

February 06, 2017

## Faculty Senate Meeting Minutes

**Members Present:** Tina Butcher, Alison Cook, Michael Dentzau, Sherico Derico, Katey Hughes, Patrick Jackson, Michelle Jones, Krystal Kennel, Tesa Leonce, Chris Markwood, Laurence Marsh, Ellen Martin, Chris McCollough, Clay Nicks, Yesem Peker, Carolina Pelaez-Morales, Amanda Rees, Diana Riser, Brian Schwartz, Kim Shaw, Richard Stephens, Joy Thomas, Neal Thomson, Kevin Whalen

**Guests Present:** Ric Barrow, Richard Baxter, John Finley, Mark Flynn, Frank Hardymon, Joseph Jones, Laurie Jones, Mary LeVan, Kimberly McElveen, Amy Parsons, Ellen Roberts, Dennis Rome, Gina Sheeks, Stephanie Speer, Glenn Stokes, Lashica Thomas, Amy Thornton, Cindy Ticknor, Tara Underwood, Wayne Van Ellis

**I. Call to order at 3:02 PM**

**II. President's comments and announcements (00:05:00 time stamp) – Chris Markwood**

- a. Apologized for late arrival—the elevator is not functional.
- b. The Provost search has been relaunched with the same committee and the same consultant. Two intentional outreach strategies from the consultant will be to qualified candidates from programs such as The University System of Georgia Leadership Development program and the American Association of State Colleges and Universities provost-level development program. The hope is to bring in candidates by late spring (prior to finals).
- c. Policies and Procedures Task Force is underway. The focus is to bring together policies and procedures into one location. We have templates from other institutions, and we know what USG and SACS wants us to have.
- d. Columbus Day at the Capitol (a change from CSU Day at the Capitol in past years): Feedback was tremendous.
- e. Enrollment management consultant will be on campus in order to align processes and procedures into the best practices.
- f. Legislative session time has begun. Items that directly impact us include budget requests, campus carry, Title IX investigations, and tuition considerations. Thank you to members of our delegation.

**III. Provost's comments and announcements (00:00:16 time stamp) – Tina Butcher**

- a. Course management system change: Course Leaf will replace CurricuNet. Details on transition will be forthcoming.
- b. Reminder to complete iSurvey by February 10. Please remind students as well.
- c. Student engagement survey will start soon. The faculty survey on student engagement will begin March 28.
- d. Two events
  - i. February 16: reception for Neal McCrillis in this room (3-5 PM)

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- ii. February 20: Karen Allen will be in University Hall to discuss *The Heart is a Lonely Hunter* and her short film. Please encourage first-year students in particular to come.

#### IV. Executive Officer's comments and announcements (00:11:20 time stamp)

- a. Strategic Planning process: The committee has been sent the feedback and surveys. We will discuss the vision and "CSU will become a . . ." statement. Kim Shaw then read the current working statement. Tina Butcher clarified where the current statement is located. Neal Thomson: On what metric will we be top ten ranked (i.e. regional, national, etc.)? Chris Markwood, Kim Shaw, and Neal Thomson briefly discussed that question.

#### V. Standing Committees (00:15:15 time stamp)

- a. Committee on Committees – Krystal Kennel
  - i. Proposal: Academic Support Advisory Committee (to replace the Writing Center Committee). The idea was originally presented by Eliot Rendleman at a previous Faculty Senate meeting. Two changes on the handout: Psychology has been moved to "b", and Biology and Chemistry have been removed since they are part of Natural Sciences. Krystal Kennel showed a comparison of the old and new proposed committees. Richard Stephens: Philosophy is no longer in the same department as Mathematics. Brian Schwartz: Earth and Space Sciences are part of Natural Sciences, too. Manda Rees and Alan Tidwell discussed the representation in the DATCOB.
  - ii. Recommendation for the Committee on Committees to be added to the Faculty Handbook. Neal Thomson: Is that the current makeup of the committee? Krystal Kennel: Yes. Neal Thomson: Should we add staggered membership? Krystal Kennel: Yes, we will add that.
  - iii. Recommendation: Use the Institutional and Senate Committee selection process created by Glenn Stokes to fill Senate Committee Positions. This would be implemented this semester. We did ask Glenn Stokes to add a place for rank so that junior faculty and tenure-track faculty will have preference. Ellen Martin: Did you add the number of years that you have served on that committee.
  - iv. **Motion: Proposal and recommendations as outlined on handout (see attachment).**  
**Moved: Committee on Committees**  
**Motion passes: 18 approved [Approved Motion 201703]**
- b. Faculty Handbook Advisory Committee – Alison Cook
  - i. Committee met January 12, thank you to Glenn Stokes for guidance. She went through all Faculty Senate minutes since Fall 2015 and noted the possible changes that need to be made in Faculty Handbook. We had one resignation by a faculty member, so we will need to find another member.

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We will have more progress next month. Thanked committee members for help.

### VI. New Business (00:26:54 time stamp)

- a. CSU Code of Conduct for Protection of Minors on Campus –Ric Barrow
  - i. Please refer to attachment
  - ii. Last year, USG required that every school needed to have a written Code of Conduct for protecting minors on campus. We want to protect minors on campus, so any/all camps will have to go through Continuing Education and Steve Morse/Logistics. Any third party coming onto campus will have to run their camp or program through a CSU entity (college, athletics, etc.). Everyone involved will have to have background checks and will need to be vetted through HR. We are working towards putting the new forms online. This policy will go into effect May 1.
  - iii. They will need to provide either third-party insurance or the new TULIP insurance run through the program.
  - iv. There will be training for anyone that works in the camps.
  - v. We want to make sure that no one is left alone with minors. That is one of our main concerns. The Code of Conduct and the training will have step-by-step instructions on what to do to prevent that situation.
  - vi. Questions?
    1. Amanda Rees: Is that just for camps? Is it for dual enrollment? What about when students bring their children to class? Ric Barrow: It does not apply to dual enrollment. The other exclusions are athletic events, WinterFest, or anything where parents are with their children on campus.
    2. Kevin Whalen: Music preparatory situations? Ric Barrow: We have made an exception for private lessons through Music; basically anything where parents have paid for lessons or tutoring. Chris Markwood: Where it's known that when it's a one-on-one activity—private tennis lessons, private music lessons, etc. ; most likely, that sign up will have a direct statement and understanding of that pedagogical experience format.
    3. Michael Dentzau (MD): I have a number of questions and concerns. As a director of an academic outreach center, we have a number of school field trips and other opportunities that don't seem to fit into the guidelines so far. In fact, in discussing with Shawn this morning, the strict adherence to what's in there right now might put an end to the programs that we do. We're taken aback that this is the first we're hearing of it this far along. We would have appreciated being involved in the development of it. Ric Barrow (RB): Are the field trips being run through the college? MD: Yes, they are run through COEHP

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(Oxbow Meadows Environmental Learning Center and Coca Cola Space Science Center) and are income generating (a grant through the county for CCSSC and the main source of income for Oxbow Meadows). Are we still able to provide comments that might tweak the outcome of this document? RB: For something like that, yes, I think so. MD: For example, the ratios are more restrictive than the pre-K/head start programs. RB: The ratios were recommended rather than required. The liability statement is very broad and scary for my staff. RB: You would need to direct that question to Craig Burgess. Chris Markwood (CM): The System passed those mandates and provided to us the recommended policy, including what was required as well as parameters. It had to be filed by January 1. They made it clear, when we approved the one that was submitted, that it can be changed. MD: Knowing what the mandate was, knowing what was recommended, and knowing what was added would be greatly helpful. CM: I was very surprised that Georgia did not already have this in place. We did it three years ago in Texas due to state mandates and federal actions. This is a catch up, and we did our best to comply. We will want to make it as workable as we can; the biggest goal is to protect our employees and the children. It will mean a change in business; we will not be able to do the same things in the same way. MD: I will want to sit down with the Dean and coordinate comments from CCSSC and Oxbow Meadows (prior to meeting with RB/Craig Burgess). Brian Schwartz: I understand the need for this, but I have some comments. For example, we sometimes mentor science fair students, and it won't be practical to go through this process. In addition, Katey Hughes and I did a half-day activity last summer with students from The Nature Conservancy (which was a good community connection and recruiting opportunity), and we would not have 30-60 days to do the required paperwork. RB and Brian Schwartz discussed the idea of modifying parts of the plan. Tina Butcher: I just sent a link to Kim and Katey about this policy (FAQ) on the USG website that they can share. One FAQ: Non-residential school programs are exempt from that policy. Kim Shaw: That would address the Oxbow, CCSSC, and other field trips, but it would not address the science fair issue. RB and Brian Schwartz discussed logistics about science fair mentoring. Amanda Rees: Some high school students are required to do a senior project that require working with a mentor for 100 hours. RB: Tutoring, lessons, mentoring, and those types of mutual agreements with parents would be part of those exclusions. BS: Could you create

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a permission form? Joy Thomas: Should we do a background check for all CSU faculty/staff/students who work with children? RB, Joy Thomas, Amanda Rees, and Neal Thomson discussed background checks. Laurie Jones: You are supposed to report criminal charges to your employer. Unless there is a change in position, we only do initial background checks on employees. Tina Butcher/RB: This does not apply to off campus activities. Ellen Martin: What level of background check? \$5? \$25? \$50? RB: I think the basic background check would be sufficient. Ellen Martin: So if you are running a camp at CSU, anyone who is working the camp must have a background check. RB: Yes, we need them to have that background check in order to know that the people working with the kids are vetted. The basic one should cover all that. Ellen Martin: I think that would alleviate some concern if I know that it is a basic background check, so I can account for that in the budget. Chris Markwood: Ric, you will have some system of FAQs for faculty and staff to submit questions and clarifications? It will likely continue to clarify over the next two years, based on my experience. Brian Schwartz: How will we communicate this to all faculty and staff? Discussion on means of dissemination. Neal Thomson: How does mentoring somebody on a science fair project differ from giving someone music lessons? Joy Thomas: I don't think any of those should be exempted, based on the parent perspective. I think you should be covered one-on-one. Neal Thomson, Diana Riser, and Ric Barrow discussed background checks and expiration as well as recommendations from other states. Chris Markwood: If you are doing one-on-one activities such as mentoring, lessons, or tutoring, they would be exempt from the multiple person expectation. Neal Thomson and RB discussed not needing a second background check if one has already been done for that purpose (i.e. Boy Scout camps). Diana Riser: Have you checked with the schools to see if they have a term limit on background checks? There are a lot of safeguards that could be in place. I want a policy that is doable but also promotes safety for the child. Dr. Markwood, do you have any good tips from Texas for best practices? Brian Schwartz reiterated that the dissemination plan to faculty needs to be decided. Tina Butcher: We can certainly send it out to the faculty. Joy Thomas: It should also be linked to Cougar Scheduler for planning purposes (Ellen Martin and Amanda Rees further discussed this point).

- b. Faculty Awards – Glenn Stokes
  - i. Presentation attached
  - ii. Looking for advice and input on Faculty Awards

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- iii. Honors Convocation and Faculty Awards are occurring at two different times. Students were paying for some of these awards, so that will be a change with new structure.
  - iv. Current Awards listing with award type (i.e. monetary, jacket, patch). Glenn Stokes modeled his patch from his award in 2000. Some feedback is that faculty don't want a jacket/patch, so we are looking into a medallion instead. He then showed the proposed size of medallion. Alison Cook: I remember Dr. Markwood brought up creating additional awards. Glenn Stokes: I am getting the group together next month to solicit recommendations for additional awards. We will come back to this group to talk about it. Chris Markwood: Going back to financing the awards, I had already communicated with the Foundation to cover costs if the three I suggested were approved (and perhaps others if funding has been lost).
  - v. Read proposal (in attachment). Glenn Stokes: jackets are \$250/each, so eliminating those would mean that we could provide medallions and display boxes for past winners who are still at CSU. Neal Thomson: Would someone who wins multiple awards wear them all? Collective answer: Yes. Joy Thomas: Will you add a description of what the medallion means in the commencement bulletin? Glenn Stokes: We could look at doing that.
  - vi. **Motion: Approve the proposal (see attachment).**  
**Moved: Brian Schwartz**  
**Second: Michael Dentzau**  
**Motion passes: 19-0-1 [Approved Motion 201704]**
- c. Provost Search and Selection Committee – John Finley
- i. Timeline
    1. Early March: prospect review meeting
    2. March: Skype interviews
    3. April: On-campus interviews
    4. Neal Thomson: Need to update the information on dates on the website.
    5. John Finley: We are looking for candidates with more university-wide experience. Brian Schwartz: What position would that person have had? John Finley: Roles in a Provost or Academic Affairs office, with people reporting to them (or in different areas of campus). Brian Schwartz and John Finley discussed this idea. Chris Markwood: When I wrote five years as a Dean or greater, candidates self-screened themselves out, so now we have changed it to open it up to more candidates.
    6. John Finley: Forums were on both campuses in the last search, but these were not well attended. Please encourage faculty to attend them. Brian Schwartz: Do you consider ideal times when scheduling?

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John Finley: Yes, we do try to do that. Discussion ensued on forum scheduling and access to the forum online.

- d. USG Faculty Council representative (Brian Schwartz)
  - i. I have to resign as our representative; they decided to switch from meetings on Saturdays to Fridays. Fridays do not work with my teaching schedule. We will need to elect another representative. The next meeting is March 31, and it varies in location within Georgia. There is a meeting in the fall and a meeting in the spring, plus emails and a few conference calls. It's a really important group; it's our faculty voice to USG.
  - ii. Kim Shaw: In the past year, I subbed for you last spring, and Neal subbed in last fall. At this point, we are looking for someone to nominate (or self nominate). Discussion on length of term. Krystal Kennel stated that it is a three-year term.
  - iii. Chris McCollough: I would like to self nominate. **Voted to approve Chris McCollough as USGFC representative: 17-0-0.**

### VII. Old Business (1:24:00 time stamp)

- a. Establishing a Faculty Senate Budget Advisory Committee – vote (Kim Shaw)
  - i. Two proposal drafts were sent to faculty senators.
  - ii. Lashica Thomas: Staff Council met last Thursday and voted to go with two committees. Adjustments to the proposal draft:
    - 1. Both committees meet at least once together
    - 2. Plan to reevaluate the committee structure in the future
  - iii. Amanda Rees: Clarification—did Staff Council go with two subcommittees or combined? Lashica Thomas: two separate committees
  - iv. Neal Thomson: My preference is to have two separate committees due to potential conflicts. Motion for Draft 1 (Clay Nicks: second). Brian Schwartz: I like the idea of combined meeting once a year. Amanda Rees: Is the goal in the end to be able to sit together and come to a conclusion? Chris Markwood: One of the things I heard was there was a hunger for communication and transparency. I see this as a communication vehicle. I like the idea of having a separate one for staff. Your questions and interests will be different. As the Provost brings her priorities to the table, it would be nice to bring it to another audience (in addition to deans). Kim Shaw: Part 3 of the proposals talked about the conduit and transparency, as well as workshop for describing the budgetary process. Diana Riser: Is there an idea of how regularly this committee will meet? Discussion (Joy Thomas, Tina Butcher, Chris Markwood) on frequency and timing of meetings, including aligning meetings with USG budget calendar. Tesa Leonce: Who will be on Staff Budget Committee and how many? Lashica Thomas: It is the same number as faculty (parallel proposal). Neal Thomson: I would suggest 3-4 times a year. Discussion (Diana Riser, Amanda Rees, Neal Thomson) on the

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frequency. Ellen Martin: I'm trying to envision this committee and what it will do. Chris Markwood: As I proposed it, this is Faculty Senate's advisory committee, so proposals would come from Senate to this committee. What are Senate's top priorities for the budget moving forward? A key component will be a small group of faculty members who will help educate other faculty members on the process. Kim Shaw: This committee would report to the Faculty Senate on an annual basis. Manda Rees: It also has the advantage on Staff issues and priorities.

- v. ***Motion: Create a Faculty Senate Budget Advisory Committee as outlined in attachment (faculty senate budget committee proposal). Motion Amendments: Meet at least once annually with Staff Council Budget Advisory Committee. The Faculty Senate Budget Advisory Committee will meet at least twice a semester.***

**Moved: Neal Thomson**

**Second: Clay Nicks**

**Motion passes: 18-1-0 [Approved Motion 201705]**

### **VIII. Other Business (1:43:45 time stamp)**

#### **a. Proposal: Faculty Senate Communications Committee (Amanda Rees)**

- i. Proposal attached
- ii. CSU previously had a Faculty Listserve that went away when Google came in. This proposal is partly inspired by Dr. Markwood's talk about islands of innovation and progress on campus. Neal Thomson: With social media, would there be another way to get involved that won't involve main communication through email. Amanda Rees: Possibly. I consider this a brain trust, and I want it to be run through the best means. Neal Thomson: One idea is a forum on the website. Discussion on the mode (Neal Thomson, Amanda Rees, Brian Schwartz, Diana Riser, Cindy Ticknor). Cindy Ticknor suggested forming a committee to figure out the best means. Amanda Rees and Katey Hughes: discussion on the Secretary of the Faculty Senate heading up the committee. Tesa Leonce: Is there a proposed timeline on this? Discussion on potential May implementation.
- iii. Kim Shaw summarized the discussion. Discussion on membership (Krystal Kennel, Neal Thomson, Manda Rees)—agreed on 1 representative per college.
- iv. ***Motion: Create an ad hoc committee (1 faculty representative per college) to look at the Communications Committee proposal and formulate committee proposal by the Faculty Senate May meeting.***

**Moved: Tesa Leonce**

**Second: Laurence Marsh**

**Motion passes: 18-0-0 [Approved Motion 201706]**



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Meeting adjourned at 4:59 PM