

Clayton State University – Faculty Senate Minutes
Monday November 5, 2012 (11:00 am-12:15 pm)
University Center Board Room UC260

Called to Order: 11:04am

Members Present: Scott Butterfield, Randall Gooden, Todd Janke, Jim Keebler, Kathryn Kemp, Barbara Musolf, Ken Nguyen, Katherine Ott, Muhammad , J. Celeste Walley-Jean, David Williams, Ximena Zornosa

Non-Members Present: Micheal Crafton, Tim Hynes, Robert Vaughn

✓ **Approval of Minutes from the October 15, 2012 meeting**

- IRB Chair provided statement
- Moved, seconded and approved.
- The chair of the IRB, Dr. Susan Walsh, provided a statement in response to a question raised during the previous meeting. Her email statement, brought to the Senate by Muhammad Rahman, provided estimates of the time frame for full review (average 21 days), expedited review (average 8 days), and exempt (average 6 days). The statement also indicated that these estimates are in the context of a triple the rate of reviews from the previous year. Additionally, she expressed that the IRB has initiated a discussion with the Grants office and will be working with them to assist researchers.

✓ **Reports**

- **President's Report**
- President Hynes provided a written report. In his report he provided a link to Planning and Budget Advisory Council documents (<http://www.clayton.edu/planning-budget-council/pbc20122013/documents>). He informed senators that any information about campus-wide budgetary issues can be found there. He also asked senators to remind our colleagues of the notice for early request of one-time dollars at 25K or more (proposals due this week). He reiterated the intention is to use one-time expenditure dollars more thoughtfully. President Hynes informed senators that he and Dean Lisa Eichelberger participated on the Atlanta Regional Commission's ten-year economic plan and that the plan document will be released in the next week. He noted that the plan has education and support of small business as two priority areas. He will send the link to the campus and asks that senators urge our colleagues to review it. Associated with the ARC is Clayton County's effort to review future for economic and social success in this region. Dr. Crafton currently serves as part of that committee. A survey of area leaders identified Clayton State as one of three assets for the area. Because of the administration's participation as well as the goals of the chamber of commerce, there is valuable opportunity to gain increased support for the university. President Hynes thanked the university community for helping to position the institution for these opportunities.
- **Academic Affairs**
- Dr. Crafton reminded senators that proposals for Engaged Learning Initiative are due this Friday (November 9th). He also announced that an open meeting of the SACS

Compliance Certification committee would also be held this Friday at 10am. Additionally, the QEP subcommittee, although not open, would also meet on Friday. Dr. Crafton reported that a new search for a Dean for the College of Business will begin soon. He reported that he recently attended a meeting of Academic Vice Presidents of the USG. At this meeting, it was clear that Complete College Georgia is very much the top priority. Dr. Crafton highlighted that the Executive Vice Chancellor emphasized to all present that the system office is concerned with completion/improvements, not numbers per se. Dr. Crafton also reported that at the meeting he attended a presentation from members of the five institutions that have already migrated to Desire to Learn (D2L). He summarized that the presenters talked about it being a good, positive, successful migration but one that requires training. Thus, Dr. Crafton reiterated that every faculty member needs to get in early to review their migrated classes in order to do any necessary "clean-up." He reminded senators to impress upon our colleagues that we begin using D2L in January. Dr. Crafton stated that CID is currently offering training for D2L, that there are video tutorials online, and iTunes University on the USG website. There are also useful handouts on the CID website.

- Dr. Keebler also provided a brief summary of information he obtained while attending a meeting of USG Faculty Council. He reported on the main issues/questions: (1) Questions came up about online learning. Chancellor Huckabee indicated that the USG doesn't need 35 different online programs. Dr. Keebler also reported that Columbus State has obtained a million dollar grant for an online bachelors program; (2) Illegal immigrants taking classes is still against the law; (3) Guns on campus issue is being bottled up in committee (4) Salaries were brought up, but the chancellor said he wasn't going to discuss it until the next legislative term (5) Threat from online education; Texas is considering awarding credit for free online courses if Texas students tests out satisfactorily. President Hynes weighed in in reference to online education and raised the question of the prospect of having some faculty within their department examine what might be available through Cryseria. He voiced that currently there's no clean way to get credits but he wondered aloud if departmental faculty would be open to reviewing one or several of their courses and create what would be "credit by examination" opportunity via these open-source online classes. He suggested that the benefit is that we'd have access to content that doesn't cost us anything and that our faculty would make the determination of what passes for credit and won't cede that responsibility to anyone but the institution's faculty. He also indicated that it would allow us to utilize resources. He emphasized, however, that his statements were not as a point of advocacy but as a point of addressing what are we going to do about this. That is, how do we apply the value-added aspect of our faculty in an increasing fluid environment that online presents. Dr. Keebler continued on to indicate that Chancellor Huckabee mentioned technical colleges and articulation. Dr. Keebler described the consolidation of campuses is creating a lot of stress in the system. Finally, Dr. Keebler provided kudos to Faculty Senate by indicating that, unlike some others, we are a productive Senate that is working collaboratively with our administration.

✓ **Returning Business**

- SEI recommendations for student evaluations

- In response to a request by Dr. Keebler, the SAC sent several questions and concerns regarding the recommendations submitted by the SEI.
- Dr. Barbara Musolf indicated that the Faculty Affairs Committee agreed with three of the SEI's recommendations but also raised additional questions.
- Dr. Keebler stated that the input from both the SAC and FAC will be considered and the SEI recommendation will be clarified to incorporate the suggestions. Dr. Keebler pointed out that the Faculty Senate should focus on the policy and procedure issues of student evaluations and not be "stuck" on the technology issues that need to be addressed to implement the approved changes. The Senate will look to the Provost to resolve implementation issues.
- Dr. Randy Godden voiced that he was a little concerned from some of the feedback from the SAC that it seems like we're still in a place where there is a disagreement about what the purpose of the evaluation is. He proposed that the answer to that fundamental question could lead to two different vehicles for evaluation. Dr. Kemp responded that during the development of the current recommendations, there was discussion of the possibility of imbedding different purposes within the evaluation; however, the discussion was tempered by a very strong interest in cutting down the overall length of the evaluation.
- Dr. Crafton added that there also needs to be a little bit of clarification on how administration should use these instruments. As one of the Faculty Senate representatives on the SAC, Dr. Celeste Walley-Jean asked for a delineation of what the next steps will be so that she could report back to the SAC. Dr. Keebler indicated that after following the proposed process identified earlier, the Senate will be moving forward with a vote on the recommendations and that there may be implementation of these changes. Dr. Hynes added as a context for some of the divergence in the discussions between the various entities (e.g., SAC, Senate, etc.) that there was a pause in actions from SGA in the past year. Since, there has been an emergence of new leadership. Dr. Hynes added that there were efforts to communicate with the SGA about this issue with mixed result. He encouraged that this is a teachable moment for all entities and urged that this is a real opportunity for meaningful dialogue, rather than a disconnect from the SAC. Dr. David Williams stated that he has worked at places where evaluations were public and on-demand. He offered that unless we're saying we're going to use these for students to evaluate faculty for the future, then we shouldn't give student feedback that much weight. He argued that a higher priority is the Faculty Handbook and the P&T recommendations.
- ✓ APC recommendations for Academic Calendar
 - Dr. Scott Butterfield reported that the APC has approved two resolutions: (1) The APC recommends a Fall break, consisting of Thursday-Friday the week following the start of the second short session classes in October. The instructional hours for these two holiday days would be shifted to the Tuesday after Labor Day (currently Faculty Development day) and an additional day scheduled at the end of the fall semester; (2) The APC recommends that the full summer session begin after Memorial Day, with eighteen 2:20 sessions in place of the current twenty 2:05 session, thus eliminating the need for Friday make-up sessions. Dr. Kemp inquired whether the summer session would end at the same time. The response was no, it would end the following Monday. Dr. Williams asked whether anyone looked at how these changes will affect

- facilities use. Dr. Butterfield responded that the APC did not look at that issue. There was also a question of whether there would be a difference between Summer I and Summer II sessions? The response was that the summer sessions would change to four weeks and two days instead of five weeks. Dr. Gooden asked if it would be feasible to have the break coincide with Columbus Day. Dr. Butterfield responded that there was discussion about this possibility but there wasn't agreement that Columbus Day was consistent for everyone. Finally, Dr. Ximena Zornosa raised the issue that if the break happens, it will affect one day a week classes that only meet Thursday-Friday because those classes would miss two class periods without the possibility of making them up. Dr. Butterfield responded that he would raise this issue in next meeting of the calendar committee and will make a report at the next Faculty Senate meeting.
- Dr. David Williams informed the Provost that of the eleven classes that are being offered at CSU East during the spring 2013 schedule, the Math department has seven. Dr. Williams inquired whether there was a reason for this undue burden. Dr. Crafton responded that there was no specific reason for this occurrence.
 - ✓ Appointment of 2 senators to the Graduate Affairs Committee
 - Dr. Keebler stated that he and Dr. Vaughn, Chair of Graduate Council discussed the issue, and according to the by-laws addressing the Graduate Affairs Committee becoming a standing committee of the Faculty Senate, the Faculty Senate representative to this should have Graduate Faculty status. Drs. David Williams and Ken Nguyen agreed to serve as the representatives. Dr. Walley-Jean inquired whether senators who already serve on the committee as elected from their colleges are allowed to serve in a dual role as Faculty Senate representative. The response was that there is no prohibition for this; however, Dr. Rahmed pointed out that this is prohibited on other committees, thus implying that for consistency it should be prohibited.
 - ✓ Next steps for revised P&T section of Faculty Handbook
 - Dr. Keebler reported that he asked for input from faculty and that the feedback he received primarily came from department heads about implementation. He also stated that since sending out the agenda for this meeting, he has received other feedback. Dr. Keebler will summarize and send out the feedback to the Senate so that we can discuss as body. Dr. Keebler asserted he would like the revisions to go to an all-faculty vote by the end of the semester.
 - ✓ **New Business**
 - ✓ Domestic Partner health benefits – USG status
 - Dr. Keebler indicated that a question came to him concerning Domestic Partner health benefits. He solicited help from Dr. Hynes and was reminded that most of the Senate membership is new and wouldn't have the knowledge of what has been done previously in regard to this issue. According to the information provided by Dr. Hynes, we don't have the authority to change some things. A [document](#) prepared John Brooks identifying the status of domestic partner health benefits at Clayton State was provided. Dr. Gooden inquired whether the Education Assistance/Employee Development benefit applied beyond an employee. Dr. Keebler responded that he would ask Jill Lane about this. Dr. Williams also added that the USG Faculty Council

has sent recommendations to the BOR previously in reference to Domestic Partner benefits, to no avail.

✓ **Updates from Subcommittees**

- Academic Policy Committee
 - See above
- Faculty Affairs Committee
 - The FAC met last Friday (see comments above). They also went through the Faculty Handbook updates. They plan to undertake the issue of evaluating whether faculty evaluations and Summary of Professional Activity (SPA) are in line. They would also like to address faculty teaching loads.
- Graduate Affairs Committee
 - Dr. Vaughn reported that the GAC met recently and discussed plagiarism among graduate students, which is becoming more pervasive than expected. To address this, the Graduate Council developed a new orientation that all graduate students will have to complete when admitted. Additionally, consistency in the non-thesis options within programs was discussed. Finally, the issue of out-of-state tuition waivers was discussed and a subcommittee was formed to discuss this issue.
- Student Affairs Committee
 - No update
 - Will meet November 14th
- Undergraduate Curriculum Committee
 - Dr. Kemp reported that the Political Science department has added two new 4000-level courses dealing with international emphasis. Other issues on the UCC's agenda include a minor in Corporate Communication and they are still actively working on the numerous curriculum changes in CIMS.

✓ **Suggestions for New Business at next meeting**

- Emergency Preparedness – Faculty responsibilities
 - What is our role?
 - Roles and responsibilities of faculty-Crafton: Rodger Bates is point person; might be good to contact him; has forms/policies
- Update on QEP for SACs – Antoinette Miller
 - Request to make it December

Adjourn: 12:16pm