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Faculty Senate Meeting

Monday, November 6, 2017

Schuster 130

Members Present: Michael Dentzau, Sherika Derico, Rania Hodhod, Patrick Jackson, Michelle Jones, Krystal Kennel, Yuichiro Komatsu, Tesa Leonce, Paul Luft, Ellen Martin, Laurence Marsh, Jennifer Newbrey, Amanda Rees, Clifton Ruehl, Brian Schwartz, Neal Thomson, Joy Thomas, Kevin Whalen, Rosa Williams

Members Absent with notice: Samuel Abegaz, Natalie Higgins, Chris McCollough, Clay Nicks, Yesem Peker, Andrew Puckett, Diana Riser

Members Absent without notice: Rajeev Dabke, James Ogburn

Guest Present: Richard Baxter, Jan Burcham, Larry Dooley, Mark Flynn, Linda Hadley, Frank Hardymon, Amada Hawkins, Tim Howard, Susan Hrach, Kathleen Hughes, Laurie Jones, John McElveen, Kimberly McElveen, David Mitchell, David Ownings, Ellen Roberts, Dennis Rome, Lisa Shaw, Gina Sheeks, Stephanie Speer, Glenn Stokes, Wayne Van Ellis

- I. Call to order at 3:02pm
- II. President's comments and announcements – Dr. Chris Markwood was not present
 - a. Dr. Markwood submitted a written report to the Senate which will be available on the Faculty Senate website.
 - b. Senate comments in response to the report: In the document Dr. Markwood mentions bringing in two or three candidates for the ongoing Provost search. Brian Schwartz would like four candidates to be brought to campus.
- III. Provost's comments and announcements – Tina Butcher (TIME STAMP 00:03:12)
 - a. The Academic Affairs – Office of the Provost newsletter for November 2017 will be posted on the Faculty Senate website.
 - i. Total CSU enrollment is up to 8,453. This is a new record for the institution.
 - ii. Retention has continued to climb for the fourth consecutive year. Graduation rates have also increased.
 - iii. The Holiday schedule is posted online. No classes are scheduled for November 19 – 26. Offices will be closed November 23 – 24. In December, campus will be closed to the public December 18 – 22 and officially closed December 25 – 29. Offices will also be closed on January 1.
 - iv. Final grades for the fall semester are due on the 13th of December.

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- v. Commencement ceremonies for TCOBCS & COA will be held on Friday, December 15th @ 4pm and Saturday, December 16th at 10am for COEHP and 3pm for COLS.
 - vi. There are currently 49 courses scheduled for the January Term and 431 students enrolled.
 - vii. Faculty who are not teaching in the January Term are to report back on Tuesday, January 16th.
- IV. Executive Officer's comments and announcements – Ellen Martin (TIME STAMP 00:10:28)
- a. Update on the Promotion, Tenure, and Other Faculty Evaluations Policies and Procedures document that was approved at the last Faculty Senate meeting.
 - i. Dr. Markwood has approved the document and it will be posted on the Faculty Senate website soon.
 - ii. The approval process is not complete until we have a faculty vote on it.
 - iii. Ellen would like to have the vote in January when we are here for the Welcome Week activities during the University-wide Faculty Meeting.
 - iv. No objections were voiced.
 - b. Additionally, Ellen would like to have the Faculty Grievance Procedure document also up for a vote at that time.
 - c. Schuster 130 is a high volume room, so we have been asked to move the location of the Faculty Senate meetings at some point next semester. Please be prepared for that change.
- V. Standing Committees (TIME STAMP 00:14:23)
- a. Distance Learning Committee – Amanda Hawkins (TIME STAMP 00:14:29)
 - i. Please see the table below to see the proposed changes brought forth by the Distance Learning Committee:

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Current Description – Distance Learning Committee	Proposed Change- Distance Learning Committee
<p>The Distance Learning Committee is responsible for the following:</p> <ol style="list-style-type: none"> 1. promoting the use of distance learning technologies 2. addressing issues and concerns related to distance learning 3. participating in decision-making and planning pertaining to distance learning <p>The Distance Learning Committee should be composed of the following:</p> <ol style="list-style-type: none"> 1. eight faculty and/or staff members who currently teach or have previously taught online courses 2. the dean of libraries and the associate provost for graduate education, distance learning, and international affairs as ex officio members 	<p>The Distance Learning Committee is responsible for the following:</p> <ol style="list-style-type: none"> 1. Promoting the use of online learning technologies 2. Addressing issues and concerns related to online learning 3. Participating in decision making and planning pertaining to online learning <p>The Distance learning Committee should be composed of the following:</p> <ol style="list-style-type: none"> 1. Minimum of two representatives from each academic college and a library representative who currently teach or have previously taught online 2. The Associate Provost for Graduate Education and Distance Learning, Executive Director of UITS, Director of Center of Online Learning, Director of Faculty Center, and Director of Quality Enhancement Plan as ex officio members

ii. The committee believed that changing the wording to “Online Learning”, instead of “Distance Learning”, more accurately defines what the committee is actually doing. Amy Thornton, from COOL, clarified “Distance Learning” is an umbrella term, while “Online Learning” is one sub-group that fits under that heading.

iii. Question and Discussion:

1. The Senate agreed to change the personnel makeup of the committee, but the charge of the committee will remain the same. The Senate believes that it is better to keep the terminology broad in anticipation of future changes in the realm of “Distance Learning”.

iv. Motion to change personnel of the Distance Learning Committee, but not the name or the responsibilities: Michael Dentzau, Second: Neal Thomson.

v. Vote: 18/0/0 – Motion to accept the committee personnel changes passes.

b. Budget Sub-committee – Amanda Rees (TIME STAMP 00:25:10)

- i. The Budget Sub-committee had their first meeting on October 13th with Frank Hardyman. They were asked to provide ideas, from their perspective as part of the Faculty Senate, for funding initiatives in the budget for FY ’19.

- ii. They focused on the following areas, in no particular order: academic programs, full time faculty, funding for faculty research & development, public relations and

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marketing with direct lines to the appropriate departmental budgets, travel for student recruitment for specific departments, and salaries for part time faculty.

iii. Questions and discussion:

1. Will this committee be actively involved with the outcomes resulting from the loss of the online tuition differential? Answer: CSU found out about that change on October 24th, which was after the meeting. Dr. Clayton Nicks (Chair of the Sub-committee) has been sent the memo from the chancellor. It is on the agenda for the next meeting.
2. We have to phase out the online tuition differential over the next two years with a 50% reduction each year, which totals 2.2 million over the two-year period. Question: What role will the Faculty Senate Budget Committee have in helping with some of the decisions that would be made in order to deal with this shortfall? Answer: This announcement came as a bit of a blind side, hence, no decisions have been made thus far. We are figuring out the best way to approach the issue. We should not assume it means less online courses.
3. Are we reconsidering the fee charges that the online students currently pay? Answer: The USG mandates that we charge the special institution fee and the technology fee for all online students. If other fees were to be charged, we would need to get the USG's approval.

c. Faculty Grievance Ad Hoc Committee – Larry Dooley (TIME STAMP 00:38:01)

- i. The Faculty Grievance Committee has been meeting on and off for the last year.
- ii. The committee's main concern had to do with the clarity of the document, as it currently exists. It couldn't conflict with the BOR policy.
- iii. The committee went through the document and re-ordered it in its entirety to have a better flow, from dismissal to grievance.
- iv. Questions and Discussion about the document. Note of clarification: the committee did not invent new policy. This document is for the Faculty handbook, not the University bylaws.
- v. Ellen is asking the Senate to review the document and provide feedback. Any comments or questions should be sent to Dr. Dooley by November 17th. Please send feedback via email to dooley_lawrence@columbusstate.edu.

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VI. Old Business (TIME STAMP 00:51:51)

a. Faculty Affairs Sub-committee – Brian Schwartz (TIME STAMP 00:52:11)

- i. This proposal from the Executive Committee was presented at the last meeting based on a suggestion from the President at the beginning of the academic year to have a Faculty Affairs sub-committee of the Senate.
- ii. If a budget issue is presented, it will be recommended to the Budget sub-committee, not the Faculty Affairs sub-committee.
- iii. There is concern about having yet another committee, finding people willing to staff it and to take on the additional work load. It is recommended that we fill the committee positions as soon as it is approved.
- iv. Motion to approve this committee: Brian Schwartz, Second: Michael Dentzau
- v. Vote: 16/0/1 - Motion to form the Faculty Affairs Sub-committee for the Faculty Senate passes.
- vi. We will staff this committee at the December meeting.

VII. New Business (TIME STAMP 01:01:46)

a. Volunteer on Parking Appeals Committee – Ellen Martin (TIME STAMP 01:01:51)

- i. Senator Neal Thomson has volunteered to serve on this committee.

b. Salary Update – Laurie Jones (TIME STAMP 01:03:32)

- i. This report has been postponed until the December meeting.

c. Conflict of Interest/Conflict of Commitment – Glenn Stokes (TIME STAMP 01:03:58)

- i. Glenn Stokes filled in for Craig Burgess, who was not present at the meeting.
- ii. In accordance with BOR policy, CSU employees wishing to engage in outside activities must, on an annual basis, complete and submit to his or her supervisor a Request for Approval to Engage in Outside Activities Form.
- iii. The CSU Policy on Conflicts of Commitment and Interest was dispersed to the Senate and Dr. Stokes provided a brief overview. The document will be made available on the Faculty Senate website.
- iv. This is not just for the faculty; staff and part-timers are meant to adhere to this policy as well.
- v. Everyone is encouraged to review and familiarize him or herself with this document.
- vi. There can be time for questions at the next meeting, if it is deemed necessary.

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vii. Questions and Discussion:

1. Clarification: For faculty members, this is only during your contract period.
2. Clarification: This document is CSU's application of the USG policy.

d. Welcome Week Assessment (TIME STAMP 01:17:31)

i. The assessment results of the Welcome Week activities were sent out to the University on Friday, November 3rd.

ii. Question and Discussion:

1. Was participation mandatory? It wasn't clear in the communication and it should be made so, in the future.
2. What was the point of the escape room? Why were we doing it? It was confusing. Maybe a different type of exercise would be more beneficial.
3. The survey should have included questions such as "Do you think this was worthwhile?"
4. In the future, can the assessment results separate the responses of faculty from staff?
5. Constructively, more focus needs to be placed on the assessment piece. If these types of activities were to be beneficial and worthwhile, then the assessment becomes critical in getting the data you would need to form those decisions in the future. What is the feedback that we need to improve this activity?
6. In regards to the sessions, it was recommended that a small, concise descriptor be provided that explains what will be covered in the sessions.
7. Where do we direct comments for future feedback? Susan Hrach will take any feedback regarding the Howard and Arnold sessions. She welcomes any feedback or suggestions.
8. "Fall Welcome Week" should no longer be referred to as "Fall Planning Week". Faculty will need to plan at another time.

VIII. Other Items (01:46:04)

- a. The Sustainability Committee needs representatives from the COA and TCOBCS.
- b. Neal Thomson would like to remind the colleges about the Post Tenure Appeal Committee Pool from which the post tenure appeal committee is drawn. This is supposed to be done annually.

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- c. Joy Thomas would like to add to a future agenda item about faculty parking in the parking garage on Main Campus.

IX. End of meeting (4:52 pm)