Monday February 11, 2013 (11:00 am-12:15 pm)
University Center Board Room UC260

Members present: Randall Gooden, Jim Keebler, Kathryn Kemp, John Mascaritolo, Barbara Musolf, Erin Nagel, Ken Nguyen, Muhammad Rahman, Ximena Zornosa

Nonmembers present: President Hynes, Provost Crafton, Dean Eichelberger, Robert Vaughn, Tom Marshall

Meeting was called to order at 11:04 by Chair Keebler.

Approval of Minutes

1. Approval of Minutes from the January 28th meeting. The minutes received a motion to be approved, the motion was seconded and the minutes approved. Chair Keebler noted that there has been a 3 week lag on posting of minutes and only one person noted the delay. There was a discussion about posting the minutes following their approval by the senate.

Reports

2. President's Report (need link here).
    a. In addition to his report the senate briefly heard, in response to Kay Kemp's comment on the grounds, that the planting and pruning of the trees was developed by the grounds committee and is being carried out by them.
    b. Enrollment is up and Clayton State is one of the 5 schools in the University system to have an increase in enrollment. The President acknowledged the intentional work done in the Provost's Office and the fact that this increase is a reflection of the campus environment. Graduating students point to faculty and staff as being important in their education.
3. Provost's Report
    a. Myk Garn, a VP for StraighterLine.com, came to campus to give a presentation about his company's offerings of General Education courses that are offered. Dr. Crafton mentioned plans to have a faculty meeting on MOOCs and other types of online development in higher education.
    b. Dr. Crafton also called for volunteers to continue the discussion on the issue of offensive language and he requested volunteers for those interested in promoting diversity issues at the University level.
    c. Associate VP, Robert Vaughn reported that preparations for SACs proceeds on schedule— over 50% of the first drafts are posted for compliance certification. The QEP committee is continuing to meet. Certification is due in September and SACs officials come Spring 2014. The visit should be devoted to review of the QEP plan. Onsite visit is primarily for addressing any questions the officials may have.

Returning Business

1. Faculty input and vote on the revised P&T section of Faculty Handbook was continuing at the time of the meeting. Everyone was encouraged to vote if they had not already done so.

New Business

1. Tom Marshall and Richard Young presented a new program that they developed called RollCall, which is an on-line attendance reporting application. Their goal was to create something that was flexible so that it could be used by the registrar for no show reporting. The program could be used by faculty to track daily attendance or it could be used sporadically.
    a. The program was designed to be interactive; students type in a passcode that is generated by the program or faculty could manually take roll. Roll could be open for a set period of time and the students would have to be on campus.
    b. The program uses the pictures from the Laker card, which may help with learning the names of students.
    c. You can differentiate whether it is faculty or student recorded attendance. The data is stored online and faculty can access a particular date and get attendance on that day. Faculty also have the capability of seeing previously enrolled students for the course in a different table.
    d. For the no show period, there is a button that will show up automatically that allows you to report a no show. There is also an undo button. The registrar can see the no show report but not daily attendance. To report a no show you click the button and send. When a student is dropped after the no show period there is a template email that is sent out to the student and faculty. The No show application is separate from the RollCall application. There are working on a link in the Duck. The plan is to replace the no show procedure.
    e. Beta testing has been done with 4 or 5 faculty members.
    f. Currently it cannot be used for a 100% online class. Randall Gooden stated that it would be helpful to have for online classes, since documenting student participation in online classes is difficult. Students can connect from any site, which may make this possible, however they would just not see the connect icon, which is the indicator that they are on campus. 4G wireless connections will show them as not on campus, they have to use the campus network. Faculty can download an excel sheet for attendance by section and term.
    g. Jim Keebler commented that this program would be helpful for classes that require participation. Faculty can always override the program.
    h. Erin Nagle asked if this program could this be used for a workshop. Tom Marshall replied that it would be difficult because the data is pulled from Banner.
    i. The plan is to pilot RollCall the second session of this spring roll it out to everyone after that.

Updates from Subcommittees

1. Academic Policy Committee Report
    a. The committee could find no compelling reason to mandate an across the board schedule, especially in light of the many different disciplines that may have very

different assessment methodologies. Instead, it was determined that the scheduling of the final exam, if there is one, either on the last scheduled class day or during the finals week, would be up to the individual faculty members, and their respective department chairs.

      i. Discussion on recommendation. Dean Eichelberger stated that in health science it has to be treated all the same, finals are given during finals week. At issue is standardization and compliance. Barbara Musolf stated that having some classes have finals during the last week of exam makes it confusing and difficult for students who may have to still attend a class. There is also a reduction in the time to take a final. It was commented on that currently you have to get permission from the dean to move a final. Dr. Crafton stated that perhaps a compromise position could be that if comprehensive final exams are given they should be given during the final exam period. Dr. Keebler request that he come up with a statement that we could vote on.

  b. Proposed summer schedule was discussed with the Registrar and the only remaining issues appear to be possible calendar conflicts and room utilization. The issue will be on the agenda of the next Calendar Committee.

  c. Kevin Demmitt presented the recommendation of the PLA taskforce, and noted the importance of this in light of the Complete College Georgia initiative. Following the information gathering and discussion stage, the senators will be given PLA taskforce recommendations.

  d. It was proposed to the APC that they should move Spring Break a week or two later in the semester. The primary reason for this would be to possibly have better weather for various spring break study abroad trips.

2. Faculty Affairs Committee
  a. FAC is soliciting feedback from the faculty on section 202 of the handbook. The committee is continuing its work on the forms that will be used when the current P&T guidelines are voted on and hopefully adopted.
  b. FAC is looking into discounted YMCA memberships for faculty.
  c. The committee is helping Cindy Knight and Carolina Amero in their implementation of single stream recycling throughout campus.
  d. FAC may also look into how internships are implemented across campus.

3. Graduate Affairs Committee will meet this afternoon, February 11. They are looking at updating of bylaws

4. Student Affairs Committee—student affairs will be working on student evaluation forms, soliciting input or comments from the SGA.

5. Undergraduate Curriculum Committee. Jim Keebler said that to be in compliance with the Bylaws, the Senate needs to approve the decisions/recommendations of the UCC and so he asked for a motion to approve: (1) new course proposals: POLS 4210, POLS 4430, 2 CMS 3000-level courses – Intro to Advertising, Intro to Public Relations, and a COMM 3000-level Principles of Project Management course; a FRST 3000-level Criminal Investigative Analysis course, 3 FRST 4000-level courses – Forensic Testimony, Computer Forensics and Digital Evidence, and Medicolegal Investigation; a CMS/THEA 3000-level Screenwriting course, a THEA 4000-level Voiceover course; EDUC 4725 and EDUC 4731; and (2) a Minor in Corporate Communications, a Minor in Forensic Science, and a Minor in Film. Todd Janke moved that we approve these items and Muhammad Rahman seconded the motion. The senate passed the motion.

Suggestions for New Business at next meeting

1. Dr. Vaughn indicated that at the next meeting we will be asked to vote on changes in the handbook that only reflect changes in Board policy.
2. Randall Gooden suggested that we discuss consistency on how we report no shows in online classes. Could we pilot an online course with the new program?

Chair Keebler called for a motion to adjourn. Muhammad Rahman put for the motion and Ken Nguyen seconded the motion. We all voted to adjourn at 12:14.