

**Clayton State University – Minutes of the Faculty Senate
Thursday November 10, 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, Scott Butterfield, Ron Jackson, Todd Janke, Kathryn W. Kemp, Barbara Musolf, Muhammad Rahman, Katherine Ott, Terri Summers, Susan A. Walsh, David Williams.

Non-Members Present: Robert Vaughan, Academic Affairs, Jim Flowers, Strategic Planning, Jim Braun, Chair Faculty Affairs Committee, Dolores Cox, Image and Community, Thomas Marshall, Admin. Services, Lila Roberts, Dean CIMS, Jill Lane, Dean of Assessment and Instructional Development, Thomas Marshall, Admin Systems.

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

A. Announcement

A. Recording of proceedings.

- i. The secretary asked for permission to record the meeting for purposes of accuracy of the minutes.
- ii. The tape will be destroyed after minutes are accepted.
- iii. Senator Williams noted that the minutes need only record the business of the committee.

B. Approval of Minutes

1. October 27, 2011

- a. Motion to accept the minutes as written.
- b. Motion seconded.
 - i. Minutes accepted unanimously.

C. Reports

1. Strategic Plan – Jim Flowers

- a. Mr. Flowers presented the Quarterly report on the Strategic Plan.
 - i. The Strategic Plan Launch Party was successful.
- b. Mr. Flowers reviewed the Quarter 2 plan
 - i. Review of the Action Step Priorities.
 1. A committee was formed to assist with establishing metrics.
 2. The committee will work on matching activities with metrics.
 - iii. Internal and external initiatives will be implemented.
 - iii. Senator Musolf asked about the honor statement in the Social Contracts.
 1. Mr. Flowers stated the statement is under review.
 2. Senator Musolf noted students often say they do not know what is ‘plagiarism’.

- a. Senator Musolf invited Mr. Flowers to the next Academic Policy Council meeting.
- 2. DotNetNuke (DNN) content management system – Dolores Cox.
 - a. In March 2011 the roll out of the new system was announced, but a new system had to be selected instead for unexpected issues.
 - i. The new system is DNN.
 - ii. Faculty home pages are being refined and tested.
 - 1. The CSU home page will need to be in place before work can be done on faculty home pages.
 - a. Branding consultants are assisting with home page design.
 - 2. Jill Lane will work with faculty on home pages.
 - a. Since faculty pages are attached to school home pages, they must be worked on at the same time and all brought forward at once.
 - iii. Jill Lane and Tom Marshall answered questions about DNN.
 - 1. If faculty have never made a web page a default page will appear.
 - 2. Faculty who have pages in progress will not have their work affected.
 - a. A sample faculty page was demonstrated.
 - b. If a faculty member's page doesn't move with the school page, the URL for the faculty site will change.
 - 3. DNN works on modules.
 - a. There are modules for FAQ, blogs, wikis, and private forums, and photo galleries.
 - i. The tools to create are in the product.
 - ii. Uses flash and animations.
 - 4. Vice-Chair Keebler asked what faculty must do by when to prepare individual web pages.
 - a. There is not a hard timeline on most items.
 - b. The roll-out will be by groups.
 - c. Every faculty member should at some time re-engineer their website.
 - i. Now is a good time.
 - ii. The most difficult problem is the content.
 - d. Chair Miller asked if the team will come to the departments to walk faculty through the process.
 - i. Dr. Lane responded that faculty will be given the option of going to the team or the team going to them.
 - ii. Senator Williams asked when CIMS faculty, who will be in first group to use the new content management system, can work with it.
 - 1. Tom Marshall stated that testing is needed at each level, but it may be ready in 3 weeks.
 - 2. Senator Williams volunteered to be a tester.

- iii. Dean Roberts asked if faculty could make changes now.
 - 1. Tom Marshall said faculty could if they could get to the page.
 - iv. Chair Miller asked for ‘cheat sheet’ of instructions to send out to senators.
 - 1. Tom Marshall stated there will be dashboard page for guidance.
 - 2. Faculty can reach their web page by going to: faculty.clayton.edu/network user name
 - 3. The faculty.clayton.edu will eventually be a search page to find faculty web sites.
 - v. Chair Miller asked when next roll out will occur.
 - 1. Dolores Cox said after home page, hopefully by Dec 1, CIMS will be the end of January or February.
 - vi. Chair Miller invited the team to the senate meeting in January.
 - vii. Chair Miller additionally thanked Tom Marshall for updates in DUCK.
3. President’s Report – Dr. Tim Hynes written report (attached).
 - a. Dr. Hynes is away on a retreat.
 - i. Dr. Hynes has provided a report.
 - ii. Dr. Hynes invites the faculty Senate to a gathering.
 - 1. Save the date for Dec. 8.
4. Academic affairs – Dr. Vaughan.
 - a. Questions solicited.
 - i. No questions.
5. Subcommittee updates:
 - i. Academic Policy Council
 - 1. Report by Barbara Musolf.
 - 2. Recommended change in language requiring students on probation to no longer notify other departments such as advisors.
 - a. Senator Williams made the motion that the new language be accepted as amended, seconded by Vice-Chair Keebler.
 - i. Motion passed unanimously.
 - 3. Discussion on lowering the threshold of plagiarism.
 - a. The APC committee will consult with Jeff Jacobs, Office of Student Conduct
 - 4. Next meeting Nov. 28, 1 p.m., room TBA.
 - ii. Faculty Affairs Committee
 - 1. Report by David Williams.
 - 2. Senator Williams stated work is progressing on the Promotion & Tenure part of the handbook, but more faculty input is needed.
 - 3. The resolution about opening of buildings is under construction.
 - 4. The resolution about domestic benefits is complete (attached).

- a. The FAC recommends adopting the resolution and forwarding to the office of the President.
 - i. So moved by Senator Williams, seconded by Ott.
 - ii. Passed unanimously.
 - iii. Chair Miller will take the resolution to the USGFC for consideration.
- 6. Chair Miller called for a motion to change the order of the agenda to address changes in the faculty handbook before completing committee reports.
 - i. So moved by Senator Ott, second by Kemp.
 - 1. Passed unanimously.

D. New Business

- 1. Revision of Faculty Handbook sections from GENERAL PERSONNEL REGULATIONS 207.01 (see attached).
 - a. Adoption of changes which bring the handbook language in accordance with university language (written in green text in the document), and punctuation and grammar changes which do not change meaning.
 - i. Senator Ott moved that green text be accepted, seconded by Butterfield.
 - ii. Senator Kemp moved that incidental grammar changes be accepted, seconded by Charles.
 - 1. Both motions passed unanimously.
 - b. Chair Miller asked for a motion that all forms will be linked in the handbook, and will be moved as appropriate with the new DNN.
 - i. So moved by Senator Rahman, second by Williams.
 - ii. Passed unanimously.
 - c. Faculty Handbook section 207.01.1
 - i. The faculty travel authorization form is not named consistently.
 - ii. Motion to link to correct form in Accounts Payable by Senator Williams, second by Rahman.
 - 1. Passed unanimously.
 - d. Faculty Handbook 207.01.2 Sick Leave, lines 100-102 duplicate section.
 - i. Motion to accept revision by Senator Musolf, second by Jackson.
 - 1. Passed unanimously.
 - e. Faculty Handbook Section 207.01.2.1 Pregnancy, line 122 - redundant in another section.
 - i. Motion to remove the redundant section by Senator Charles, second by Jackson.
 - 1. Passed unanimously.
 - f. Faculty Handbook Section 207.01.2.2 , outdated language regarding time keeping.
 - i. Motion by Senator Jackson, second by Vice-Chair Keebler to ask Dr. Vaughan to draft new language which addresses change to ADP.
 - 1. Passed unanimously.
 - g. Faculty Handbook Section 207.01.2.2 Procedure for Reporting Sick Leave (Corps of Instruction).
 - i. Chair Miller called for discussion regarding proposed deletion of 4- and

8-hour leave time for missed classes and meetings changed to hour-by-hour (line 151).

1. Senator Musolf asked for the reason for the deletion.
 2. FAC Chair Braun responded that faculty were not happy about the policy.
 3. Motion to strike the original language and accept revision lines 151-153 by Senator Williams second by Charles.
 - a. Passed unanimously,.
- h. Faculty Handbook Section 207.03 Check-out Procedure for Faculty Members Ending Employment.
- i. The FAC suggested the 'Clearance of Campus' title for the form did not suggest the form's purpose.
 1. Senator Williams moved that the name used by Human Resources should be accepted, seconded by Charles.
 - a. Passed unanimously.

E. Old Business

1. Selection of next meeting date.
 - a. Senator Williams moved the next meeting be scheduled on Dec. 6, 2011 at the usual time and place, seconded by Summers.
 - i. Passed unanimously.

F. Next Meeting

1. Articulation of the Graduate Committee with the Faculty Senate.
 - a. Chair Miller asked for an ad-hoc by-laws committee.
 - i. Motion by Senator Rahman, seconded by Butterfield.
 1. Passed unanimously.
 2. Chair Miller asked for volunteers.

G. Adjournment

1. Chair Miller called for adjournment.
 - a. A motion to adjourn was made and seconded.
 - b. Carried unanimous.
 - c. The meeting was adjourned by Senate Chair Miller at 12:35.

Submitted by: S. Walsh Secretary, Approved by the Faculty Senate Dec. 6, 2011