

Call to order at 3:04 PM

Senators Present

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

Guests Attending Included

Samuel Abegaz, Barbara Buckner, Spencer Garrard, LuMarie Guth, Tom Hackett, Hassan Hassani, Tom Helton, Barbara Hunt, Laurie Jones, Shamim Khan, David Lanoue, John Lester, Tim Mescon, Joy Norman, Ellen Roberts, Dan Ross, Lisa Shaw, Gina Sheeks, Sri Sitharaman, Brian Tyo, Michael Wetherholt

Report from President and/or Provost

Dr. Mescon: I was in a meeting this morning to discuss the Investment Committee Report. The report describes the decisions on investment allocation for next fiscal year beginning on July first. I would like to share with you what has happened since 2010. From 2010 to 2011, there was a \$106,180 or a 12.11% increase in allocation budgets. Faculty support increased from \$293,600 to \$382,100, program service allocation budgets increased from \$187,700 to \$196,180 and scholarships increased from \$395,290 to \$404,490. I highly compliment the Foundation and everyone who has been involved in fundraising for the university.

The second report that I would like to discuss will be presented in more detail during the BOR meeting this week. The College Completion Plan was written by Governor Deal about the relationships between the USG and the Technical Colleges of Georgia. Traditionally, these systems have not gotten along too well so this report portends a different relationship for moving forward. The report outlines a new agreement with the Technical College System of Georgia aimed at improving students' ability to move between it and the USG to earn degrees. One important conclusion in the report is: By 2020, 60% of all jobs will require some form of postsecondary education. Right now, less than half of the population holds a certificate or degree (42%). This agenda has to involve both the USG and the technical colleges.

In the report, there is also a large section called "Transforming Remediation" that looks at developing studies and at preparing students for college. It is an interesting read in terms of a relationship between the two.

The final section of the report talks about adult and military outreach. The goal is to design collaborative online programs like our Web MBA and online MSN degrees. The report describes best practices for adult college completion. A huge part of the report also talks about STEM. Everyone should look at the report and review some of the conclusions.

Dr. Hackett: I was able to attend the BOR RACAA meeting. The focus of the meeting was the process of creating proposals to go up to the state. In the past, we had the two-step process. A few years ago, the process changed and helped us to create new programs. There is a new sheriff in town now and the process is changing again. The new process is made up of two steps and will begin in January. We are not to submit any proposals until January. The process will be online and will involve looking at staffing and fiscal needs. The process will also look at duplication around the state. We have a proposal in the pipeline now. We do not need to

resubmit it, but we will need to answer some questions. It is for the MS degree in Exercise Science. We will answer these questions and then they will be reviewed.

The other area that was emphasized was Distance Learning. Jon Sizemore is the new Interim Assistant Vice Chancellor for Distance Education for the Board of Regents of the University System of Georgia. We talked a lot about the compliance process for Distance Learning programs. We have not talked a lot about this here for Academic Affairs is working on this. What has to happen under the current guidelines is that every program that we teach must be approved by every state from which we have students. Some states are easy and some charge money, and yearly assignments. We may ask you for information to submit. We are also working with SREB. The thought being is that the programs belonging to SREB will provide reciprocity.

Finally at the end of this meeting, I would like to discuss the Strategic Plan with you.

Announcements from the Senate Executive Officer

Dr. Stokes: I sent a letter to Chancellor Huckaby requesting that he visit us again soon. There was a delay in his response; however, he did finally call me back. He asked me for some dates and I gave him the date for Dead Day. But chances are that if he chose any day, the faculty would work to fit his visit into their schedules. I have not heard from him since, but I did e-mail him again on Friday as a reminder. This is coming before the end of the year.

I sent a letter to members of the Senate. During the October third meeting, there were comments made that I held back and manipulated data that I received about faculty salaries. The letter showed that I did not receive this type of data. I want this letter to be included as addendum to the October 3rd minutes.

Senator Hogan: I move to add Executive Officer Stokes' letter to the October 3rd minutes.

Senator Vidal: I second the motion.

Motion passed.

Old Business

Cost of the new Multipurpose Field Report

Handout: Response to Faculty Senate Request Construction Costs and Funding Source for Multi-purpose Field

Tom Helton: A small ditch near the original CSU campus entrance from East Lindsay Drive remained an erosion issue for it carried storm water from the interstate along with run-off from Gentian Avenue to a connector with Lindsay Creek. The project to solve the erosion problem has been in discussion for a few years with the city. A year ago in FY2010, we encumbered the

money and worked with the city to solve the erosion problem. The old ROTC field is where it kind of developed. This last year, we encumbered money to improve Clearview for new environmental science labs. We are also putting up a new marquis in front of the Cunningham Center and then will replace the one on University Avenue.

Dan Ross: First of all, doesn't the Senate's Sustainability Committee have a voice on how land is being used? The other is that we heard recently that there is a study group looking at facility use. We do these master plans every few years and it does not seem that we go back to them when we make facility improvements.

Tom Helton: Our last master plan was done a decade ago and we do follow it. On Wednesday, the consultants are coming back because the new master plan is a requirement by the USG.

Senator Stokes: We used to have a facility and safety committee that helped with making improvements on campus.

Senator McFalls: Do we have faculty talking about these end-of-year funds and how they are being used?

Tom Helton: No--except up through the respective deans. This money is not allowed to be rolled over, but must be spent within a fiscal year. This money is always spent on short-notice. The decision process goes up through the chairs and deans.

Enrollment Figures Report

Senator Stokes: I was asked to read the following statement sent to me by John Lester:

As the media does every year, they asked what enrollment was going to be this year. Based on a record number of applications, I told several media outlets we thought we could be up by as much as a couple hundred students.

Elevated enrollment standards, sticker shock (with HOPE changes), the economy (which hit programs such as Command College), all apparently came into play as we moved from applications to enrollment, and it looked like enrollment this fall would be flat, not significantly up. We reported all this to the deans' council at a meeting on August 19, and we agreed then to wait until the final numbers for this year were reported to the USG before saying anything else about enrollment figures.

We did that, and released the final enrollment figures last week (2011 enrollment ended up at 8,307).

Senator Schwartz: In August, there was a report in the *Ledger-Enquirer* that projected a much higher enrollment number.

Senator Stokes: Yes, it showed a 14% increase.

John Lester: That number was created by the newspaper. We gave them the number of 8700.

Senator Schwartz: Wasn't this reported after school started?

John Lester: No. It was reported before August 15th.

Senator Studstill: The final number shows that we are up 9 students.

Senator Stokes: Yes, but we are up more than that in student contact hours.

International Education and Exchange Committee

Handout: Campus Internationalization Strategic Plan

Handout: Campus Internationalization Strategic Plan: Draft 23 April 2009

Dan Ross: It has been an interesting year for this committee.

I have chaired the committee for 5 years and I know that there are a lot of things happening here about international education. There have been impressive changes. We face an exciting time right now. With this horrible economy, one thing that our students need is knowledge of global issues. We need to work on some aspects of international education. I encourage you to think about being involved in international education.

Please look at the Strategic Plan for international education. Dr. Hackett and Dr. McCrillis think that we should put international education more at the center of the university. We have subcommittees working on each of the target areas. The full committee will get the subcommittee reports soon.

In February, we are going to put action items under these goals to help nurture the international education program. We are one of the leaders for international education in the state. With the new global access fee, we can grow the program.

Faculty Salary Report

Handout: Faculty Salary Changes July 1, 2010

Senator Stokes: I was asked to get this report from HR. The first section shows increases based on equity, promotions and retention incentives. The second section shows increase pay for increased workloads.

Senator Martin: What does equity entail?

Senator Stokes: I asked my Dean this question. He asked his Chairs about people who are really under the salary line (or example, those who make less than newly-hired faculty).

Senator Martin: Do different colleges define equity differently?

LuMarie Guth: Are these increases for the pay cycle or the money total?

Senator Stokes: This is the cumulative totals paid out for two years.

Senator Owens: We are in the midst of the salary study. At the end, recommendations will be made for equity adjustments. But it looks like we are making equity adjustments before the salary study.

Senator Martin: Is it appropriate to find out from different colleges how they define equity?

Ellen Roberts: I do not think that COEHP made any equity changes. We only had summer research requests, etc. Nursing received equity pay that was financed by the hospital.

Senator Stokes: That is probably the 18.

Senator Schwartz: Who classified the other 12 as equity?

Senator Stokes: Laurie Jones

Senator Studstill: For the retention incentives, is this the amount to keep them here?

Senator Stokes: I believe so.

New Business

Test Accommodations and Disability Services

PowerPoint Presentation

Joy Norman: Section 504 of the Rehab Act of 1973 states:

No otherwise qualified individual with a disability shall, solely by reason of his/her disability, **be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity.**

The Supreme Court decided that "an otherwise qualified person with a disability under Section 504 is one who is able to meet all of the program's requirements in spite of that person's disability."

This means that students must **meet criteria for admission**. The criteria are:

- Students must evidence the **potential to do the work**.

- Students must be able to **meet academic standards of institution**

The criteria for selecting accommodations are the following: The accommodations must be reasonable and effective. They also must not alter the curriculum or course requirements and they must not present an undue administrative burden.

It is the students' responsibility to present a letter from Disability Services to the instructor that states the student qualifies for accommodations. The student must then schedule the exam with ODS for the same time that the class meets. ODS then contacts the instructor and arranges for the delivery of the exam.

It is important to remember that cheating is not a disability issue. So the next question is: how do we keep up with our students and provide this service?

ODS tells students what they can and cannot have in the testing room. When they go into the testing room, they do not take anything in with them. For example, they do not take a calculator in unless otherwise specified. We do everything to ensure no cheating except to pat them down.

Have I found students cheating? Yes. I report them to the professor. We cannot proctor every test. Last week we gave 40 tests. We have 3 or 4 testing rooms. I check on them, watch them and talk to the students. I tell them that I will report them to the faculty.

I do not want students to be afraid to ask for my help if their professors are afraid that they will cheat. Usually after they cheat, they are very apologetic and I watch them more closely.

Senator Rogers: If you cannot tell us what their disability is, can we ask them?

Ms. Norman: Usually according to accommodations, you will know. Usually people who are embarrassed will also let you know.

Senator Schwartz: So if you have enough staff, it would be okay to proctor the exams?

Ms. Norman: Most universities administer the tests and do not proctor. We could not staff it for proctoring. We could get surveillance cameras.

Senator Schwartz: I think that this is a good idea. It would be good that students are proctored like they would be in the classroom.

Dr. Mescon: Thank you, Joy, for your help in our performance facilities and all of your help with our students who have disabilities.

Ms. Norman: There is a lot of support from the top down here.

Dr. Sheeks: Joy received \$40,000 in grants from Country's Barbecue and will receive \$80,000 to purchase books and services for the visually impaired.

Ms. Norman: Yes, so far, I have bought braille software and other services.

Senator Schwartz: If we have year-end money this year, can we buy cameras?

Update: US News & World Reports

PDF Document

Dr. Sitharaman: As you can see by the first slide, we are close to being a Tier One institution in the next few years.

The next slide shows the weights used for regional universities to come up with the tiers. The peer assessments sent to presidents, provosts and other administrators were worth 25% of the total score.

Graduation and retention rates were also worth 25%. As you can see, our graduation and retention rates have not dramatically improved.

Faculty resources are worth 20%. This reflects our class sizes and average faculty salaries.

Student selectivity is worth 15%. It was good for not many people submitted this data. Therefore, this helped us.

Where are we? We need to start to make future plans so that we can get into Tier One next year or perhaps, the year after next.

In the future, we need to concentrate on the following areas:

Peer assessment; Graduation and retention; Freshman high school rank and Alumni giving.

Are there any questions?

Provost Search Report

Senator Brown: We posted the ad about on the 10th of October. We are reviewing the applications starting on the 11th of this month. We have about 27 applications right now. We are going through the list on the 17th. We will be conducting the phone interviews for the short list before Christmas.

Distance Learning Faculty Discussion Forums

Senator Radebaugh: I just wanted to remind the Senate that the Distance Learning Committee is sponsoring two Faculty Discussion Forums that concentrate on faculty compensation. The first is on November 8th from 12:30 - 1:30 on the RiverPark Campus. The second faculty forum will be held on November 15th from 12:30 - 1:30 in Schuster 130. Lunch will be served at both forums. I hope to see you all there!

Dr. Mescon: I would like to introduce to you Dr. David Pollock from Bainbridge College. He is here visiting us. Dr. Pollock is an Instructional Technology Specialist.

Grants Report

Dr. Wetherholt: I was asked to give a report on grants to the Senate. Last fiscal year, our faculty brought in \$3.4 million in grants. For the first 4 months this year, you have already hit that mark. How can we eliminate roadblocks? That is what I was hired to do. We have two databases and will do the searching for you. We also help with grant writing. You can do the narrative and we will do everything else for you. We are doing one hour informational sessions, as well.

Currently we have 7-8 major projects and with several more, we are waiting for notice.

I encourage the faculty here to give us a call. For an institution this size, we should be bringing in \$7-\$8 million dollars in grants per year.

Dr. Hackett: John Lester is doing a good job with *In the Know*. Mr. Lester could put generalized grant information into *In the Know* to get the word out.

Dr. Wetherholt: I encourage that the Senate put together a Research Advisory Committee that is comprised of one person from each of the colleges, the library and the student research office. Here the faculty could have a voice in what we are doing in grants.

Senator Stokes: Do we need a new committee or would this be an additional charge for the Faculty Development Committee? This committee deals with internal grants.

Senator Schwartz: I motion to give this charge to the Faculty Development Committee.

Senator Zuiderveen: I second the motion.

Motion passed.

Strategic Planning Process

Dr. Hackett: What I would like to do is to tell you all where we are. The President sent out an e-mail about the strategic planning process and tasked Gina Sheeks and I to help us to move forward.

I will give you my thoughts and then talk about process. It is very important that we have a plan that will guide us into the future. We are in an uncertain time that presents a lot of opportunities for us. We have done a lot of good things in the last few years. We need to look at this and then decide what we can build on and then where to go from there. We need to take into consideration the fact that universities are changing. In our case, it is a much more competitive environment. We have new revenue models, issues with fees and our donors, foundation trustees, etc. We need to be careful about what we tell them.

We have met with the Chairs Assembly. The Chairs Assembly gave us a lot of time to look at the process with an eye towards having a process to make everyone feel that they have an opportunity to have a say in this process.

Senator Stokes: Is there an opportunity for me to meet with the Senate or a group of Senators to talk about this process. We then need to have the campus buy into this.

Having this discussion during our usual meetings would be difficult. We could have a special meeting to discuss this. I suggest that we should do this immediately. This is the last year of our three-year plan.

Senator Schwartz: This is a great idea and it would be advantageous for the entire faculty to come. This could be a Senate-sponsored event.

Senator Stokes: When is a good time?

Senator Zuiderveen: Tom, when is your deadline?

Dr. Hackett: We have none. We need to take our time and figure out a process. But this needs to happen this year.

Senator Zuiderveen: We have Thanksgiving in two weeks, and then finals and then graduation. I do not see a good time.

Senator Stokes: There is never a good time. A lot of people did not feel involved during the last time so we need to speak up. We need to have one meeting initially.

Senator Zuiderveen: I motion to meet next week on Monday or Wednesday.

Senator Schwartz: I and a few other Senators may be busy.

Senator Stokes: How about Tuesday/Thursday from 12:30 - 1:30? We could meet on the 18th. Or we could meet in about two weeks from today at 3 PM some place.

We could do one on the RiverPark campus on another day.

Senate: In agreement.

Adjourned: 4:38 PM