

**Clayton State University – Minutes of the Faculty Senate
Thursday September 22, 2011 (11:15 a.m. – 12:30 p.m.)
University Center Board Room (UC 260)**

Members Present: Antoinette Miller (Senate Chair), Jim Keebler (Vice Chair), Maria Bullen, Jennell Charles, Michael Dancs, Rosemary Fischer, Ron Jackson, Todd Janke, Kathryn W. Kemp, Barbara Musolf, Muhammad Rahman, Katherine Ott, Terri Summers, Susan A. Walsh

Non-Members Present: President Tim Hynes, Robert Vaughan, Academic Affairs, Jim Flowers, Strategic Plan Officer, Randy Gooden, Chair, Bookstore Advisory Committee, Todd Smith, Bookstore Manager, Lila Roberts, Dean CIMS, Jim Braun, Chair, Faculty Affairs Committee

Faculty Senate Chair Antoinette Miller called the meeting to order at 11:17 with a quorum present.

A. The chair requested a change in the order of the agenda to accommodate visitor schedules.

B. Approval of Minutes

1. September 8, 2011
 - a. Motion to accept the minutes as amended for typographical error.
 - b. Motion seconded.
 - i. Minutes accepted unanimously.

New Business

C. Report by Randy Gooden, Chair, Bookstore Advisory Committee (BAC).

1. The BAC addressed faculty concerns and issues about the book order process.
2. Dr. Gooden introduced Todd Smith, manager of the Loch Shop (bookstore), to report on book ordering issues.
 - a. The book store is self-supporting and does not receive financial support.
 - b. Staff has been added to support the process for book orders.
 - c. The current inventory control system was purchased in 1994.
 - i. A new system will result in an update from DOS to a Windows based system with a trusted provider.
 - d. Profits from the bookstore are returned to the university via scholarships and other means.
 - e. In the past ordering by enrollment was sufficient, however, there are many competitor sources for book sales.
 - ii. The bookstore adjusts book orders to avoid overstock (see attachment).
 - 1) Over-ordering and entry errors contribute to overstock.
 - f. The Higher Education Opportunity Act (HEOA) provides for students to receive information as early in the process as possible to make an informed buying decision (see attachment).

- i. Book order information should be available to students by pre-registration.
 - ii. Faculty book orders are not always timely or are omitted.
- g. Vice Chair Keebler asked how book costs were calculated for overstock (called “Carrying Costs” on the attachment).
 - i. Vice Chair Keebler noted that cost of books is a factor in book selection.
 - ii. Ordering paperback over hardback can save costs.
 - 1) Mr. Smith stated the margin for books is 24%, which is less than other schools.
 - 2) Senator Ron Jackson asked about book buy back.
 - a) The bookstore buys used books, but does not buy customized books.
- h. Chair Miller noted that the previous Prism ordering program created book order errors.
 - i. Book orders were also left unfilled at times.
 - ii. Mr. Smith asked that book ordering problems be reported to the bookstore.

D. Reports

- 2. President (report attached).
 - a. Investigation of the robbery at Clayton Station is ongoing.
 - i. Thankfully no one was injured.
 - ii. For the 12 months prior to purchase there were 150 police calls to Clayton Station.
 - iii. Under stewardship of CSU the number has dropped dramatically.
 - 1. A report will be available later.
 - iv. Investment in cameras, lighting, and physical condition has improved security.
 - b. Dr. Hynes thanked those able to attend the visit from Chancellor Huckaby.
 - i. Senator Jackson asked if the Chancellor indicated thoughts on consolidation of university units.
 - 1. Dr. Hynes stated there is no list or specific concepts in mind for consolidation but the issue is an important agenda item.
 - 2. An announcement may come as early as mid-November regarding this and the space utilization study mentioned in Chancellor Huckaby’s remarks to the BOR and subsequently reported in the news.
 - 3. Consolidation of leadership and administration in the technical programs has yielded rewards.
 - 4. Historically Black institutions are not expected to be considered for consolidation.
 - ii. Funding for the new science building is still possible.
 - 1. The General Assembly concludes in April.
 - iii. Dr. Hynes expressed thanks for the Chancellor’s actions.
 - c. Dr. Hynes asked for questions.
 - i. Chair Miller asked about construction outside the campus main gate.
 - 1. Dr. Hynes reported a pedestrian tunnel under Hwy 54 was under construction.

- a. Marketing plans for the college include future development of real estate across from the campus to include restaurants and a Holiday Inn Express.
 - b. For marketing plans to succeed safe access is needed for people to cross the highway.
- 3. Academic Affairs
 - a. Dr. Vaughan asked for questions.
 - b. No questions.
- 4. Subcommittee updates:
 - a. Academic Policy Council
 - i. Report by Barbara Musolf.
 - ii. The committee is trying to find a meeting time.
 - b. Faculty Affairs Committee
 - i. Report by Muhammad Rahman
 - ii. Voted on Hardship Withdrawal section of the Faculty Handbook.
 - c. Student Affairs Committee
 - i. Report by Jennell Charles.
 - ii. Policies related to breast-feeding on campus are being reviewed.
 - d. University Curriculum Committee
 - i. Report by Michael Dancs.
 - ii. The committee will meet Oct. 7.

Old Business

- E. Mr. Jim Flowers answered questions about the Strategic Plan and its implementation.
 - 1. Vice-Chair Keebler asked how success would be defined and measured.
 - a. Discussion followed.
 - i. Mr. Flowers stated degrees conferred is a traditional measure of success, but understanding how students and other stakeholders measure success will aid in selection of relevant measures.
 - iii. Senator Jackson asked about defining success with international students.
 - 1. Mr. Flowers stated that a metrics subcommittee has charges of identifying metrics which indicate goal attainment and create a framework through which organizations can create their own metrics.
 - a. The committee doesn't define the metric, but asks the organization what the metric should be.
 - 2. Chair Miller attended the Graduate Council Meeting.
 - a. The Graduate Council chair created a subcommittee to investigate how other schools articulate with the senate.
 - i. The Graduate Council will provide a report to the faculty senate at the Oct. 13 meeting on their views about how the bodies should articulate.
 - b. Chair Miller asked for more input from the senate for the meeting.

New Business

- F. Draft from the Faculty Affairs Committee regarding Faculty Handbook sections addressed (attached).
1. Chair Miller asked how the senate should proceed with amendments to be in accordance with bylaws.
 - a. Chair Miller asked for guidance from Dr. Hynes.
 - b. Motion to address by-laws changes by Senator Rahman seconded by Senator Fischer.
 - i. Accepted unanimously.
 2. Discussed by-laws change from Faculty Affairs Committee.
 - a. Discussion re: Hardship withdrawal.
 - i. Dr. Vaughan was asked if exceptions to the hardship withdrawal policy (withdraw from all courses) were often made.
 1. Dr. Vaughan described such situations, e.g. students who must withdraw from a seated class, yet are able to attend online, or new parents who withdraw from weekday classes but can attend weekend classes.
 - a. Some students request hardship withdrawals after course completion.
 - b. Chair Miller asked if information about hardship withdrawal is in both the faculty and student handbooks.
 2. Dr. Hynes noted there are two issues: Students claiming a hardship withdrawal after course completion, and clarification of withdrawal from all courses.
 3. Senator Dancs asked for clarification of ‘course requirements’.
 4. Senator Charles asked for clarification about withdrawal after course completion.
 - a. Dr. Vaughan stated some students encouraged to withdraw but continue to attend, then on reflecting at the end of the semester determine that they should have withdrawn.
 - b. The proposed handbook change would remove this practice and require withdrawal at the time of the hardship.
 5. Motion to accept the handbook change as written by Senator Rahman, seconded by Senator Jackson.
 - a. Motion carried unanimously.
 3. In the interest of time, Chair Miller asked that Section 200 be tabled.
 - a. Motion by Senator Jackson to table the item, second by Senator Rahman.
 - i. The motion was carried unanimously.
- G. Roundtable Discussion – Senator suggestions for major issues for the year.
- a. Chair Miller recommended that the Faculty Affairs Committee review and compare the faculty handbook language against similar sections of the faculty handbook.
 - i. Duly noted by Jim Braun, Chair.

- b. Dr. Vaughan asked of the work of the Promotion and Tenure committee is on going.
 - i. Senator Jackson stated that it is progressing.

Upcoming Business

None noted.

Adjournment

H. A motion to adjourn was made and seconded.

- 1. Carried unanimously.
- 2. The meeting was adjourned by Senate Chair Miller at 12:27 p.m...

Next meeting

- 11. The next meeting is Oct 13, 2011.

Submitted by: S. Walsh Secretary, Approved Faculty Senate 10-13-11