

Call to order 3:03 PM

Senators Present

Paula Adams, Tammy Condrey, Pat Duttera, John Finley, Angela Green, Pat Hogan, Burhanettin Keskin, Ellen Martin, Joe McCallus, Gisung Moon, Jim Owen, Elizabeth Parker, Jackie Radebaugh, Brian Schwartz, Melody Shumaker, Glenn Stokes, John Studstill, Troy Vidal, Jeff Zuiderveen

Guests Attending Included

Tina Butcher, Kyle Christenson, Jaimie Deloach, Tom Hackett, Zdeslav Hrepic, Tim Howard, Barbara Hunt, Tim Mescon, David Mitchell, Clay Nicks, Antonio Orsborn, Iris Salties, Crystal Woods

President and Provost Comments and Announcements

President Mescon: Thanks to everyone who attended the Legacy Banquet this weekend. We had over 200 people there. The speaker, Maria Echaveste, gave a great talk about diversity.

The Legislature is finished. We have had many discussions about the Master Facilities Plan. It is clear that until this plan is finished, we are not going to be able to get into the queue for a capital appropriation. We are going to work with the central office and our delegation to find us some resources. We hope by this time next year, we can talk about facility funding. We have been told that it will be one month before budgets are released to institutions. We'll keep our fingers crossed.

Provost Hackett: The Salary Study Committee met last week and looked at the staff salaries. Both staff and faculty salaries are 10%-12% below market means. In some departments, there are discrepancies between different content areas. Blount Associates will make these changes. The committee will look at the final findings soon and then we'll see how this will go into the budgeting process.

The strategic planning process has been concluded. We received a lot of good input. We talked to faculty and staff for input. Looking at this input, we added a representative from the International Education to the Strategic Planning Commission Committee. We also added another representative from the College of Letters and Sciences.

Our first Strategic Planning Commission Committee meeting is April 20th. We have asked for representatives from the various constituencies and would like the names in by the April 6th.

Last Senate, I talked about Complete College. Since then, a group of us went to the Complete College Summit. We received the framework which is what I talked about last meeting. We also talked about what to do this.

Our group of five did not feel comfortable to speak for the campus. We wanted to have a process to involve folks into the conversation. We have some work to do on the prospectus which has to go up to the BOR on April 22nd. The final plan goes in July.

I talked to Iris Saltiel about this and what we came up with is to have the Faculty Center host an event tomorrow, April 3rd at 3 PM.

Finally, we have been trying to address plagiarism in syllabi. When there is an offence, it is reported to the appropriate chair, dean, and the Provost. This is the process that we have in place. Besides in the student handbook, we do not have a clearinghouse for assistance with preventing plagiarism.

Barbara Hunt and Crystal Woods discussed this with me. Their approach is a positive approach. Find a better way of getting the word out about what constitutes plagiarism. One is to kick off a website with links about academic dishonesty. Another idea is to institute discussion and conversation about plagiarism. We wanted to make sure that everyone knows the process of reporting. One of the cool ideas is to give every freshman a t-shirt. One of the slogans suggested for the t-shirt is: "Didn't Write It, Cite It."

Question: Given the July deadline for the Complete College plan, do you see any approval or endorsement by the Senate?

Provost Hackett: Yes. We'll get it out as much as we can. We need to discuss this together as an institution.

Provost Hackett: We celebrated on Friday that we got our SACS 5th year report in. So many people worked on this. Many thanks go to Tina Butcher and her team and everyone involved in the writing of the report.

Question: When the salary study is completed, how will you disseminate the information?

Provost Hackett: The committee can send out its findings and recommendations, if it chooses to do so.

Comment: I suggest that each individual know how much their salary falls below or above the average.

Comment: If you hope to send something up the food chain in April, is that enough time to affect the Faculty contracts?

Provost Hackett: Yes. When we send this up, it is going to be kind of like a general pull. We need to be careful how we state it. We have sent up budget items linked to faculty salaries linked to Complete College. That was the approach. When we do the budget, it will be somewhat general.

Executive Officer Stokes: We did this once before in the 80s. We made adjustments across the board. However, the ones that got the largest raises were so low because they were not good workers.

Comment: This will be taken into account.

Comment: Thank you, Tom and Dr. Mescon for supporting the Diversity Conference. This will be an annual affair from now.

Executive Officer Comments and Announcements

Executive Officer Stokes: Antonio Orsborne from SGA wants to make a presentation for us.

Antonio Orsborne: I want to talk about Student Fees especially over the summer and for part-time students. Two weeks ago, when I met with the President's Cabinet, it was described to me why we charge full fees for these students. I understand that. I want to bring this discussion up and therefore, I am speaking with you. Thank you for everything that you do for us.

Question: Can you please explain about how it affects the faculty?

Antonio Orsborne: Can I turn that question to Iris Saltiel?

Iris Saltiel: It affects faculty because it affects enrollment. If you take one class undergraduate in the summer, you pay more in fees than in tuition.

Comment: You see classes canceled or you see dramatic drops in enrollment because of this.

Question: Antonio, why can't we prorate the fees?

Antonio Orsborne: The two main reasons given to me by Mr. Helton are: tuition is his money and if we drop the fees, we are taking money from other bodies. We do not want students to reduce their class hours to prevent paying the fees.

Comment: Most students should not be taking four classes during the summer. I caution students from taking more than two classes in the summer. If we have a policy that encourages this, it may not be very good for RPG.

Comment: There are good reasons to have a sliding scale. It seems rather unfair to charge a lot of fees when taking one course. I encourage that we look for a sliding course.

Question: Which fees are able to be prorated?

Antonio Orsborne: Based on West Georgia's policy, students taking less than 4 hours do not pay health fees. Athletic, recreation center and activity fees are prorated at 8 hours.

Comment: Several USG institutions have a break in fees. A lot of institutions start to kick in fees at 4 credits.

Executive Officer Stokes: We do not have a committee for this. We need a recommendation. We do not have enough information right now. Can we form a TF to gather information to enough to make a recommendation?

Jeff Zuiderveen, Jim Owen, Brian Schwartz, Troy Vidal, Barbara Hunt and Iris Saltiel agreed to serve on this task force.

Question: To whom is the group to make the recommendation?

Executive Officer Stokes: I guess the President.

Question: Can Antonio Orsborne join the Task Force?

Old Business

Student Evaluation System Update

Handout: Student Evaluations Update

Senator Adams: We are looking at different online products since Digital Measures is going away.

Question: Will there be an option for online evaluations once we no longer have Digital Measures?

Senator Adams: Yes

Question: I never received the evaluations from my online classes.

Senator Adams: You need to go Digital Measures.

Question: Two of my class evaluations were never received.

Kyle Christensen: Some of other faculty members have stated this too. It depends on cross-listing, usually. We are working on addressing these issues.

Question: Should all of the evaluations done in the fall be returned by now?

Kyle Christensen: All of the physical forms are about ready. All of the data is sorted and will be sent out soon. All data has been returned to chairs and deans a week ago. If you have not received it, then there is an issue.

This semester evaluations are progressing smoothly. Please note that Item 14 on the original instructions stated that evaluation data will be stored for one year in the Social Research Center. The original forms were supposed to be returned to faculty. This left the university without a permanent record of teaching performance for faculty. Item 14 has been amended to state that an electronic copy of the study evaluation will not be permanently stored in the Social Research Center. This change will take place effective immediately. This decision was made to make sure that data are available for faculty and administrators.

Comment: We voted on a recommendation from the committee for one year.

Comment: The reason for keeping the evaluations at all is just in case the faculty lost the forms. They would only need them for one year and then delete them.

Question: Shouldn't benchmarking be taken in effect in doing this?

Comment: This is the scantrons we are talking about.

Kyle Christensen: We want to maintain the electronic data, not the physical ones.

Comment: Thank you for getting out the materials to us so soon.

Kyle Christensen: We should be more efficient this year.

Question: Are you ready to process them as soon as you receive them?

Kyle Christensen: Yes.

Question: What about small classes and when students are not there?

Kyle Christensen: Evaluations with fewer than 6 students or less than 30% of students will not be included in annual evaluations.

Comment: This is not quite right. It is to protect student's anonymity. It is not fair to the students and would skew the data.

Question: For smaller classes less than 6, are we not supposed to do evaluations?

Kyle Christensen: My position comes from the P&T Guidelines. The expectation is that these courses should be evaluated.

Question: Even with one student?

Kyle Christensen: Yes.

Question: Who has the authority to make these decisions? When we voted, didn't we make the policy? Doesn't only the Faculty Senate have authority over this?

Senator Adams: We are using the USG guidelines.

Kyle Christensen: At every stage of the process, you have had the opportunity to make comments.

Comment: It was not the Survey Committee, but it was the P&T document, I think.

Question: What is the USG policy?

Kyle Christensen: There are many policies that address this. I am happy to do what the Senate wants to do as long as it is in accordance with USG policy.

Executive Officer Stokes: Let's put this back to the committee.

The motion from committee is to revise Item 14 of the student evaluation document.

Executive Officer Stokes: Is there a second?

Second.

Comment: We did not imagine that this data would be stored forever and ever. I suddenly think that the big database could be used in ways that we did not imagine.

Comment: Open Records could be a concern if we keep the evaluations.

Kyle Christensen: This is true. But keeping the evaluations could help with disputes.

Comment: We talked about Open Records and this was one of the reasons why we did the one year.

Question: Is there an intermediate solution? Many 2-3 years, but not forever? Maybe we can say three years?

Comment: There is nothing preventing the faculty member to keep the records. Why wouldn't one year be sufficient?

Vote for the committee recommendation: 0-19 against the motion.

Comment: The Faculty Handbook says that student and peer evaluation with fewer than 6 students are excluded for evaluation.

Question: We have the issue for night classes and getting the evaluations to the dean's office. Going from Lumpkin to Jordan from 9PM--who goes there?

Kyle Christensen: I think that the dean suggested this.

General Education Committee

Handout: General Education Assessment Recommendation: Presented 4/2/2012

Executive Officer Stokes: We agreed to vote on this during today's meeting.

Tim Howard: The changes have been the following: (1) Changes from the Department of English on how to assess ENG 1101 and 1102. (2) The Department of Communication looked at its policy again and thought that it would have storage problems for COM 1110's assessment and decided to do a sampling. (3) The assessment of ENG 2136 has also been changed.

We have gaps in Area E. The recommendation is that Tina Butcher would work with the Deans and Chairs to fill in the gaps. The committee feels that it is ready for your vote.

Executive Officer Stokes: There is a motion from the committee. Is there a second?

Second.

Vote for the committee recommendation: 19-0 in favor of the motion.

RPG Committee Recommendation on Inigral's School App

Tina Butcher: We met last Wednesday and we approved that CSU get a one year subscription of the Inigral's School App and then the analysis is brought back to the committee to recommend further years.

Executive Officer Stokes: There is a motion from the committee. Is there a second?

Second.

Comment: It is an expensive pilot.

Question: What pot is that being drawn from?

Question: What did the committee find so intriguing about this?

Tina Butcher: This would help with the summer melt problem and help with the retention process from freshman to sophomore year. We have two students on the committee and both endorsed it.

Comment: A one year test of this would unearth its value. Unless we try it, what do we do with it?

Question: Could the committee find out from where the money will come?

Provost Hackett: It was supposed to be an expense chaired by Academic Affairs, UITS, and the Deans. From the Academic Affairs side, I would have to ask for it in next year's budget.

Question: Would this be sustainable?

Provost Hackett: Any expenditure would have to be assessed.

Question: Could UITS or the Computer Science put together an app?

Comment: Yes, but the app could not be linked into Facebook.

Comment: I am impressed that the students wanted this. Anything about retention is important and worth it.

Comment: I support it because a committee is recommending it unanimously and I take that into account.

Question: Can we get a benchmark?

Comment: I think that the presentation showed a 9% improvement from Sanford, UNC, and Alabama.

Vote on the committee recommendation: 16-3 in favor of the motion.

New Business

Committee on Committees

Recommendation on the Student Technology Fee Committee Membership

Handout: Faculty Representation on the Student Technology Fee Grant Committee Proposal 3/30/2012

Comment: For each voting member on faculty, there must be a student representative. I would caution forming a very large committee.

Comment: I like the rotating level. But one year is too short. You have no comparison for one year from another. To keep continuity, you need to stay on a committee. If the constants are always there and the faculty members rotate off each year, there will be no faculty memory.

Question: What about one faculty from each college and each have a 3-year term?

Motion: I recommend that we consider number 2 with a three year term.

Second

Comment: To make the first two ex-officio members would reduce the number of students who would have a vote.

Vote on the committee recommendation: The structure of Part 2, however, with each member serving for three years and with the CIO and Head of ITS as ex-officio members.

Vote: 19-0 in favor of the motion

Executive Officer Stokes: This will be now passed as a recommendation to Provost Hackett.

Update on the Faculty Grievance Committee Chair Election

Senator Adams: We have 130 responses and we'll close the poll soon.

Question: Does the software knock us out after we voted one more time?

Paula: No. The vote will not be entirely accurate.

Reconsideration of the Limitation on Probationary Years towards Tenure

Zdeslav Hrepic: Cutting a year off of the probationary years towards tenure for faculty transferring from other institutions may increase our chances of hiring faculty with the greatest experience. This year we were hiring a replacement for Dr. Webster. We had a good candidate, but he rejected for he wanted at least 3 years cut from his probationary period. We do not have many options right now so we lost someone good.

If we want to hire someone at the level that we want, we need to change this. If she/he can go up to tenure within one year, then fabulous! Our best interest is to hire the best people.

I see no advantages of this policy. Can we offer 3 years credit in order to attract high quality faculty?

Motion: We follow the USG policy to allow up to 3 years of probationary credit

Executive Officer Stokes: Whatever we recommend, we recommend that they incorporate this change in the new handbook.

Second.

Question: Is this part of the statutes?

Glenn: Yes. Changes to the statutes will need to be given to the Handbook Task Force to incorporate into the new handbook.

Comment: This is typical of other schools, I think.

Zdeslav Hrepic: And if we can hire into tenure, why can't we offer the 3 year credit?

Comment: This is a fear of going forward.

Question: Is there an administrative issue that we cannot see?

Executive Officer Stokes: As Dean, if you have someone for only one year who you have to decide to employ for life and then trust that the person from the other institute did a good job of assessment from the other institution.

Question: Can the Chair or a Dean tell someone No if they apply after one year?

Executive Officer Stokes: Yes. The motion is: During the editing and redoing of the Faculty Handbook that we include the reversal back from the current policy to the USG.

Vote: 9-4 in favor of the motion.

Campus Alcohol Policy

Handout: Columbus State University Policy on Alcohol

Comment: There was a group on campus trying to raise money and they usually have an auction with wine and cheese. And the wine in the past had been donated. They said that at the last time the cost of Aramark to hand the drinks out exceeded how much they made and it therefore did not make it worthwhile to serve wine.

Comment: There have been concerns that this new policy could drive faculty from off campus.

David Mitchell: In the past policy, there was no way to have a party on campus. The reason why we used Aramark is for risk assessment. Aramark indemnifies us for what goes right and what goes wrong.

Jaimie Deloach: If I serve alcohol to someone and he/she is in a bad accident, then the university is responsible for paying for the damages.

Dr. Mescon: Aramark has a pouring license and have appropriate insurance to do so. This is the only alternative available to us right now.

Jaimie Deloach: The alcohol license cost \$10,000 for Aramark and therefore, they must recoup their expenses.

Dr. Mescon: We need to build this into our contract with Aramark. We do need a licensed pourer available.

Executive Officer Stokes: We now need to elect someone to the Strategic Planning Commission. I will self-nominate.

Second.

Vote: 19-0 in favor of the nomination.