Members Present: Antoinette Miller (Chair), Jim Keebler (Vice Chair), Maria Bullen, Jennell Charles, Kathryn W. Kemp, Scott Butterfield, Rosemary Fischer, Scott Janke, Katherine Kemp, Barbara Musolf, Muhammad Rahman, Katherine Ott, Terri Summers, Susan A. Walsh.

Non-Members Present: Dr. Tim Hynes, President, Robert Vaughan, Academic Affairs, Jim Braun.

Faculty Senate Chair Miller called the meeting to order at 11:01 a.m. with a quorum present.

A. Approval of Minutes
   1. March 19, 2012
      a. Motion to accept the minutes as written.
      b. Motion seconded.
         i. Minutes accepted unanimously.

B. Reports
   1. President’s Report (attachment)
      a. End of the General Assembly Session
         i. Two members of the Clayton County delegation have announced they are not seeking re-election.
         ii. The science building did not make it out of committee but it is on the regent’s list for next year.
            a). Dr. Hynes is planning meetings to promote our need for the building.
         iii. Legislature about concealed weapons on campus did not make it out of committee.
         iv. Formula funding was approved.
            a). The amount of formula funding available to us is not known now.
            b). Dr. Hynes will share the budget linked to his web page.
            c). An open meeting will be held towards the end of this month.
      b. The Planning and Budget Advisory Committee will meet this week to review funding proposals.
         i. A description of how the budget is formed and the assumptions in its continuation, distinctions between fee and auxiliary operations money, and one time vs. other funds is on the Budget Page for CSU.
      c. Candidates for VP of External Relations are being interviewed.
         i. Two more candidates will be interviewed next week.
         ii. Following the interviews the search committee will make recommendations.
            a). Filling this position is an item identified by the Strategic Planning Committee as an item to be accomplished this year in the Strategic Plan.
               i) Dr. Hynes stated that CSU accomplished its Strategic Plan goals for this year.
d. Dr. Hynes will host a reception for members of the Faculty Senate on April 24.
   i. The reception is a small token of appreciation for the senate’s dedication for the
      year in assisting to move the institution forward.

e. Dr. Hynes solicited questions.
   i. Chair Miller asked if we will see an announcement regarding the end of semester
      faculty meeting.
      a). The date is May 1 at 2 p.m. in Arts and Sciences room 132.
   b. Senator Musolf asked the funding amount which will be requested for the new
      science building.
      i. Between 28 and 29MM USD.
      a) 9.9 MM was vetoed last time as it was less than half.
   c. Senator Charles commented that new representatives from Clayton County may
      offer new opportunities for CSU.

2. Academic Affairs Robert Vaughan
   a. The process of implementing Degree Works has begun.
      i. Information is needed from faculty and department chairs/coordinates.
      a). Each coordinator must review and authenticate degree requirements.
      b). For example, if the degree states a 3000 level business course is required, then all
         eligible courses will have to be listed, even if given in the past.
         i) Senator Kemp asked about old course numbers which were converted to
         new course numbers will be handled.
            (a). Dr. Vaughan stated they will be following up on the translation
            (b). Dr. Vaughan asked that degree requirements match what is in the school
                Catalog; if they do not match the discrepancy will need to be addressed by
                UPC which has one meeting left for this semester.
      ii. A team for Clayton will be going to be trained in the program.
         a). SunGard provides a scribe but will also train a scribe so that Clayton will have
            one in residence.
         b). There is an internal deadline of June 4 to meet SunGard’s deadline of June 14.
            (i). The deadline for department head/program coordinator responses is April 27.

3. Faculty Affairs Committee (FAC) Jim Braun (attachments - 2)
   a. The Promotion and Tenure (P&T) revisions for the Faculty Handbook will be brought to
      the Faculty meeting on May 1, if passed.
      i. The FAC urged that any changes to the P&T guidelines be made in the senate rather
         than be returned to the committee.
         a). Chair Miller recognized the work of the committee.
      ii. Jim Braun stated the guidelines were based on feedback from a several faculty
          forums.
         a). An umbrella approach was used which identified basic areas of achievement;
            however each academic unit should decide specific criteria.
            i). Four areas of achievement were identified 1) appropriate degree, 2) teaching,
               3) service, professional development, and 4) scholarship.
            ii). Each unit will be given a year to define P & T guidelines.
         b). The Board of Regents (BOR) indicates for tenure review that faculty does not
            need to exceed expectations in all areas, but to exhibit exemplary behaviors in at
            least two areas.
iii. Post tenure review is handled differently than pre-tenure review.
   a). Post-tenure review should be less time-consuming.
   b). Post-tenure review can be abbreviated to the last 5 years’ annual review
       by department head, or a much larger portfolio to be evaluated by the
       committee.
   c). Post tenure review is now in January.
iv. Jim Braun solicited questions.
   a). Vice chair Keebler asked how senior lecturers will be handled?
      i). Emphasis will be on teaching and must exceed expectation.
      ii). Mandatory requirements for publishing or committee service have been
           removed.
   b). Senator Musolf enquired if student evaluations will be required.
      i). Student evaluations will be required for pre-tenure but not post-tenure
          review.
      ii). Chair Miller asked if departments were going to urge faculty to include
           student evaluations in post-tenure review.
           (a). Perhaps, but it should be left up to the departments.
           (b). Senator Janke asked if this applied to annual evaluations.
           (i). Jim Braun stated, ‘No’.
   c). Departments will have to form their own requirements and change evaluation
      forms to align with the new P & T standards.
      i). Chair Miller asked if making new forms would have to occur within the
          one year time frame.
           (a). It depends upon the department.
   d) Jim Braun noted they are aware that the numbering is eccentric in the
      document because it made to create a clean document.
           (a). Whoever creates the final document will reformat numbering.
   e) Jim Braun asked that an official P & T website be created and maintained
      annually to house current P & T documents.
v. Review of section 205 Clayton State Policy on Tenure.
   a). Motion to accept section 205.01 as written by Vice-Chair Keebler, second
      Butterfield.
      i). Motion passed unanimously.
   b). Section 205.02.1 Definition of Tenure.
      i). President Hynes affirmed that tenure is approved by the President.
      ii). Motion to accept the section by Senator Rahman, second by Musolf.
           (a). Motion passed unanimously.
   c). Motion to accept section 205.02.2 Obligations and Responsibility of
      Tenured Faculty as written by Senator Ott, seconded by Rahman.
      i) Motion passed unanimously.
   d) Section 205.02.3 Eligibility for Tenure
      i). Senator Charles asked if faculty who become administrators would have
          post-tenure review placed on hold.
          (a). Robert Vaughan stated, ‘Yes’ until the administrator resumes a faculty
              position which restarts the clock.
          (b). Jim Braun stated that if hired as an administrator without tenure, the
administrator will still need to go through the tenure review.

ii). Motion to accept the section as written by Senator Musolf, seconded by Charles.
   (a). Motion passed unanimously.

e) 205.02.4 Probationary Period for Consideration of Tenure
   i). Language for this section is from the BOR policy manual.
   ii). Senator Butterfield asked if the summer term was considered an academic semester.
       (a). Only if full time in the summer, which is difficult to attain unless an administrator.
       (b). President Hynes asked how does a newly appointed assistant Professor in fall 2012 is full time if summer is not considered full time? What if faculty took a year of absence?
       (c). Senator Butterfield said that if one only considers the footnote [page 2] it is not clear.
       (d). Senator Musolf stated people who start mid-year will be affected.
       (e). Vice-Chair Keebler moved that the language in the footnote on pages 2 and 3 be revised to “full-term in the context of this section”.
           Seconded by Rahman.
           (i). Motion passed unanimously.
       (f). Vice-Chair Keebler asked who grants credit towards tenure.
           (i) Robert Vaughan stated that it is the dean’s prerogative.

iii). Motion to correct grammar and punctuation in the document by Senator Rahman, second by Ott.
   i) Motion passed unanimously.

iv). Senator Musolf asked if lecturers were allowed to work for only 20 years.
   i) President Hynes responded that lecturers and senior lecturers are, by Board policy, not eligible for tenure.

v). Motion to accept section by Senator Rahman, seconded by Butterfield.
   (a). Motion passed unanimously.

vi. 205.02.5 Criteria for Tenure at Clayton State.
   a. Motion to accept as written by Senator Rahman, seconded by Fischer.
      i). Motion passed unanimously.
   b. Dr. Vaughan stated that the line stating that an assistant professor can apply for promotion to associate professor without applying for tenure is new.
      i) Tenure is more significant than promotion.
         (a). Dr. Hynes stated that evidentiary requirements to demonstrate Eligibility for tenure are stricter than eligibility for promotion.

vii. Review of section 205.03 Clayton State Policy on Promotion
   a. Motion to accept introduction as written by Senator Butterfield, seconded by Rahman.
      i). Motion passed unanimously.

viii. Review of section 205.03.1 Length of Service Required for Promotion.
   a. Motion to accept as written by Senator Rahman, seconded by Butterfield.
      i) Motion passed unanimously

ix. Review of section 205.03.1.1 Minimum Time in Rank For Promotion.
a. Senator Ott asked if faculty hired during part of a year have it counted as a whole year.
   i). Dr. Hynes stated that the appropriate department must state whether it counts as a whole year or not, and for faculty hired in January a declaration must be made at hiring.
   ii). Jim Braun noted that giving credit towards tenure for candidates may not be an advantage as it shortens the amount of time for achievement.
   iii.) Discussion regarding how to add language to the document.
       a). A senator will draft the change and present at the next meeting.

C. Announcements
   1. Meeting schedule.
      a. The Faculty Senate will meet on April 23.
      b. On April 30 new officers will be elected.

D. Adjournment
   1. Motion to adjourn with second.
      a. The meeting was adjourned 12:20 p.m.
      b. The next meeting is April 16, 1100-1215.

Submitted by: S. Walsh Secretary, Approved by the Faculty Senate 4-16-12