

**Clayton State University – Minutes of the Faculty Senate**  
**Monday February 20, 2012 (11:00 a.m. – 12:15 p.m.)**  
**University Center Board Room (UC 260)**

Members Present: Antoinette Miller (Senate Chair), Jim Keebler (Vice Chair), Maria Bullen, Scott Butterfield, Jennell Charles, Ron Jackson, Kathryn W. Kemp, Barbara Musolf, Muhammad Rahman, Terri Summers, Susan A. Walsh.

Non-Members Present: Dr. Tim Hynes, President, Dr. Michael Crafton, Provost, Robert Vaughan, Academic Affairs, Jim flowers, Strategic Plan, Lila Roberts, Dean CIMS, Robert Miller (guest of the President).

Faculty Senate Chair Antoinette Miller called the meeting to order at 11:03 with a quorum present.

**A. Approval of Minutes**

1. February 6, 2012
  - a. Motion to accept the minutes as amended.
    - i. Date of the last meeting should read ‘2012’.
  - b. Motion seconded.
    - i. Minutes accepted unanimously.

**B. Reports**

1. Report from the Strategic Plan IT Committee – Mr. Jim Flowers (ppt. attached).
  - a. A survey and focus group will be used to gather data about perceptions of IT: its role, successes, and failures.
  - b. A gap analysis of survey results will be conducted in April.
    - i. Chair Miller asked if part-time faculty will be surveyed.
      - a) Part-time faculty will be surveyed.
    - ii. Senator Musolf asked how will the focus group be selected.
      - a) A subcommittee of three faculty members will select focus group participants from the pool of survey respondents.
        - i) The goal is a group of 10-12 people.
    - iii. Vice-Chair Keebler requested a reminder for the survey.
      - a) Mr. Flowers said a reminder has already been sent.
    - iv. Provost Crafton asked if external evaluators will review results.
      - a) After the gap analysis an external evaluator will review.
      - b) President Hynes added that the Director of IT for the University System will review results to assess fit with future plans for the University IT system.
        - i) The Director of IT has previous experience with the same process with the University of Georgia and at the U.S. Military Academy at West Point.
        - ii) Whether another outside consult is necessary will be determined.
        - iii) After the survey analysis we may work with a relatively

- smaller group over the summer.
- iv) Senator Jackson asked if cloud computing would be relevant to a future IT strategy.
    - b Mr. Flowers stated it is intended that IT should not be tied to a particular technology.
      - I) Dr. Hynes stated that CSU's first experience with cloud computing is the ADP payroll service.
        - a) It will need to be determined what costs and benefits are.
        - b) If extra computer servers are not needed for institutional critical needs there is a potential for great savings.
          - (i) For example, there may be savings in email services.
          - (ii) For the time being, Google's gmail services are free.
          - (iii) However, will it remain free once institutions are no longer provide email services?
          - (iv) It may be that we will need proprietary services to Support certain functions.
          - (v) Our hope is to find out how we use technology to do what we do, and not grab on to a particular technology.
    - v) Senator Jackson that the University System of Georgia has software which provides a library on-line assistant, similar to the old paper clip assistant in Microsoft.
      - a) Senator Ott stated that the service is not new and not great.
        - i) The sentiment was seconded by Mr. Flowers, a student at UGA.
- c. The Strategic Plan Committee will inventory and identify activities which align with steps of the strategic plan to find what we do and identify the gaps.
- i. There are six goals with 12 action steps.
    - a) Most departments have something to say about each but not all.
    - b) Mr. Flowers implemented the process with the English department.
      - i) The department had data for planning for how they align with the strategic plan.
    - c) Mr. Flowers will provide 'train the trainer' training to provide or help find answers.
    - d) Departments will work through the worksheets to provide as much explanation as possible, but not write the analysis.
      - (b) The committee would like departments to identify how to do this but wants to know what is being done.
      - (c) Each department will be provided feedback from the process in other departments.
    - e) The entire process should be completed by May 1.
  - ii. Senator Musolf asked how will department chairs be informed about the process.
    - a) Mr. Flowers stated that the committee is trying to get the word out, hopefully with the assistance of the faculty senate.
    - b) Dean Roberts stated she had not heard anything yet.

- i) Dr. Crafton stated that the plan needs to be communicated to chairs.
    - c) Senator Charles asked how much time is involved.
      - i) Mr. Flowers stated 2 hours.
        - (a) The department chair compiles the results, but it should be a quick clean-up and send.
        - (b) Vice-chair Keebler commented that time has been previously been spent on the process.
          - (i) Mr. Flowers stated that information needs to be current.
      - d) President Hynes stated that the senate has indicated the urgency of communicating with chairs this week.
2. President's Report – President Hynes (report attached).
- a. President Hynes stated that two bullets of the report have been already addressed.
  - b. President Hynes discussed progress on institutional branding.
    - i. The project is making good progress.
    - ii. The STAMATS, Inc. report (consult company which is an integrated marketing and communications company for higher education) was distributed for discussion with the President's Extended Cabinet.
      - a) The consultant comments will be used to make progress.
        - i) The plan is to make a discussion in house on the branding strategy then an external 'supernova'.
        - ii) Dr. Hynes stated that prior to his arrival the messaging theme was inconsistent.
        - iii) We are considerably closer to goals and will make strides in the next 18 months.
      - b) Chair Miller circulated the STAMATS report among senators.
        - i) Chair Miller stated that Dolores Cox will be visiting the senate about branding efforts.
  - c. Cost has been a challenge in higher education.
    - i. Dr. Hynes stated we need to have an internal conversation regarding public discourse about the costs.
    - ii. It is important that public opinion regards CSU as part of the solution rather than part of the problem.
      - a) Part of the solution is to find means to free up funds to invest in the core business of providing learning for students.
      - b) Reallocation of investments will require change, which while willing, many will regard with caution.
        - i) However, change will be incredibly productive.
    - iii. Vice-Chair Keebler stated that part of the Strategic Plan is community engagement and asked how do we differ now, what is lacking, and what needs to be achieved?
      - a) Dr. Hynes stated we need to talk amongst ourselves about the nature of our activities and be intentional about knowing what other departments across the campus are doing.
        - i) We are not always intentional in our activities so opportunities for

interaction will be set aside.

ii) For example, the President is involved with chamber of commerce or local school systems who want to know our activities.

(a) Dr. Hynes says he has to work hard to find out what healthcare providers are doing on campus, for example.

(b) The bulk of faculty and students want to help, but communication structures do not allow that to happen easily.

(i) Conversations should be part of our daily activity.

iv. Senator Musolf asked how will the push for increased graduation rates affect us.

a. Dr. Hynes stated that it is important to us that large numbers of our students graduate.

i). There are two initiatives to increase the number of individuals in Georgia who have post-secondary certificates or degrees.

a) The number is currently 42% .

b) The job market forecast says that over 60% will be needed.

c) There are many activities to bridge that gap, including technical schools and others.

d) There is no question that some portion of our funding will be related to our ability to graduate students.

e) One of the tasks we have before is to see that the measure of first time full time freshman students is not used as the sole metric for funding.

(i) As stated before, this population is 7.5% of our students.

(ii) Our four and six year graduation rates for full time first time unsatisfactory, but we have had the greatest growth of four year degree institutions.

(iii) We won't diminish academic standards but will find a way to make students a success.

(iv). The single predictor of graduation is family income, followed by composite SAT (also tied to income levels) and prior education levels of the family.

### 3. Academic Affairs – Provost Crafton

a. Dr. Crafton reported that the survey regarding changing the academic calendar indicated an approximately 50/50 split for a week off at thanksgiving or fall break.

i. Until we have more consensus the calendar will not be changed next year.

ii. Further investigation regarding these and other options will be conducted.

iii. Chair Miller asked when the fall calendar will be published for 2012.

a) The response was 'soon'.

a) Chair Miller asked about Faculty Development Day.

i) The Faculty Development Day will be a break for students and individual colleges will schedule their own events.

b) Chair Miller stated that faculty planning happens before the first day of class.

- c) Senator Kemp asked what the comments from the survey were.
    - i) Dr. Crafton stated that it was reported at West Georgia College the week off at Thanksgiving did not help students and that perhaps the calendar should not have been changed
    - ii) Senator Jackson asked if people who were opposed to a Thanksgiving break wanted the fall break.
      - (a) Dr. Crafton stated 'yes'.
      - (b) Dr. Crafton stated that a fall break could be structured like Spring break, with grades due before the break.
      - (c) Senator Musolf asked if the Academic Policy Council (APC) committee needed to review again.
        - (i) Dr. Crafton stated the issue of counting testing time as instruction time still needs to be resolved and will put out a survey.
        - (ii) Senator Musolf stated the issue was on the APC agenda for Friday.
        - (iii) Senator Jackson stated that by mid-term students are 'dragging'.
          - (a.) The Provost stated that some think the quarter system is better for that reason.
        - (iv) Senator Walsh asked that the momentum for changing the calendar be identified.
          - (a.) Dr. Crafton stated that there is potentially more time off for recreation and research.
          - (b.) Public schools are going to a week and many have already done so.
      - (iv) Dr. Hynes stated the broader agenda is what strategies can be used to improve teaching and learning.
- b. The library is in need of more space.
  - i. It makes the most sense to expand to the bottom floor of the library building.
    - a) To make the expansion happen somebody has to move to other locations.
    - b) No decisions made/
- c. Dr. Vaughan reported that Dr. Burnett's report from the Student Evaluation Instrument (SEI) subcommittee was received.
  - i. Senator Musolf stated that nothing will change this semester.
- d. Chair Miller asked again about the organizational chart regarding the graduate committee.
  - i. The provost stated that a proposal regarding articulation of the Graduate Council with the Faculty Senate is needed.
    - a) Chair Miller stated the By-Laws subcommittee was working on it
4. Academic Policy Council (APC).
    - a. Report by Senator Musolf.
    - b. The committee is discussing the academic calendar.
  5. Faculty affairs committee (FAC).
    - a. Report by Senator Rahman.
      - i. The committee discussed the SEI.

- ii. The instrument cannot be changed at this time and must be done for all faculty.
  - a). Senator Rahman indicated that perhaps the committee should go back to the original committee.
    - i) Chair Miller stated it does not exist anymore.
    - ii) Dr. Vaughan stated the Senate should have a copy of the Promotion and Tenure section of the Handbook before spring break.
  - iii. Chair Miller stated that the FAC returned Handbook section 207.
    - a) One change was the removal of the section detailing duties of the department chair and an addition of language from the Board of Regents (copies were circulated by the Chair prior to the meeting via email).
    - b) Motion by Senator Jackson to accept the changes as written. Seconded Vice-chair Keebler.
      - i) Motion passed unanimously.
    - c) Chair Miller asked for a motion regarding the section on non-tenured faculty. Motion by Senator Jackson, seconded by Butterfield.
      - i) Motion passed unanimously.
- 6. Student Activities Committee (SAC).
  - a. Report by Senator Charles.
  - b. The committee is still discussing the breast feeding issue.
  - c. Chair Miller asked for a copy of the email that went out.
    - i. Senator Ott stated the email did not go out.
    - ii. Chair Miller stated she heard otherwise, but will talk with the committee privately.
- 7. University Curriculum Committee (UCC).
  - a. Report by Senator Kemp.
  - b. The committee will be meeting in March.
- 8. Subcommittee Reports.
  - a. The technology committee.
    - i. There is a meeting scheduled with Dr. Jill Lane.
  - b. By-laws.
    - i. The committee is making progress.

### **C. New Business**

- 1. Senate Business
  - a. Please note that our next meeting is March 12.
  - b. There will be meetings two weeks in a row, March 12 and March 19.
- 2. Chair Miller is attending a University System of Georgia Faculty Council meeting.
  - a. The merger issue is being discussed.
    - i. If Senators have comments please give comments to the Chair.
- 3. Chair Miller asked for comments from senators.
  - a. No comments.
- 4. There are more handbook sections coming to the committee.
- 5. Dr. Jill Lane will come to discuss the new platform 'Desire to Learn' March 19.
- 6. Mr. Flowers will be invited to update the Senate on the Strategic Plan.
- 7. Chair Miller invited President Hynes to introduce his guest from the Leadership

Institute.

**D. Adjournment**

1. The meeting was adjourned 12:10 p.m.
2. The next meeting is March 12, 1100-1215.

Submitted by: S. Walsh Secretary, Approved by the Faculty Senate March 12, 2012