Faculty Senate Meeting

**Monday, October 7th**
Bo Bartlett Center
3:00pm – 5:00pm

**In Attendance**

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<th>TCoBCS</th>
<th>CoEHP</th>
<th>CoLS</th>
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<tr>
<td>Lydia Ray</td>
<td>Mark McCarthy</td>
<td>Samuel Abegaz</td>
<td>Joseph Girard</td>
<td>David Owings</td>
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<td>Neal Thomson</td>
<td>SaoUssan Maarouf</td>
<td>Clint Barineau</td>
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<td>Lydia Ray</td>
<td>Alicia Bryan</td>
<td>Courtney George</td>
<td>Andrew Donofrio</td>
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<td>Hyrum Carroll, <em>Alternate</em></td>
<td>Tugce Gul</td>
<td>Ryan Lynch</td>
<td>Nicholas McMillan</td>
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<td>Gwendolyn Miller</td>
<td>Jennifer Newbrey</td>
<td>Stephanie Patterson</td>
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<td>Markus Weidler</td>
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<td>Nehal Shukla</td>
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**Absent w/ notification**
Phillip Bryant, Rania Hodhod, TCoBCS; Alison Cook, Library

**Absent w/o notification**
Rosa Williams, Brandt Smith, COLS

I. Call to order **0–2:33**
   a. Time 3:03

II. Approval of Faculty Senate September meeting minutes – Nicholas McMillan
   a. Slight changes in terms of course/ degree naming
      i. 4d should be BBA (not BBM)
   b. Approved with Revisions, 1-Abstentions

III. President’s comments and announcements - Chris Markwood **2:34–11:02**
   a. Welcome
   b. Bo Bartlett Center history
i. Has been completely paid for with money donated through the foundation.

ii. Looking forward to what it can bring to Columbus and Columbus State University

c. Budget Town Halls

i. Thank you to those who came to the Budget and Enrollment Town Halls. We had good attendance at both as well as some who live streamed it.

ii. Invites everyone to come to the October Town Halls which will have more specific information on the plan and how we are putting that together.

iii. The goal is to have a budget production plan in pretty good shape prior to the Thanksgiving holiday.

iv. The cuts we are required to make this year are a result of a decline in fall enrollment, but we have a chance to mitigate this with January and Spring enrollment.

   1. The Provost will be working with Chairs and Deans on class fill and section management so we can make sure our students have what they need when they need it and that those classes are full.

v. Website Update

   1. We are still making progress to make a more interactive and device compatible website.

   2. UITS will be reaching out to a variety of constituent groups in the development of that website. They had approached the President for feedback, but after confirming that students were the audience, he suggested that UITS reach out student groups to get feedback on website. That process is about 4–6 months out for a complete redesign.

   3. Meet with department chairs before website goes live to make sure that it is accurate and meets their needs.

d. Campus Spotlight

i. Pleased to announce the BoR has asked to do another feature focusing on cyber, our relationship with TSYS, and economic development.

ii. Was not expecting to be featured for another couple of years, but to be asked twice in one year reflects the tremendous work the faculty is doing on a daily basis.
e. Enrollment
   i. President’s Retreat with the Chancellor and the Chancellor’s staff in Valdosta
      1. Brought in a faculty member from Minn, Dr. Nathan D. Grawe, to talk about demographic changes and its impact on higher education.
      2. 2018–2020 we are just in a little bit of a dip
      3. According to Dr. Grawe, the big dip will come in 2025 when we will be about 5.7 million 18 year olds short (due to fewer births during the great recession). That will impact 4-year institutions, like Columbus State, disproportionately, as we will be in competition with 2 year institutions
         a. Re-evaluate what degrees we offer and how we appeal and meet the needs of all student groups
         b. We will be starting those conversations with everyone. How do we recruit and retain differently?
   f. Questions
      i. Have they looked to see how Georgia compares to national averages?
         1. Answer- Yes and we have that data and we are a little bit better off than places in Northeast and Midwest

IV. Provost’s comments and announcements - Deborah Bordelon 11:03–24:03
   a. College Positions Searches
      i. COA Dean Search Committee is in full force. Committee has been in touch with semi-finalists. Interviews will take place around October 24 & 26 with finalists coming on campus sometime in November…early-December.
      ii. COLS Dean search is kicking off. The committee will meet on October 18th to start that process. The goal is to have that position posted sometime in early November with the goal to have someone in place by 1 July, 2020.
      iii. Sponsored Programs Director:
         1. We did offer the job to a candidate, but she received and took a competing offer.
2. Worked with other Sponsored Program Directors to send out call through their specialized listservs, but the response was not good.

3. We may look into possibly working with a search firm to identify a person for that position because we want the right person to begin bringing in sponsored programs and grants.

4. Money from salary savings to be used to hire a search firm, but believes it will be money well spent in the long run to obtain someone who can truly benefit CSU.

5. That will be relaunched shortly and expect another update at November 4th Senate meeting.

b. Town Hall Meetings
   i. October 31st from 12:30p to 1:30p in the CCT Auditorium.
   ii. November 1st from 11a to 12p in Frank Brown Hall room 1304 (same as last meeting)
   iii. Please attend
   iv. Thank you for your comments and suggestions. We want to continue the dialogue on how we can work together to address some of these challenges.

c. Faculty Reassigned Time pilot and implementation for the fall:
   i. Tweaking the guidelines based on the feedback after Anil’s presentation at the last senate meeting.
   ii. Can work in all the suggestions with the exception of one.
      1. Faculty Development Committee had asked for a visiting Professor to fill a spot. Tricky due to cost.
         a. Wording will be worked in to allow for a visiting professor if there is a need.
      iii. Want to get the pilot in place.
   iv. Moved the deadline back to November.

d. Jan Term FAQs will be coming out
   i. Updating the document and will have out by Wednesday, October 9th as we are just updating the guidelines.
ii. At the town hall meeting someone asked the question: How many students who took a Jan Term course enrolled in 15 or more credit hours in the Spring semester?
   1. Last term, 759 students enrolled in a Jan Term course. Of those students, 499 took 15 credit hours or more.
   2. Powerful tool for students to progress through their degree.

iii. Benefit of Jan Term is that students are only taking one course and you have their undivided attention for that time period.

iv. How can we take advantage of this term to help with the students… and it will also help us as we are looking at addressing the enrollment decline in the fall and moving forward.

e. Questions

i. Dr. Markwood one comment on the Jan Term classes: Don’t immediately go to what students think are the easier courses that they can take; there are a lot of options as to what courses can be offered due to student demand.

ii. Nicholas McMillan: Where are the responses to the budget suggestion forms going?
   1. Answer: They are going to University Relations where they will be collected and compiled.

iii. Ryan Lynch: Two questions regarding the reassigned time policy…
   1. The original Draft form that was sent out, can we get a finalized application sent out to us?
      a. Answer: Yes
   2. Understand the desire to push back the deadline for application, however there is concern for the position of our students who may lose access to courses having to be removed due to the faculty’s absence.
      a. Answer: The goal is not to remove any courses from the books, but to find a way not to limit any offerings to our students by working within the departments to determine a way to cover any course which is affected.
b. Ryan Lynch suggests: Reach out to the Chairs so they have a reminder that if they receive an application for reassigned time, that they have a plan for the eventuality that you may lose them.

iv. Neal Thomson: When you say work it out within the department and their is not a part-time person available, could a full-time faculty take an overload so that another faculty could receive a release?
   a. Answer: That could be a possibility.

v. Unknown: Could Jan Term effect your Maymester plans?
   a. Answer: If you have students in those classes and those classes make, by all means offer them in Jan Term, Maymester, it all depends on enrollment. The classes have to make, it cannot be 2-5 students in a class/term, but if you have a high demand course, there is nothing that is written that says if you offer it in Jan Term it cannot be offered at another time. Again, it all depends on enrollment and demand for those courses.

V. Executive Officer’s comments and announcements – Clint Barineau 24:04–25:29
   a. Thank you to Dr. Markwood for suggesting Bo Bartlett as a location for the Senate meetings.
   b. Please send any feedback regarding the space so that the meetings can improve.
   c. Thank you to Steve Morse and UITS for their efforts in helping the Faculty Senate get set up in the Bo Bartlett.
   d. Welcomes and introduces Randy Garver the new Assistant Director for the Center for Online Learning

VI. USG/CSU Well-being Update - Lashica Thomas
   a. Personal emergency. Will try to make November meeting

VII. University Space Reservation – Steve Morse 25:30–41:48
   a. Link to presentation is on the Faculty Senate minutes page
   b. Campus space utilization report
      i. Software (Cougar Scheduler or Banner) is only as good as the data you put in it. It is important to put everything we do (classes, meetings,
rehearsals) on campus to turn in accurate information. The report is
turned in to the state to determine funding. Inaccurate information or
failure to prove the utilization of space will hinder our ability to acquire
new spaces and buildings.

1. Riverpark campus is not keeping up with updating events
   a. Schwob maintains an accurate listing of events
   b. Corn Center and the Riverside Theater should be the
      second highest utilized building on Riverpark, but the
classes, rehearsals, and performances (data) are not being
      entered into the software
   c. The software believes that Yancey Center at One Arsonal,
      which only has five classrooms is the second highest used
      space.

2. Also tracking the usage of offices, which are occupied, which are
   not.

3. Continue to train and update everyone on how to use the
   scheduler

4. Looking into a potential visual modeler software to allow for a
   better understanding of what is where and its availability.

5. Presentation will be made available to faculty

c. Questions-
   i. Mark McCarthy: Will the process of scheduling a space become
      automated at some point?

1. Answer: All the scheduling is automated. You can go online:
   faculty, staff, community can go online to Cougar Scheduler and
   you can reserve space. It will send you an email stating whether
   the event has been approved, denied, or pending.

2. Clarification: The approval requires someone on the other end to
   be clicking on something, correct?

3. Answer: There are two levels of approval when you put in a
   request. First it goes to Steve Morse’s office where they assess
   the impact that your event may have on the campus, then it is sent
to the building coordinator who then will say if they are okay or not with having the event in their building.

4. Further Clarification: That makes sense for 4,000 visitors coming to campus, but there really isn’t any incentive to go through that process for a meeting with 5 colleagues.

5. There is a tiering system. If you are wanting a conference room, any admin can help you secure that space.

ii. Dr. Bordelon, comment: We want to try and support every event, but bear in mind that there will be dates that will be blocked off where we just may not be able to facilitate your event. Suggestions:
   1. Plan ahead as much as possible
   2. Be mindful of the calendar.

iii. Clint Barineau, clarification: When using a classroom for a review session, are you wanting to capture that data as well?
    1. Answer: Yes, any time you use a space at all.

iv. Dr. Markwood, comment: At the retreat with the Chancellor, the Governor's initiative on states and the number of state buildings we have in Georgia came up and the question arose “Are we going to be subject to his audit of space?” Currently the USG is using their approach to push back on the Governor by saying we monitor or space appropriately. But the Governor's office is looking and will become part of their process for setting priorities. Please spread the word and make sure space is being recorded when it is being used.

v. Mary Convington: Will conference rooms get scheduled?
   1. Answer: Conference rooms should be tracked as well. They are tracked through the software and all the administrative staff who look over those conference rooms have direct booking.

vi. Steven Roach, UITS perspective: UITS personnel use the scheduler to determine the best times to enter into the classes as to not interrupt students or other sessions.

vii. Steve Morse, additional information: The software notifies campus police, custodial services, Steve Morse’s office, plant operations, automatically
triggering all the key components on campus needed to service the space.

viii. Nicholas McMillan: For open studio times, when students are allowed in the studios to work outside of class, these need to be reported as well?

1. Answer: Yes. If there are blocks of time where you know you need the space contact Steve Morse’s office and they can upload it saving you the trouble to do it manually.

2. Chairs and admin have been notified and trained.

d. Mark McCarthy, suggested action item: Bring this topic back to our respective units to disseminate information.

VIII. Old Business

a. Admissions Policy – Katey Hughes 41:49–49:14

i. Freshman Admissions

1. Following Board of Regents recommendations.
   a. Adjusting SAT scores: reading/writing to 480 and math to 440.
   b. For ACT scores: english or reading score of 17 and a math score of 17.

2. The change of this is to add flexibility by including the reading score instead of only requiring the english score.

ii. Dual Enrollment Admissions

1. Currently requiring the ACT or SAT, but again to add some flexibility, students who are interested in dual enrollment could opt to take the Accuplacer in lieu of the ACT or SAT.

2. The rationale for this deals with timing, Many students considering dual enrollment haven’t reached that point where they have taken the ACT or SAT yet.

iii. Adult learners

1. Changing the order of what we are currently doing. Allowing adult learners to be admitted and placed in programs without taking the accuplacer. They will be placed into corequisite courses, but can choose, after being admitted, to take the accuplacer exam to place into higher courses.
iv. No discussion

v. Call to approve. Neal Thomson w/ the motion, Ryan Lynch seconds
   1. 1 abstention

vi. Motion passes

IX. New Business
   a. Q&A – Craig Burgess 49:15–01:08:13
      i. Unknown: The main question that came out of the School of Music and
         the College of the Arts was if we have something that falls under
         secondary university responsibilities, do we just say on the form “No, we
         don’t have any.” or do we also report them knowing that they will be
         approved?
            1. Answer: Professional secondary responsibilities does not fall
               under outside activities so you would answer “no” to the first
               question and would skip to the bottom of the form and sign.
            2. Clarification: Can you give us an example of what would count as
               a conflict of interest? Can you give us an example of what we
               would have to report?
            3. Answer: Those which will constitute a conflict of interest or a
               conflict of commitment. Based on BoR’s definition any outside
               activity for which you are being compensated for should
               automatically raise a red flag. Again, if it falls under the definition
               of professional and secondary responsibilities, you can be
               compensated and it not constitute an outside activity which would
               constitute a potential conflict of interest or commitment. If it
               doesn’t fall under primary responsibilities and standard of
               excellence and the primary motivation for you doing it is
               compensation that should make you aware it is something that
               needs to be disclosed.
      ii. Andrew Donofrio: Is there a difference between summer full-time faculty
          and our regular 10-month contract and does that matter here?
          1. Answer: Yes, the policy matters. When you are not under contract
             with the university then the policy does not apply.
2. Clarification: Should you choose to work during the summer will the policy still apply?
3. Answer: Yes.

iii. Alicia Bryan, suggestion: Inside the application, there is a question for dates of proposed outside activity, and there is a note for that question that states that all dates must fall within a single fiscal year ending on June 30. Suggesting that the statement attached to question number three on the application, be revisited and reworded.
   1. Burgess: Outside activity form exists for employees while they are under contract or full-time employees of the university.

iv. Dr. Markwood, asking for clarification: Because this is an annual report for the BoR to be provided on an annual basis and you are under contract for a project that spans June and July, you would need to fill out this form?
   1. Answer: Yes, absolutely.

v. Ryan Lynch, clarification: The form only exists as a contingent to the wider policy and the wider policy is pretty clear on defining what is a full contract period

vi. Alicia Bryan: Question regarding the policy itself under the conflict of interest section: Section 5, Part C: for 9-month faulty the maximum time that can be spent doing outside consulting activities must be 1 day per week. Is that one physical day or a maximum of 24 hours?
   1. Answer: One day refers to 8 hours.
   2. Ryan Lynch, suggestion: maybe we should be sure to add clarification in the policy that defines one day as 8-hours.

vii. Jennifer Newbrey: What about the weekend, can you work your 8 hours during the week and then work the weekend, or is the 8 hours a cap for the entire 7-day week?
   1. Answer: The 8 hours is only applicable for Monday through Friday.
   2. Dr. Bordelon, clarification: If you were assigned to teach over the weekend, then that would be considered as part of your work week.
   3. Dr. Markwood, comment: Assumes that it means a traditional 40-hour work week.
4. Clint Barineau, clarification: Is the implication then that the 8 hours is restricted to the Monday through Friday, or whatever your regular work schedule is, but on the weekend, you could take up another 8 hour job if you were so inclined to do so?

5. Answer: Yes, if it doesn’t constitute a conflict of interest or commitment

viii. Nicholas McMillan: Some of my secondary university responsibilities include outside consulting. So how does that work? I don’t necessarily represent the university when doing so, but part of my creative activity is doing design work for individuals and companies outside the university.

   1. Answer: In that circumstance, instead of trying to figure out a direct response to your question, to submit the form and disclose it and give the Provost an opportunity to look at it. It is better to be safe than sorry.

ix. Ryan Lynch, clarification: There is a standing policy that was created in the interim to satisfy a compliance issue and as we work to ensure that we have the best policy created that faculty who fall within these circumstances should be submitting the current conflict of interest/commitment forms.


   i. Dr. Ron Williams presenting

   ii. Added what the purpose of the policy is to an already comprehensive policy.

   iii. John McElveen and Dr. Ron Williams worked together to develop a piece that talks about how and when to report because the faculty was looking for consistency.

      1. Goal is to keep a record of frequent flyers (students who frequently engage in this type of behavior).

      2. Faculty determine whether or not behavior is reported

      3. If it rises to a point of being reported, all of the academic sanctions for that student are in the faculty member’s hands and that of the department.
4. The reason to report is the student is reported in Computer Science and then again in Art, Academic Affairs can provide the best information to whomever is handling the situation with the student.

iv. Questions

1. Unknown: When I file a BART report I have no idea how many infractions the student has, how do we deal with multiple offenders but yet in a way that it is appropriate?
   a. Answer: Detailed answer available in audio.

2. Unknown: Basically the message is report, report, report, correct? Does that mean even if we determine that the student is just not understanding citations and we issue a failing grade and they don’t respond to that outcome, do we still report that?
   a. Answer: At that point it is up to you, as the faculty, to determine whether or not to report for academic dishonesty.

3. Markus Weidler: Inaudible
   a. Answer: Yes. If in your professional opinion the student only deserves one sanction, but not the nuclear option, and you have reported it to us, we may see that the student has similar behavior in other classes, their may need to be certain action taken to reinforce the need of academic honesty with the student.
   b. Additional clarification by individual in attendance: Inaudible

4. Ryan Lynch: Who can actually see these reports and can the student see them? On record keeping, how long are these misconduct issues staying with them?
   a. Answer: Student misconduct records will stay on the system indefinitely in student conduct record. The student's conduct record is not released without the student's consent.
5. Unknown: Sometimes students don’t know that self-plagiarism exists, should we still report this type of issue, or is it between student and instructor?
   a. Answer: It’s situational, but would recommend explaining it to the student, but it is completely up to the faculty member.

v. Clint Barineau, clarification: Presentation was to offer clarification because some senators had requested that the policy be explained. Not a policy change, was intended to be a review.

vi. Lydia Ray: Do we need to notify the student that we are filing the report in the system and if the student threatens us, what do we do?
   1. Answer: Threat assessment is still prevalent. Please report all threats. If the threat is immediate, call University Police. Transparency is important. Would recommend informing the student that a report is being filed.

Senate Bylaws – Ryan Lynch 01:36:05–01:53:23
   i. Presenting a completely reorganized Faculty Senate Bylaws document.
      1. Major Changes
         a. Remove the preamble of the bylaws
         b. Detailed more directly what the senate committees actually look like. Two sections. 1. Subcommittees of the senate including the Executive Committee, Committee on Committees, Committee on Elections, the Senate Budget Advisory Committee, and the Faculty Affairs Committee. 2. Standing committees of the Faculty Senate.
         c. Faculty senate is not a spending body.
         d. Gives the Executive Officer the ability to form ad hoc committees based on need. Ad hoc committee will disband automatically at the end of academic year of once task is complete.
   ii. Alicia Bryan, suggestion: Table the document until Spring due to the number of committees.
   iii. Katy Hughes, comment: Bylaws must be approved by the faculty at large
1. Ryan recommends that these be bylaws for the Senate body and should be voted on by the Senate and approved by a super majority.

iv. Unknown, question/suggestion: Why do all the committees need to be listed if they are already in the faculty handbook?
   1. Answer: Ryan is proposing that the list of committees in the faculty handbook be replaced with a link to the Faculty Senate bylaws.

d. Faculty Affair Committee Bylaws – Ryan Lynch 01:53:24–02:02:37
   i. Reconstitute what the committee looks like.
      1. The committee should not be made up of only senate representatives.
      2. Four from the senate, one from each college, chair to be selected from these 4.
      3. 5 at-large members.
         a. one from the library
         b. other 4 from any member of the faculty

   1. So motioned and seconded
   2. Discussion
      a. Alicia Bryan, should we rather just fill the CoEHP spot so that Faculty Affairs can function until we have time to fully review the proposed changes.
      b. Ryan Lynch response: We could but we would be severely limiting the voice of the Faculty Affairs committee.
   3. Clint Barineau calls for the vote
   4. 14 For, 0 Against, 5 Abstentions

iii. Appoint a CoEHP Senator
   1. Mark McCarthy, self nomination, unanimous approval

X. Other Items 02:02:38–02:03:09