

Clayton State University Faculty Senate

Meeting Minutes

November 13, 2017

Attendees: MeriBeth Stegall (Secretary) (also serving as proxy for Kendolyn Smith), Kara Mullen, Keith Miller (also serving as proxy for John Mascaritolo), Adam Kubik, Mark Watson (Vice-Chair), David Williams, Kathryn Pratt Russell, A Sbaraglia, Marcy Butler, Catherine Matos (also serving as proxy for Scott Bailey), Deborah Gritzmacher, Celeste Walley-Jean (Chair) (also serving as proxy for Eugene Ngezem)

Guests: Antoinette Miller, Lisa Eichelberger, Kevin Demmitt, Tim Hynes

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes		The minutes were approved as distributed.
2) Reports of President, Provost, & Standing Committees i) President's Report ii) Provost's Report	<p>The President's Report is attached as Appendix A.</p> <p>The Provost's Report is attached as Appendix B.</p> <p>Report included recommendations from the Strategic Plan Committee charged with developing external grant support.</p> <p>Discussion followed regarding how recommendations regarding new P&T considerations are communicated to departments and where/how decisions are made to implement them. Discussion regarding whether suggestions should be in Faculty Handbook or conveyed to departments and departments choose how to address them.</p>	

Agenda Item	Discussion	Senate Action/Resolution/Tasks
	Discussion regarding D/F/W rates and their role in evaluation of faculty.	
iii) Reports of Standing Committees Faculty Affairs Committee	<p>Faculty Affairs Committee Recommendations:</p> <p>1. After reviewing section 206.06 Post-Tenure Review: Policy and Procedures in the “Clayton State University Faculty Handbook (Revised May 2016),” the FAC recommends no changes to this section and that it is administered as written.</p> <p>2. The FAC recommends the addition of two additional sections to the “Faculty Handbook” in regards to a suspension of probationary time in rank for an approved leave of absence (proposed 207.01.10) and in regards to a suspension of post-tenure review for an approved leave of absence (proposed 207.01.11) The text for these proposed sections is provided as an attachment in Appendix C.</p>	

Agenda Item	Discussion	Senate Action/Resolution/Tasks
3) Reports of Special Committees		
4) Special Orders		
5) Unfinished Business and General Orders		
6) New Business a) Motion to Approve Recommendation of Posthumous Bachelor of Science in Health Care Management for Anthony C. Johnson b) Presentation: OneUSG-Connect (Nikia Yallah)	The recommendation is attached as Appendix D. The presentation is attached as Appendix E.	The motion to approve the recommendation of Posthumous Bachelor of Science in Health Care Management for Anthony C. Johnson was passed.
7) Adjournment		Motion to adjourn by Marcy Butler. The meeting adjourned at 12:16pm.

Appendix A.**President's Report****Faculty Senate****November 13, 2017**

- **Soon to be formally announced** With excellent work from the development office, the university is about to announce \$500,000 in scholarship support from the Coca Cola Foundation for first generation students and for women in STEM programs. Not only wonderful support, it is also the result of focused efforts associated with strategic plan related foci. It also reflects the ability to connect the great support of faculty and staff with student needs.
- **Chamber of Commerce meetings with county employers** A copy of the session is available at http://cidmedia.clayton.edu/Staff/-AY17-18/THynes_F17_chamber_research_meeting_-_20171107_163048_7.html It is a reminder that much of what we do in our classes is consistent with demands outside the academy. But it is also a reminder that our students can use assistance in connecting explicitly between what they are learning in our courses, and how that learning might relate to circumstances outside the context of our courses—such as written and oral communication, lab techniques in science courses, applied mathematics, punctuality in a whole array of circumstances
- **Enrollment reports**
http://www.usg.edu/assets/regents/documents/board_meetings/agenda_2017_11.pdf The semester enrollment reports for all system institutions will be part of the Board meeting this Wednesday.
http://www.usg.edu/assets/usg/docs/news_files/BOR_USG_Fall_2017_Enrollment_Report.pdf
As we continue to be more systematic in our management of enrollment, we increase our ability to make cases for resources for faculty and staff that can enhance student success.

Thanks for your support, and happy to answer questions

Appendix B.

Provost's Report

November 13, 2017

1. As we approach the beginning of winter it is good to keep federal Department of Education and SACS requirements for credit hours in mind when a campus closure results in a decrease in meeting times. The following email was received from the head of SACS during this last hurricane season:

“I’m writing to let you know that when a semester is delayed due to disasters like Hurricanes Harvey and Irma, there is an expectation that the integrity of the credits awarded to students will remain. In past instances, institutions that have had to delay the beginning of a term have handled the delay by adding minutes to the subsequent class meetings, adding Saturday and Sunday classes, extending the semester, and cancelling holidays, reading days and other breaks within the semester.”

Our policy at Clayton State is for faculty to have a plan in place for using online activities to make-up for any missed class time. Most of the time these are asynchronous activities. The Center for Instructional Development has resources available to assist faculty in developing course materials.

2. We have received a directive from the Chancellor announcing the discontinuation of undergraduate eTuition rates for the University System:

This communication is to make you aware of a decision to phase out the distance learning tuition differential for undergraduate programs over a two-year period. All undergraduate distance learning tuition differentials will be reduced by 50% effective Fall 2018.

Your institution should begin to plan and budget accordingly. As evidenced by the audit, distance learning tuition differentials do not exclusively fund distance learning expenses. As such, it is expected that reductions will not be taken solely from distance learning program costs.

Online education is still a priority of the USG. The elimination of the distance learning tuition differential does not indicate a lesser commitment to online education. A major priority of the University System of Georgia is to ensure that education is affordable for all citizens of Georgia regardless of the mode of delivery. Distance learning, which provides greater convenience and flexibility to students, is a critical pathway for student success.

At Clayton State, we have previously used an Online Course Fee to fund training, software, and support staff for distance learning. The revenue from these fees was typically over \$550,000 per year. We will be seeking input from across campus to develop a strategy for continuing to support the needs of our faculty, staff and students with regard to distance learning.

3. I am attaching recommendations from the strategic planning group that focused on developing external funding opportunities. Their recommendation includes recognizing grant writing work with regard to departmental promotion and tenure policies. The adoption of these recommendations will go through the normal processes for modifying promotion and tenure standards as detailed in the Faculty Handbook.

Recommendations from the Strategic Plan Committee: *Grow Grants; Developing Targeted External Grant Supports for Sponsored Research and Programs*

Preamble: The Strategic Plan Committee charged with developing targeted external grant supports for sponsored research and programs conducted a study on the promotion and tenure guidelines of two colleges and eight departments in the College of Arts and Sciences (see appendix A). Our goal was to determine how and if grant writing and/or receipt of grant funding counted toward tenure and promotion. We concluded that seven out of ten of the promotion/tenure guidelines we reviewed do allow grants to count as publications. There is variability in how they count as determined by the dean of each college. We also concluded that nine out of ten P&T guidelines allow candidates to get credit for writing external grant proposals for credit in scholarship even if they have not been funded prior to the P&T review (not for a publication, but for a separate scholarship credit). Many individuals on campus indicated that they wished there was a little more uniformity in the various promotion and tenure guidelines when it comes to counting grant writing and/or receipt of grant funding. Our committee decided to develop some recommendations to present to the deans of each college to consider for their P&T criteria such that if each college adopted them there would be more uniformity in how these items count toward P&T. Below is a listing of our recommendations.

Recommendations:

1. A faculty member who receives funding for a grant proposal may be given credit in either the area of publication or in the area of receipt of competitive awarded grants, contracts, or fellowships, if credits in publication are not needed.
 - a. Rationale: Faculty in many disciplines require funding before they can conduct effective research that will lead to publication. Since proposals are reviewed for excellence (as manuscripts) and obtaining successful funding is often competitive it seems that successful proposal writing should be an option for the required category of publication.
 - b. Note: It is up to Departments and their Deans to define the standards of rigor for what could count for credit in the areas of publication and awarded grants. It is expected that the standards of rigor would be equivalent to that of a refereed publication.
2. Grant proposals that are written and submitted may receive credit in scholarship whether it is funded or not.
 - a. Rationale: This will help to encourage faculty to try to submit a grant. If you give no credit at all for an effort this is discouraging.
 - b. Note: It is up to Departments and their Deans to define the standards of rigor for what could count for credit in this area and to determine how much credit is given for written grants. If the grant is funded then that should be separate credit for the award of the grant (see above).
3. The administration of a funded grant may receive some credit in the area of scholarship and professional development.
 - a. Rationale: Administering a funded grant as a PI is extremely time consuming; therefore, this work should be recognized and count for P&T.
 - b. Note: It is up to Departments and their Deans to define the standards of rigor for what could count for credit in this area.

Appendix C.**Recommended Changes to Faculty Handbook****Re: Suspension of Time in Rank and Post-Tenure Review Clock****Faculty Affairs Committee****November 13, 2017****207.01.10 Procedures for Requesting Approved Suspension of Time in Rank**

As per the policies of the Board of Regents of the University System of Georgia, faculty members may request a suspension of probationary time in rank for an approved leave of absence (see BoR Policies 8.2.7.5, 8.2.7.6, 8.3.7.4 & 8.3.7.6 below). The leave of absence must occur while the faculty member is under annual contract.

As per the promotion and tenure guidelines contained in the faculty handbook, the submission of materials for the awarding of tenure occurs in August; therefore, if a suspension of probationary time in rank is desired, the faculty member should submit the request as soon as the leave of absence is anticipated and/or requested. The president has the authority to approve the suspension of probationary time in rank for the academic year that coincides with the leave of absence. As per BoR Policy 8.3.7.4, a maximum of two (2) years of interruption because of leave can occur within the probationary period. Because of the assumption that manuscripts may have been submitted prior to the leave of absence and the publication of those items is beyond a faculty member's control, any publications during the leave of absence will still be counted in the tenure portfolio. Activities beyond publications can be included upon mutual agreement between the faculty member and the department chair.

207.01.11 Procedures for Requesting Approved Suspension of the Post-Tenure Review Clock

As per the policies of the Board of Regents of the University System of Georgia, faculty members may request a suspension of post-tenure review for an approved leave of absence (see BoR Policy 8.3.5.4 below). The leave of absence must occur while the faculty member is under annual contract.

As per the post-tenure review guidelines contained in the faculty handbook, the submission of materials for the post-tenure review occurs in January; therefore, if a suspension of the post-tenure review time is desired, the faculty member should submit the request as soon as the leave of absence is anticipated and/or requested. The president has the authority to approve the suspension of the post-tenure review clock for the academic year that coincides with the leave of absence. The post-tenure review clock will resume in the academic year following the return to faculty duties. Because of the assumption that manuscripts may have been submitted prior to the leave of absence and the publication of those items is beyond a faculty member's control, any publications during the leave of absence will still be counted in the post-tenure review portfolio. Activities beyond publications can be included upon mutual agreement between the faculty member and the department chair.

Appendix D.

MEMORANDUM

TO: Dr. Kevin Demmitt, Provost

FROM: Dr. Lisa Eichelberger, Dean, College of Health
Dr. Peter Fitzpatrick, Chair, Department of Health Care Management

DATE: October 16, 2017

RE: Recommendation for Award of Posthumous Degree for Anthony C. Johnson

On behalf of the faculty in the Health Care Management program, as well as all faculty in the College of Health, we would like to respectfully request that Mr. Anthony Carl Johnson be awarded the Bachelor of Science in Health Care Management under Clayton State University's posthumous degree policy.

Mr. Johnson (Laker ID: 900475203) enrolled in the Health Care Management program at Clayton State University in the Fall of 2015, as a transfer student after graduating in the Summer of 2015 from Atlanta Metro State College with an Associate of Science degree. Mr. Johnson attended Clayton State as a full-time student over the next five consecutive semesters. By the end of the Spring 2017 semester, Anthony had completed 51 credit hours in the Health Care Management program and was well on his way toward achieving his dream of graduating with a Bachelors of Science in Health Care Management in the Fall of 2017 having transferred in 63 of general education coursework when he unexpectedly passed away on July 7, 2017. At the time of Anthony's death, he had an overall GPA of 2.68 and lacked nine credit hours to complete his bachelors degree. It is the sincere wish and unanimous recommendation of the Healthcare Management Faculty and Dean of the College of Health that Mr. Johnson be awarded his bachelors degree from Clayton State.

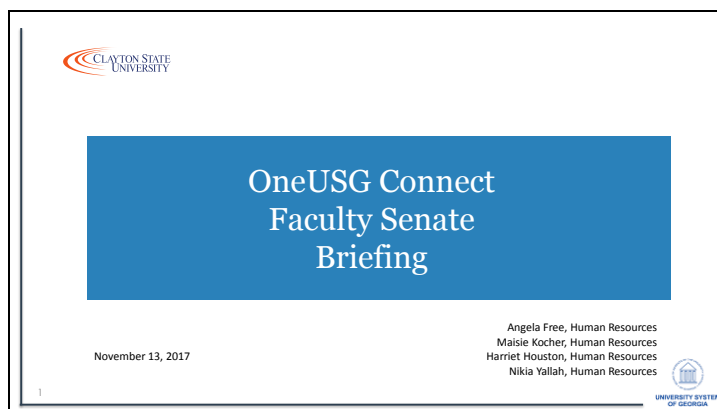
A native of Brooklyn, New York, Anthony served in the United States Navy as a Hospital Corpsman for 10 years. For almost 20 years, he worked for the U.S. Postal Service as a Bulk Mail Technician. As a student at Atlanta Metropolitan State College, Anthony was actively involved in the Student Veterans of America and the National Society for Leadership and Success. He was a Mason and member of the Star of Georgia Masonic Lodge #492.

Anthony also had numerous hobbies, including his favorite sport, golf, and he facilitated numerous charity events in his community. Anthony was known for his kindness and generosity. He was well-respected among the Health Care Management faculty, as many have stated that "Anthony was inquisitive and a joy to have in class."

Anthony is survived by his wife, Pamela, daughters Vanessa and Natasha, his son Antonio, his dog Sugar, and a multitude of friends. One of Mr. Johnson's daughters is receiving a bachelors degree in December, 2017 from another university, however, prior to Anthony's death, the family had planned to attend Clayton State's graduation ceremony to see Mr. Johnson walk to receive his degree. We believe that Clayton State University should honor Anthony's memory by granting this Bachelor of Science degree in Health Care Management, and thereby provide some comfort to his family who has suffered this tragic loss.

Appendix E.

Slide 1



CLAYTON STATE UNIVERSITY

OneUSG Connect Faculty Senate Briefing

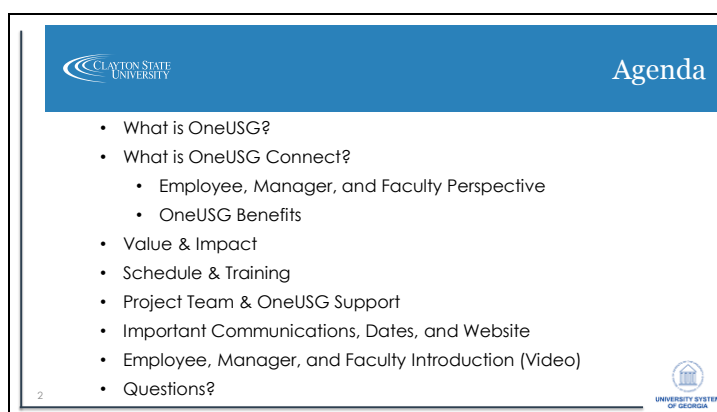
November 13, 2017

Angela Free, Human Resources
Maisie Kocher, Human Resources
Harriet Houston, Human Resources
Nikia Yallah, Human Resources

1

UNIVERSITY SYSTEM OF GEORGIA

Slide 2



CLAYTON STATE UNIVERSITY

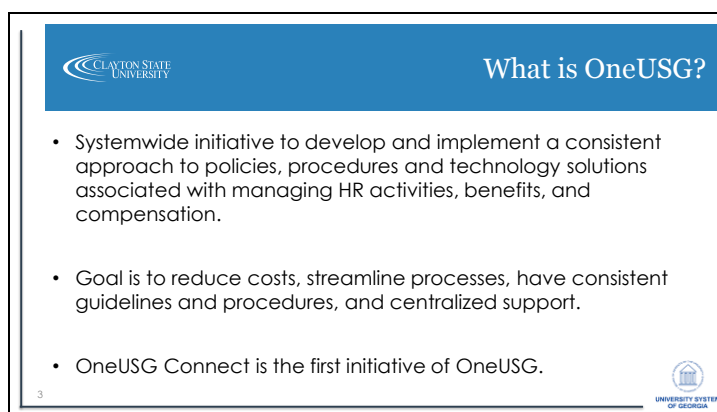
Agenda

- What is OneUSG?
- What is OneUSG Connect?
 - Employee, Manager, and Faculty Perspective
 - OneUSG Benefits
- Value & Impact
- Schedule & Training
- Project Team & OneUSG Support
- Important Communications, Dates, and Website
- Employee, Manager, and Faculty Introduction (Video)
- Questions?

2

UNIVERSITY SYSTEM OF GEORGIA

Slide 3



CLAYTON STATE UNIVERSITY

What is OneUSG?

- Systemwide initiative to develop and implement a consistent approach to policies, procedures and technology solutions associated with managing HR activities, benefits, and compensation.
- Goal is to reduce costs, streamline processes, have consistent guidelines and procedures, and centralized support.
- OneUSG Connect is the first initiative of OneUSG.

3

UNIVERSITY SYSTEM OF GEORGIA

Slide 4

CLAYTON STATE UNIVERSITY

What is OneUSG Connect? Employee Perspective

UNIVERSITY SYSTEM OF GEORGIA

Slide 5

CLAYTON STATE UNIVERSITY

What is OneUSG Connect? Manager Perspective

Manager Self Service

- MANAGER SELF SERVICE - MY TEAM +
- MANAGER SELF SERVICE - TIME AND LABOR +
- MANAGER SELF SERVICE - ABSENCE (LEAVE) MANAGEMENT +
- MANAGER SELF SERVICE - EMPLOYEE JOB CHANGES +
- MANAGER SELF SERVICE - DELEGATION +

UNIVERSITY SYSTEM OF GEORGIA

Slide 6

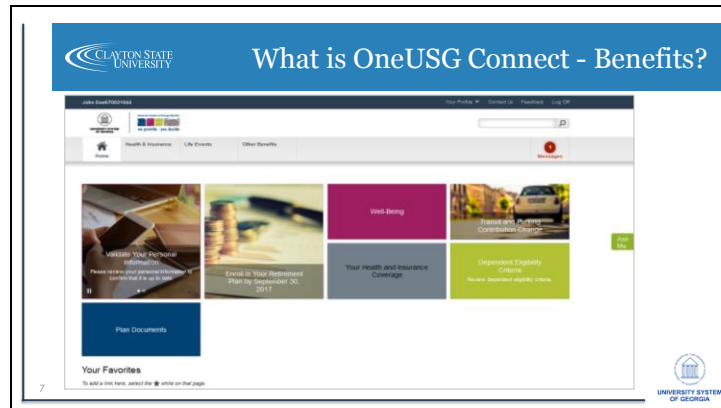
CLAYTON STATE UNIVERSITY

What is OneUSG Connect? Examples of Faculty Events

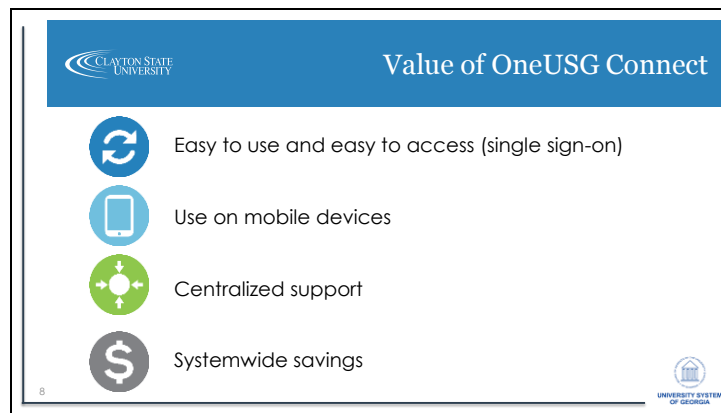
- Maintain rank and tenure history.
- Establish prior experience credit for promotion and tenure.
- Assign service towards promotion and tenure.
- Determine tenure and promotion eligibility dates.
- Record extensions and stops to tenure clocks.
- Record vote counts for promotion and tenure.

UNIVERSITY SYSTEM OF GEORGIA

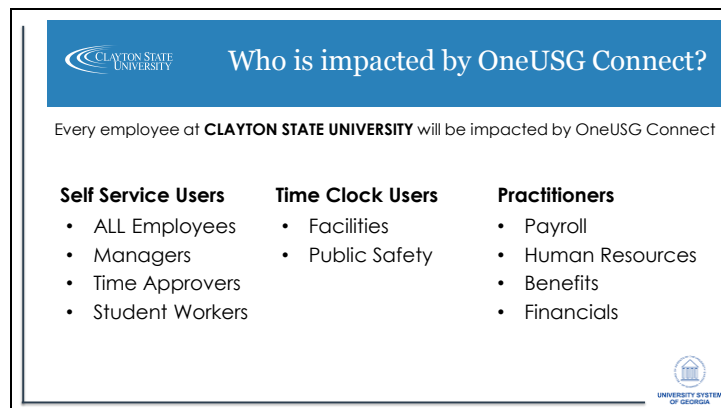
Slide 7




Slide 8



Slide 9




Slide 10




When does Clayton State University go-live?

APRIL 2018



10

Slide 11



OneUSG Connect Schedule

July 2017	January 2018	April 2018	January 2019	July 2019	January 2020
<ul style="list-style-type: none"> Columbus State University Georgia College & State University Georgia Gwinnett College Georgia Southwestern State University Valdosta State University University System Office 	<ul style="list-style-type: none"> Abraham Baldwin Agricultural College / Bainbridge State College Georgia Southern University / Armstrong State University Fort Valley State University Georgia State University Gordon State College Middle Georgia State University 	<ul style="list-style-type: none"> Albany State University / Darlington State College Atlanta Metropolitan State College College of Coastal Georgia Clayton State University ← Dalton State College East Georgia State College Georgia Highlands College Kennesaw State University Savannah State University South Georgia State College University of North Georgia University of West Georgia 	<ul style="list-style-type: none"> University of Georgia 	<ul style="list-style-type: none"> Augusta University Research Comprehensive State Universities State Colleges Consolidation 	<ul style="list-style-type: none"> Georgia Institute of Technology

11

Slide 12



OneUSG Connect Training Strategies

Self Service Users



Just in Time training



OneUSG Connect



TRADITIONAL



2x2=4



FLIPPED





Online Training Coming Soon!



12

Slide 13



OneUSG Connect CSU Project Team

Dawn Krieger - Project Manager
 Angela Free - HR Functional Lead


- o Davion Shorts

Nikia Yallah - Change Lead


- o Harriett Houston

Scott McElroy – Financials/Budget Functional Lead
 Jeri Trenova – Payroll Functional Lead
 Tammy Wilson – Manage Faculty Events Functional Lead
 Charles Read – Technical Lead

Contact e-Mail: csuoneusghr@clayton.edu
Web Site: <http://www.clayton.edu/human-resources/One-USG>


13 

Slide 14



OneUSG Connect Change Champions

- What is a Change Champion?
- What Role will Change Champions Serve?
- You can find a list of CSU OneUSG Change Champions at
 - <http://www.clayton.edu/human-resources/One-USG>

14 

Slide 15



OneUSG Connect Support



Call for support
1-877-251-2644



New
support
phone
number!



Send an email
ssc.support@ssc.usg.edu



New
support
email
address!



Submit a case
Use ServiceNow to get assistance by submitting and tracking your cases.



15

Slide 16

CLAYTON STATE UNIVERSITY

OneUSG Connect Information

Communications & Important Dates

<http://www.clayton.edu/human-resources/One-USG>

16

UNIVERSITY SYSTEM OF GEORGIA

Slide 17

CLAYTON STATE UNIVERSITY

What is OneUSG Connect? Glimpse

- Employee Perspective (3:27)
- Manager Perspective Glimpse (3:04)
- Introduction to Faculty Data Self Service (1:58)

17

UNIVERSITY SYSTEM OF GEORGIA

Slide 18

CLAYTON STATE UNIVERSITY

OneUSG Connect

Questions!

18

UNIVERSITY SYSTEM OF GEORGIA