

**Clayton State University – Minutes of the Faculty Senate  
Wednesday August 25, 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, Jennell Charles, Michael Dancs, Ron Jackson, Todd Janke, Kathryn W. Kemp, Barbara Musolf, Muhammad Rahman, Katherine Ott, Terri Summers, Susan A. Walsh

Non-Members Present: President Tim Hynes, Dean Lisa Eichelberger, Stephen Burnett

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

**A. Approval of Minutes**

1. April 28, 2011
  - a. Motion to accept the minutes as written.
  - b. Motion seconded.
    - i. Minutes accepted unanimously.
2. August 10, 2011
  - a. Vice-chair Jim Keebler requested the minutes be amended to state the senate positions as “chair” rather than “president”.
  - b. Motion to accept as amended.
  - c. Motion seconded.
    - i. Minutes accepted unanimously.

**B. Reports**

1. President
  - a. Dr. Hynes reported that the Faculty Senate Chair asked that the Regent to share which University System of Georgia institutions were in the queue for funding of projects.
    - i. Discussion followed.
  - b. Nominations are being accepted for the Strategic Planning Implementation Committee.
    - i. The deadline is August 31, 2011, for nominations.
  - c. A committee for a technology review will be formed.
    - i. Examples of issues are selection of student and course management systems.
    - ii. CSU took the lead in innovating use of computers on campus, which has realized benefits in cost reduction by not having campus computers replaced every 18 months, but other technological issues need to be addressed.
  - d. A decrease in requested funds for the science building project was noted by the senate.
    - i. Dr. Hynes reported the Board of Regents made a recommendation to

- decrease the building budget.
    - ii. The budget was revised to meet the needs of students with input from academic leadership and faculty.
    - iii. Building plans can be written so that an increase in budget can be used to enhance the building project in a second phase.
    - iv. Dr. Hynes believes we have made a compelling case for need.
- 2. Academic Affairs
  - a. Drs. Crafton and Vaughn are unable to attend today and sent a written report.
    - i. The Faculty Development Day is Sept. 6, 2011.
    - ii. A Grant Coordinator search is underway.
    - iii. The Faculty Handbook revision remains in progress.
- 3. Subcommittee updates:
  - a. Academic Policy Council
    - i. Barbara Musoff reported for the committee.
    - ii. Election results are:  
Chair is Sean Mattie  
Vice chair is Lisa Buckley  
Secretary Eunice Warren.
    - iii. Meetings are not set.
  - b. Faculty Affairs Committee
    - i. Muhammad Rahman reported for the committee.
    - ii. Election results are:  
Chair Jim Braun
    - iii. Meetings are not set.
  - c. Student Affairs Committee
    - i. The committee thanked previous chair M. Rahman for service.
    - ii. Election results are:  
Chair Lynn Stover  
Vice Chair Augustine Ayuk
    - iii. The next meeting is scheduled for September 13 in a location to be announced.
    - iv. Scott Butterfield is unable to serve as the senate representative.
      - 1. Jennell Charles accepted committee membership.
  - d. University Curriculum Committee
    - i. Election results are:  
Chair Tatiana Krivosheev.
    - ii. Meetings will be first Friday of the month, time and location to be announced.
    - iii. Dr. Ron Jackson noted there is no a means for students to declare a minor or double major on line.
      - a. The APC will bring this issue to the committee.
      - b. Senate Chair Miller stated issues can also be brought directly to the committee.

## **Old Business**

4. Dr. Burnett discussed changes in the faculty evaluation surveys (reports attached).
  - a. Dr. Burnett thanked the committee.
  - b. The committee decided to modify the current survey form.
  - c. The problem of low student response rate was addressed.
    - i. The new survey was designed to decrease survey burden by removing multiple faculty evaluations from course evaluations.
    - ii. Students will need to evaluate only two courses to avoid opting out and improving feedback.
  - d. Modifications in wording was explained.
  - e. The committee recommends implementation in Fall 2012 to make and communicate changes.
  - f. Dr. Burnett answered senator questions.
    - i. How will the two courses to be evaluated be determined?
    - ii. How will results be disseminated to faculty?
    - iii. How will data be used for Promotion and Tenure.
      - a) Discussion followed.

## **New Business**

5. Discussion of Spring 2012 meeting dates.
  - a. Due to changes in the spring schedule matrix and committees now scheduling spring meeting times, the Faculty Senate needs to select spring meeting dates.
    - i. Dr. Hynes informed the senate of issues which should be considered when selecting meeting times.
  - b. The issue was tabled as Dr. Miller will survey the senators for available meeting times.
6. Call was made for parties interested in serving on the Bookstore Advisory Committee.
  - a. Interested faculty are to notify Senate Chair Miller.
    - i. Dr. Bullen expressed interest.
7. Roundtable Discussion – Senator suggestions for major issues for the year.
  - a. A senator raised the question of reports from the Graduate Council should be presented in the senate.
    - i. A separate issue related to reports from the Advisement Council was raised.
  - b. Dr. Hynes indicated that any issues among departments or colleagues should be raised in the senate, which would serve as an ‘early warning’ system before a larger problem arises.

## **Upcoming Business**

8. Continued work on updates to Faculty Handbook.
  - a. The senate is awaiting updates from the committee.
9. Implementation of University Strategic Plan.
  - a. Jim Flowers is on the senate agenda for 9.8.2011, 9.22.2011

## **Adjournment**

10. A motion to adjourn made and seconded.
  - a. Carried unanimous.
  - b. The meeting was adjourned by Senate Chair Miller at 12:13.

## **Next meeting**

11. The next meeting is Sept. 8, 2011.

Submitted by: S. Walsh Secretary, approved by Faculty Senate 9-8-11