personnel. This committee would be a good place to look at that type of task.
8. Amanda Rees: So we're expecting a revised motion in January? Kim Shaw: Yes, the intent is to bring forward a revised motion in January. If you hear about other suggestions, please contact a member of the Executive Committee.

### **VIII. Other Business (1:31:15 time stamp)**

- A. Neal Thomson: Request to add undocumented immigrant item to January agenda so that we can have a response to take to USGFC spring meeting. Kim Shaw: Yes, we can.

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Meeting adjourned at 4:33 PM