

Call to order 3:00 PM

Senators Present

Paula Adams, Roger Brown, Radhouane Chouchane, Tammy Condrey, Pat Duttera, John Finley, Angela Green, Pat Hogan, Brenda May Ito, Burhanettin Keskin, Ellen Martin, Joe McCallus, Mike McFalls, Gisung Moon, Jim Owen, Elizabeth Parker, Neal Rogers, Melody Shumaker, Glenn Stokes, John Studstill, Paul Vaillancourt, Troy Vidal, Jeff Zuiderveen

Guests Attending Included

Tina Butcher, Chaudron Gille, Tom Hackett, Betty Hipps, Tim Howard, Jay Knape, Tim Mescon, Sallie Miller, Antonio Orsborn, Ellen Roberts, Iris Saltiel, Brian Tyo, Dan Van Kley, Florence Wakoko

Report from the Senate Executive Office

Handout: Complete College Georgia – The Launch.

President Mescon: There was one report that I would like to share with you. On February 28th, there was a half-day meeting of all of the presidents, the Chancellor, officials from the technical colleges and the governor to launch the Georgia Complete College. This parallels our efforts in retention, progression and graduation. It talks about the state's initiatives over the next eight years to increase the number of students to 200,000 who will be receiving various types of degrees. The last slide on page 11 states the theme that everyone heard at that meeting. The four drivers around activities with the USG and the technical college system are:

- Rewarding completion for institutions
- Rewarding completion for students
- Expand low-cost, non-traditional options
- Investing in good business practices
- See: www.collegeproductivity.org

If you have any questions, please contact me.

If you fast forward to last Wednesday at 4:30, the Provost made a great budget presentation to the Chancellor and the senior staff of the BOR. We took 35 minutes to talk about our commitment to the Complete College Georgia program. We talked about our academic initiatives of how we want to go forward. We think that we will be getting formula funding. This is the first time in a long time that the universities have been invited to make presentations to the Chancellor.

Executive Officer Stokes: Any questions?

Announcements from the Senate Executive Officer

Executive Officer Stokes: This is the first meeting since Dr. Hackett has been named permanent Provost and if you join me in applauding this selection.

There are attendance sheets moving around the room. Please sign them.

In May, we elect new members for the Faculty Senate. In late March and early April, we elect replacement members in the colleges. Please begin to talk to your colleagues to encourage them to run. Please explain the service commitment involved. I will probably not be running for Executive Officer for next year. It would be good to consider nominations for this post. Who is on the Committee on Elections? I am going to contact this committee to remind them to contact the deans about these upcoming elections.

Old Business

Presentation of Share Governance Plan, First Beta Edition

Handout: Share Governance Plan, First Beta Edition

Dan Van Kley: We have worked on this forever. The document is divided into three sections. These are:

- Changes to the Faculty Handbook
- University Council Bylaws
- Changes to the University Bylaws

Currently the Staff Council, Faculty Senate and Student Government all exist but as we know, they do not talk to each other. Our hope is to change this and to get some real communication going. To help this, we would like to establish an University Council that will dialogue with the existing bodies. The University Council will be free to generate its own initiatives and to get the views of the three constituency groups.

In terms of our current organization, the Academic Council will be eliminated because the University Council will be taking over that role. If the Provost should feel that he is missing something, he could reinstitute such a body.

If you will look at our academic freedom and diversity statements, please note that these are crucially important to the running of universities.

The University Council will be a representative group of faculty, staff, administration and students. There are many issues that impact multiple groups at the university and those issues should make their way to the University Council.

One of the concerns of the University Council is that faculty have special expertise in academic matters and set policies for academics at the university. These should not be set by others who do not have the expertise. We have a list of the responsibilities that should be given to the Faculty Senate on page 8. However, the Faculty Senate must make others on the University Council aware of what it is doing, but it will make the final recommendations on academic matters to the administration.

Each department and college should create bylaws about how business should be conducted. Please note that these can be legally binding. What we need to assure that these bylaws provide mechanisms to hear the voice of faculty in each unit.

Question: Where do the schools fit in?

Dan Van Kley: We have three schools. Functionally, they fit in as departments.

Dan Van Kley: The University Council will primarily be a place where all of the constituents can be heard. It has a policy-making function. It is a legislative body that can pass policies for the institution. They will have the presumption of this, but the President is the last voice on all policies. The President and the Provost sit on the University Council.

Please see page 5 for details about the membership of the University Council.

Please see page 6 for terms of membership. Pages 6-7 outline the Executive Committee of the University Council. It must meet once of semester to make sure that it actually meets.

Question: On page 7 under "How to call a special meeting"---are the required meetings only once a fall and once a spring?

Dan Van Kley: A special meeting is anything other than the two meetings per year.

Question: The Executive Committee can meet as often as needed, then?

Dan Van Kley: This would provide a means for the membership to call a meeting.

Question: Should this be stated in the description? It makes me nervous to say who actually makes a decision to call a meeting.

Comment: You should add to at least meet once a semester or whatever the Executive Committee decides. A special meeting would be anything that is not on the calendar.

Dan Van Kley: Your comment makes me question an assumption that an Executive Committee can call meetings at will. The intent of this is to have a mechanism to force a meeting if they did not think that the President is being responsible enough to call a meeting.

Question: Is there a method of grievance or appeals? Is there an assumption that they would be handled like they currently are?

Dan Van Kley: They should be changed, but this is not part of the Share Governance model. The Handbook Taskforce is reviewing the grievance procedures.

Comment: The curriculum should be owned by the faculty.

Dan Van Kley: When the Senate approves a curriculum decision brought by the Curriculum Committee, it shows the importance of the decision.

Executive Officer Stokes: I know of one school where the entire Faculty Senate gets together to

discuss every curriculum proposal. Apparently they spend hours and hours and hours at this. I do not think that this is where we want to go.

Comment: On page 5, the faculty membership is 11 and on page 9 it is 10. What is correct?

Dan Van Kley: Page 9 is incorrect.

Question: It says that the membership of the Executive Committee would be elected by the entire council. It may be appropriate to have them elected by their own individual group (faculty, staff, and students).

Dan Van Kley: We had that debate, but I cannot remember why we decided on this.

Question: Are there any requirements that state that the faculty members should be tenured?

Dan Van Kley: No. But it may be unwise for them not to be tenured. It is the same as on the Faculty Senate. Should we restrict the faculty's right to pick who is the best even though this person is not tenured? Tenure gives us free voice so that you do not have to worry so much about taking an unpopular stance.

Comment: I think that leaving this decision up to the colleges is the best course. It is a governance decision. There are a few units on campus that are mostly untenured and to exclude them would not give them any voice in governance.

Comment: I really appreciate your work on this and that this is coming together.

Dan Van Kley: Dan Ross, Ellen Martin and Florence Wakoko have also been working on this from the beginning.

Question: What is the next step?

Dan Van Kley: It is in the Senate's hands now.

Executive Officer Stokes: So the committee is recommending that the Senate endorse this. Assuming that we approve this, where does it go from here?

Dan Van Kley: Well, we still need to update the section about student government for we have not received anything yet from SGA. We have two student representatives that have missed a couple of meetings and we have asked them to work with the student government to put together the information. Please look at page 2. We need a few bullet items about what the Student Government Association and its function.

The plan requires changes to the Bylaws and it should go to the meeting of the full faculty to do this. Then it goes on to the Provost and President.

Executive Officer Stokes: I envision that all of these changes will happen at once. We will have a new handbook and a new governance structure.

Do I hear a motion to endorse this plan?

Senator: Motion

Do I hear a second?

Senator: Second

Executive Officer Stokes: Any further discussion?

Comment: I would like add that the membership of the Executive Committee be changed so that each representative group picks its member.

Instead of saying “as elected by the membership of the University Council” (7), it would say “as elected by these three subgroups.”

Senator: I second this amendment.

Executive Officer Stokes: Any further discussion?

Question: So two students will pick among themselves for the Executive Council?

Comment: It is not the best way to do it, but the three groups should have their separate caucuses to elect their representative.

Comment: What is your reasoning?

Dan Van Kley: My hope of remembering why we decided this is pretty poor. My only observation to make is the way the Faculty Senate votes for its Executive Committee.

Comment: The Faculty Senate is an inclusive group and is different than the University Council.

Motion passed

Executive Officer Stokes: Now we are voting on the original motion to accept the plan with the already approved amendment.

Motion passed

Status of West Point Campus

Executive Officer Stokes: We had a couple of requests to get an accounting for the West Point Campus.

Provost Hackett: I hope that you all had a good spring break.

Here is the history. The credit hours generated in 2009-2010 were about 1600. In 2010-2011, they had dropped to 1200. This year they are 615. It is difficult to say why this has happened. There is another institution that has come to town, but they brought their own students.

Many of you know that we are looking at a 2% cut to the budget this year. The 2% has been in

the lock box and now it is rolling forward. The 2% will come from the West Point campus.

This year, the orientation at West Point attracted no students. I therefore asked the president to discontinue this site. The president asked the USG for permission to do this.

In closing this site, we have had to work closely with the deans and with Tina Butcher. The Ed.S. program is doing well at West Point. The president has asked the USG permission to use the West Georgia Technical College for this program.

We discussed this with the Senate Executive Committee and we have been working on talking to all of the stakes holders.

If folks do not want to come to campus, we think that we can help them get a degree online. A large amount of students going to West Point also take classes here.

Had we not begun to charge fees this year, we would not have operated in the black this year at West Point.

539,000 is the revenue (tuition, etc...) generated by West Point and our expenditures (staff, facilities, technology) were \$500,000.

General Education Committee: Report on Assessment Plan

Handout: Assessing the General Education Core Learning Outcomes

Handout: General Education Assessment Plan (Working draft 02/17/2012)

Tim Howard: The “Assessing the General Education Core Learning Outcomes” document contains some of the key points that we are trying to accomplish. It also shows how you can help us out.

This year the General Education Committee was charged with assessing the general education core. The Learning Outcomes are new as of this fall and were developed by a 2009-2010 task force charged to implement the core established by the USG. We wanted to assess these outcomes.

We have to show that we are using the results of our assessment on the general core and make changes based on our assessments. We must also show that assessment is used for continuous improvement.

It is important to remember that the process is to assess course level learning outcomes and not individual faculty.

The general education core will be evaluated as a program and be reviewed on the usual program cycle.

Question: Who will be responsible for preparing the evaluation report?

Tina Butcher: It will be a group of individuals who must come together from different

departments.

Tim Howard: It is important that we do not leave any type of students out, such as online, transfer and traditional students. The entire list of students is on the “Assessing the General Education Core Learning Outcomes” document.

There is a list of our current outcomes online at:
http://academics.columbusstate.edu/catalogs/2011-2012/degrees_genreqs.php#LearnOutcome.
Please encourage your colleagues to look at this.

I would like feedback on the General Education Assessment Plan. It is based on input that I got by February 17th. More things will begin to roll in.

I would like your feedback and suggestions over the next couple of weeks. After that, the committee will put together another draft for you to approve in April.

Most of what is in the document has come from the departments. The committee reached the decision to use a particular assessment program. Before we have used CAAP, but the results from CAAP cannot be linked to specific outcomes.

Executive Officer Stokes: Most of these should not be a surprise since the actual departments generated the outcomes and methods of assessment. Are there any questions?

Comment: Is this going to be time-intensive—once every two years?

Tim Howard: Yes. Some departments recommended one year, as well.

There are question marks in the document and the first page shows you which assessment plans that we still need.

Please in the next two weeks take a look at these.

Complete College Update; Salary Study Update; Budget

Handout: FY 2013 Budget Narrative

Provost Hackett: I wanted to talk to you a bit about Complete College. Complete College Georgia is the Georgia version of a national framework of improving higher education. We have a committee going to a summit in Athens to discuss Complete College. I think that ultimately this is what funding will be tied to—it is like RPG plus. These are the elements of Complete College to help you with your planning. I also want to talk about the budget narrative because it shows that we are engaged in Complete College.

These are the five items that Complete College is built around. A sixth item is that the Governor and Chancellor are very interested in working with the military.

Our priorities with budgeting must meet the mission of where the state is going.

1. College Career Readiness

2. Effective Use of Analytics
3. Transforming Remediation
4. Reduction in Time to Degree
5. Restructuring Delivery (online and blended learning)

Roger Brown has copies of the budget narrative. Under Part III of the narrative, you will see that we talked about the salary study. The salary study committee just reviewed the preliminary data and had questions about the way departments are structured, etc. All being said, on average we are at 88% of the market.

The Chancellor and his team did not tell us whether they will give us the money for the salary increases. But they did listen to us for 35 minutes.

We hope to see some momentum during the next couple of weeks.

Question: Did Blount come up with numbers for individual faculty salaries?

Provost Hackett: He looked at content areas. But he did it by department. Actually, we found some salaries are above market, but many are below market.

President Mescon: The Chancellor also told us that other institutions have also requested salary increases. It is good that there is a cohort supporting salary increases across the state.

Diversity Advisory Committee Report

Handout: Diversity Advisory Committee Report Presented to the Faculty Senate

Handout: Poster for the Diversity Conference

Florence Wakoko: Thank you. On Behalf of the Diversity Advisory Committee, I would like to share this information with you. Please see the handout and poster that is going around.

On March 22nd and 23rd, Columbus State University, along with One Columbus is sponsoring a diversity conference at the Cunningham Center. This conference is part of a series of dialogues between the two institutions. The conference also grows from the Diversity Summit in 2010. The sponsorship from the Provost Office, President's Office and One Columbus has helped us a lot. We have support from Fort Benning and many other groups. The keynote speaker is from Emory and is a renowned speaker on diversity.

We would like to recommend that the Senate encourage faculty and administrators to participate. We also would like the Senate to sponsor groups of faculty to attend this conference.

Executive Officer Stokes: This will be taken as a motion from a committee. Is there a second?

Second

Executive Officer Stokes: Is there discussion? I have a question. We do not have a dime to our names and do not have a budget. We could not provide monetary support. But in principle do

we want to support and endorse the conference?

Comment: It is ten bucks for a good cause.

Florence Wakoko: Registration is free for students. For faculty, it is \$10 for registration (which includes lunch).

President Mescon: My office will sponsor the first 25 faculty members to attend this conference. Just let me know who wants to attend.

Executive Officer Stokes: All in favor?

Motion passed.

Florence Wakoko: Please also see the last part of the handout, "Office of Diversity Programs and Services: Highlights."

Inigral's School App

Jay Knape: I will be brief. I came across some software that creates a private network community students built on the Facebook platform. The thought is when students are accepted into the university, they will be invited to this community. Once there, they can connect with other incoming students and current students.

I presented this to Student Affairs, Dr. Hackett and several other people. They all liked this idea. The license is based on FTE. It is about \$22,000 annually. No one has offered to pay the full-cost. We are thinking about dividing this up from different pots, including the academics, enrollment services, student affairs and UITS. I would like your feedback on it before Dr. Hackett decides.

This would help in recruitment and help the students to prepare before they get on campus. This would help students on campus too. This could help with advising and retention.

This would be just for students.

I wish that I could show you it, but it looks like Facebook and through it, students can be connected to their public accounts.

Question: What does the \$22,000 get us? I am on Facebook. I can have CSU friends, church friends, etc.

Jay Knape: You are paying for the private network. It would also be branded CSU.

Question: How is this different from a private group that you create?

Jay Knape: You get more features. This would be Facebook with extra functionality. We could get administrative reports, as well.

Question: Are there other schools using this?

Jay Knape: Yes. They have a good client base that has done studies about this. Studies have shown an 85%-90% improvement on recruitment rate. On the retention side, I saw numbers like 10% improvement. In Georgia, there are no institutions using this software. But there are institutions in other southern states.

Question: What are the criteria that you plan to use to determine that this software is successful after one year?

Jay Knape: We have not gotten to that point yet.

Question: Who would be the administrator for the data?

Jay Knape: Jeff Dodd in University Relations will be the high-level administrator and the reporting responsibilities will be shared among the units. The usage statistics could be shared across the campus.

Question: Can this be done in-house?

Jay Knape: This is already in Facebook where students are already at. It is using the software that they are familiar with.

Question: What happens to the students who we have recruited and that have decided not to attend CSU?

Jay Knape: They would be taken out of the system.

Question: What about Google+?

Jay Knape: I looked at Google+, but I personally think that the students would like to use Facebook more.

Executive Officer Stokes: Has the RPG Committee looked at this?

Jay Knape: Yes. This committee liked it.

Executive Officer Stokes: I would like to ask the RPG Committee if they would recommend it or not.

Question: This seems like a lot of money. We should compare this app with Facebook groups before making an investment.

Jay Knape: Okay. I can get that information for you.

Graduate Faculty Status Guidelines

Handout: "Revised" Qualifications for Graduate Faculty Membership

Sallie Miller and Betty Hipps: The reason why we are revising this is because we are no longer in compliance with comprehensive SACS standards about faculty competence.

This has been vetted by the Academic Council, our SACS advisor, the Deans', and the Chairs Council. The revisions will bring us in compliance with SACS.

On the handout, the revisions are the first two bullets under each section: Full, Associate and Provisional. The asterisk relates to exceptions made to the policy.

Executive Officer Stokes: Any questions?

Executive Officer Stokes: Now Paula Adams wanted to say something.

Paula Adams: Just an update from the Committee on Committees. We received six nominations for the Faculty Grievance Committee. Hopefully, in another week or so, we will send out an e-mail asking you to vote via a survey form.

Please remember that nominations must be from two different departments.

The person with the most votes will be the chair and the person with the second most votes will be the co-chair.

Student Technology Fee Advisory Committee Structure and Procedures

Executive Officer Stokes: I will just introduce this and then perhaps refer it to a committee.

I got an e-mail from someone who is concerned about the make-up of the Student Advisory Technology Fee Committee. This committee decides what the technology fee is used for.

The current membership of this committee is:

- Director of UITS
- Chair of the School of Computer Science
- Another UITS representative
- Three students from SGA

By USG policy, the students must make up at least half of the committee.

The concern was the lack of faculty representation on the committee. There are two people from UITS and the Chair of the Computer Science department. I am not going to say that a chair would be bias to his own department. But can he represent the needs of other disciplines?

This is not a Senate committee. It is a university-wide committee. But we can make a recommendation.

Increased faculty representation would also mean that there is increased student representation.

I will pass this on to the Committee on Committees to make a recommendation.

Meeting adjourned: 4:56 PM