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## September 21, 2015 Armstrong Faculty Senate Agenda

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**Armstrong State University**  
**Faculty Senate Meeting**  
**Agenda of September 21, 2015**  
**Student Union, Ballroom A, 3:00 p.m.**

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
- II. Call to Order
- III. Senate Action
  - A. Approval of Minutes from August 17, 2015 Faculty Senate Meeting (Appendix B)
  - B. Brief remarks from Dr. Linda Bleicken, President
  - C. Old Business
    - 1. Outcome of Bills/Resolutions
      - i. [FSB 2014-05-12-01](#) Institutional Accountability, Transparency and Communication
        - a. Joint Leadership Team summaries (Appendices C, D)
        - b. Faculty and Staff Vacancy Report 8.10.15 (Appendix E)
        - c. Faculty and Staff Vacancy Report 8.14.15 (Appendix F)
    - 2. USG Faculty Council
      - i. USGFC Meeting at Armstrong – update
      - ii. AAUP Meeting in October
    - 3. Senate Committee Lists and Vote (Appendix G)
    - 4. Bill Regarding Charge to Grievance Committee (Appendix H)
    - 5. Other Old Business
      - i. University Committee Representation
    - 6. Old Business from the Floor
  - D. New Business
    - 1. Committee Reports and Charges
      - i. University Curriculum Committee
        - a. Meeting Minutes and Curriculum Changes (Appendix A)
      - ii. Governance Committee
      - iii. Academic Standards (Appendix I)
      - iv. Education Technology (Appendix J)
      - v. Faculty Welfare (Appendix K)
      - vi. Planning, Budget, and Facilities (Appendix L)
      - vii. Student Success (Appendix M)
    - 2. Other New Business
    - 3. New Business from the Floor
- E. Senate Information and Announcements
  - 1. International Collaboration with Bangkok University
  - 2. Search Committee Updates
  - 3. Send Committee meeting dates and minutes to [faculty.senate@armstrong.edu](mailto:faculty.senate@armstrong.edu)
  - 4. Send Changes in Committee chairs and senate liaisons to [governance.senate@armstrong.edu](mailto:governance.senate@armstrong.edu)
  - 5. Announcements (from the floor)

#### IV. Adjournment

## Appendix A

# Armstrong

## UNIVERSITY CURRICULUM COMMITTEE

University Hall 282

Minutes, September 9, 2015

**PRESENT:** Myka Bussey-Campbell (Chair), Suzanne Carpenter, Kathryn Craven, Jose da Cruz (Vice Chair), Katrina Embrey, Robert Harris, Andi Beth Mincer, Anthony Parish, Jared Schlieper, James Todesca

**ABSENT:** Jackie Kim, Julie Swanstrom, Phyllis Fulton (Catalog Editor)

**GUESTS:** Donna Brooks, Angeles Eames, Delana Gajdosik-Nivens, Sara Gremillion, Kevin Jennings, John Kraft, Rock McCaskill, Teresa Winterhalter, Jane Wong

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**CALL TO ORDER.** The meeting was called to order at 3:05 p.m. by Myka Bussey-Campbell

**APPROVAL OF MINUTES.** The minutes of August 19, 2015 were approved as presented.

### ITEMS

I. College of Education (no items)

II. College of Health Professions (no items)

### III. College of Liberal Arts

A. Art, Music, and Theatre (no items)

#### B. Criminal Justice, Social and Political Science

*Item 1 from the Department of Criminal Justice, Social and Political Science was deferred so the department can further address hidden prerequisites on CSCI 2070. It will be brought back at a later date.*

#### 1. Create the following Minor

##### Cybercrime

**18 hours**

CRJU 1100, CRJU 1210, CSCI 2070, CRJU 5010U, CRJU 5020, and one course from the following:

CRJU 3160, CRJU 3190, CRJU 3300, CRJU 3500, CRJU 5300U

**Rationale:** This minor is an expansion of the cybercrime program at Armstrong, and reflects the expertise of new faculty. This program will take advantage of

Armstrong's exceptional resources in cybercrime and digital forensics through the Cyber Security Research Institute.

**Effective Term: Fall 2016**

- C. Economics (no items)
- D. Gender Studies (no items)

**E. History**

*Items 1-7 from the Department of History were discussed and approved by the committee. They are being submitted to the Faculty Senate for approval.*

**1. Modify the following course:**

HIST 4811 INDEPENDENT STUDY IN ~~NON-WESTERN~~ HISTORY 3-0-3

Prerequisite: Permission of instructor and department.

Application due to the History Department by mid-term of the preceding semester (excluding summer). See department for application and policies. **May be repeated as topics vary.**

Rationale: The department wishes to simplify the independent course offerings.

**Effective Term: Fall 2016**

**2. Delete the following course:**

~~HIST 3991 INTERNSHIP V-V-(1-3)~~

Rationale: Clean-up of current catalog listings; changing course number to identify course as Senior-level

**Effective Term: Fall 2016**

**3. Create the following course:**

HIST 4960 INTERNSHIP V-V-(1-3)

Prerequisite: permission of instructor and department

An individually designed course involving off-campus study and research or work in an appropriate public agency or private business. Application due to the History Department by mid-term of the preceding semester (excluding summer). See department for application and policies. Course is repeatable, but only three hours may be counted for the major.

Rationale: Clean-up of current catalog listings; identify course as Senior-level.

**Effective Term: Fall 2016**

**CURCAT:****Major Department: History****Can Course be repeated for additional credit? YES****Maximum Number for Credit Hours: 6****Grading Mode: Normal****Instructional Type: Internship/Practicum****Course Equivalent: HIST 3991, HIST 4950****4. Delete the following course:**~~HIST 4831 INDEPENDENT STUDY IN EUROPEAN HISTORY 3-0-3~~Rationale: The department wishes to simplify the independent course offerings.**Effective Term: Fall 2016****5. Delete the following course:**~~HIST 4851 INDEPENDENT STUDY IN AMERICAN HISTORY 3-0-3~~Rationale: The department wishes to simplify the independent course offerings.**Effective Term: Fall 2016****6. Delete the following course:**~~HIST 4871 INDEPENDENT STUDY IN PUBLIC HISTORY 3-0-3~~Rationale: The department wishes to simplify the independent course offerings.**Effective Term: Fall 2016****7. Delete the following course:**~~HIST 4950 PROFESSIONAL INTERNSHIP V-V (1-3)~~Rationale: HIST 4950 duplicates HIST 4960 Internship.**Effective Term: Fall 2016**

F. Languages, Literature, &amp; Philosophy (no items)

G. Liberal Studies (no items)

H. Honors Program (no items)

IV. College of Science and Technology (no items)

## OTHER BUSINESS

### 1. Courses that require eligibility for ENGL 1101

**Delana Gajsdosik-Nivens**

Since students are now eligible for ENGL 1101 due to the new Learning Support requirements, the prerequisite of “eligibility for ENGL 1101” must be changed. Individual programs may want to remove the prerequisite altogether. Others may want to change the prerequisite to “ENGL 1101” (i.e., they must pass ENGL 1101 first). This can be done by blanket approval of the UCC, but the preferences of the programs need to be identified.

The following classes have “eligibility for ENGL 1101” as a prerequisite:

BIOL 1107, BIOL 1107A, BIOL 1107L, BIOL 1103, BIOL 1120, BIOL 1130, BIOL 1140  
 CRJU 1100, CRJU 2200  
 ECON 1101, ECON 2105, ECON 2106  
 FREN 1001, FREN 1002, FREN 2001, FREN 2002  
 GRMN 1001, GRMN 1002, GRMN 2001, GRMN 2002  
 GNST 1101  
 HIST 1100, HIST 1111, HIST 1112  
 HLPR 1100, HLPR 1200, HLPR 2200  
 LATN 1001, LATN 1002, LATN 2001, LATN 2002  
 LEAD 1001  
 POLS 1100, POLS 1150, POLS 1200, POLS 2100, POLS 2200, POLS 2290  
 PSYC 1101, PSYC 1200, PSYC 2300  
 RELI 2100  
 SOCI 1101  
 SPAN 1001, SPAN 1002, SPAN 2001

Dr. Gajsdosik-Nivens contacted the departments, and all but the Biology Department and the Psychology Department opted to have the prerequisite removed by blanket change.

It was moved and seconded that the courses listed above, with the exception of the Biology and Psychology courses, have the prerequisite of “eligibility for ENGL 1101” removed by blanket change. The motion carried.

The UCC Chair will follow up with the Biology and Psychology departments about bringing their courses through the UCC to change the prerequisite on their courses to suit the needs of their departments/programs.

### 2. Procedure for approval of HONS courses

**Delana Gajsdosik-Nivens**

On the UCC agenda, the Honors Program is listed under the College of Liberal Arts. This is a hold-over from when there was a College of Arts and Sciences, and the Honors Program was housed in that college. The Honors Program is now part of Academic Affairs. The question has arisen about whether creation/modification/deletion of HONS

classes should still go through the College of Liberal Arts curriculum committee or whether these courses should come to UCC by a different procedure.

UCC bylaws require that courses be vetted by a college curriculum committee before being considered by the UCC. It was moved and seconded that HONS courses continue to be vetted by the College of Liberal Arts Curriculum Committee. The motion carried.

It was suggested that the bylaws be reviewed and discussed at the next meeting, with a representative from the Honors Advisory Committee present. The UCC Chair said she would contact the Honors Advisory Committee.

### **3. Informational item: CST, COE, and CLA representatives.**

The Faculty Senate will be holding an election in the College of Science and Technology to fill the seat vacated by Mirari Elcoro. The new representative will be elected in time for the October meeting.

Jackie Kim, College of Education, has a Wednesday class this semester but will join the meetings late after her class is dismissed.

Julie Swanstrom, College of Liberal Arts, should be back from leave in time for the October meeting.

### **4. Draft catalog availability for UCC members.**

There was a request that Ms. Fulton make an updated draft catalog available to UCC members via Google Drive, as in the past.

**ADJOURNMENT.** The next meeting is on October 7. The meeting was adjourned at 3:39 p.m.

Respectfully submitted,

Myka Bussey-Campbell  
Chair, University Curriculum Committee



## Appendix B

### **Armstrong State University Faculty Senate Meeting Minutes of August 17, 2015 Student Union, Ballroom A, 3:00 p.m.**

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
- II. Senate President Desnoyers-Colas called the meeting to order at **3:30** p.m. (see Appendix A).
- III. Senate Action
  - A. Approval of Minutes from [April 20, 2015](#) Faculty Senate Meeting
    1. APPROVED without corrections.
  - B. Introductions
  - C. Brief remarks from Dr. Linda Bleicken, President
    1. Summary of events from last week – convocation, convocation for first year students, week of welcome for new students, and faculty senate reception. Many opportunities for one-on-one conversations with Armstrong students: Goizueta Foundation Scholarship recipient event, MOVE organization event, and meetings with Armstrong athletes.
    2. Introduction by Dr. Linda Bleicken of Dr. Robert Smith, Provost and VP of Academic Affairs
  - D. Brief remarks from Dr. Robert Smith
    1. “Working on a variety of initiatives to improve student success and retention.”  
“Excited to be here.” Faculty welcome to drop by (his) office, call or email.”
  - E. Old Business
    1. Outcome of Bills/Resolutions
      - i. [FSB 2014-05-12-01](#) Institutional Accountability, Transparency and Communication
        - a. Senate President Desnoyers-Colas announced that a budget presentation has been scheduled for August 31 (senators should announce to colleagues) and remarks that we have been receiving information about consultants. The Planning, Budget, and Facilities Committee has been working with Chris Corrigan, VP of Business and Finance to get budget information out to faculty.
        - b. Joint Leadership Team summary 4.28.15
        - c. Faculty and Staff Vacancy Report 5.15.15
        - d. Faculty and Staff Vacancy Report 5.22.15
        - e. Faculty and Staff Vacancy Report 6.5.15
        - f. Faculty and Staff Vacancy Report 6.25.15
        - g. Faculty and Staff Vacancy Report 7.10.15
      - ii. [FSB 2015-01-26-03](#) Budget Planning Bill (Revised)
        - a. Summary of bill by senate liaison from Planning, Budget, and Facilities committee
      - iii. FSB 2015-03-23-03\* Changes in Terms and Titles for President and Vice-President

- iv. FSB 2015-03-23-04\* Bill to Amend the Bylaws of the Armstrong Faculty Senate, Article VI, Section B: Duties of the Vice-President of the Senate
- v. FSB 2015-03-23-06\* Bill to Amend the Bylaws of the Armstrong Faculty Senate, Article V, Section A.1: Senators and Alternates
- vi. FSB 2015-03-23-07\* Education Technology Committee Representation Bill
- vii. FSB 2015-03-23-08\* Bill to Amend the Bylaws of the Armstrong Faculty Senate, Article XI, Section F: Duties of the Education Technology Committee
- viii. FSB 2015-03-23-09\* Changes in Academic Standings Policy Bill

## 2. USG Faculty Council

- i. Resolution to Chancellor on Salary Inequities
  - a. Senate President Desnoyers-Colas summarizes background of the resolution. The main aim of the resolution was not to communicate that university presidents are not worthy of a raise, but that university faculty are certainly deserving of a raise beyond the small merit raise given.

## 3. Other Old Business

- i. Academic Bullying and Hazing
  - a. Senate President Desnoyers-Colas announced that had she voted on the bills submitted for vote in the April 20, 2015 senate meeting, it would have passed. A literature research was conducted by Armstrong Librarian Caroline Hopkinson and books and peer reviewed journal articles indicate academic bullying and hazing is not an anecdotal concern. Whether appropriate as a senate bill, or a request for administration to address this issue is to be determined, in part by the results of the Campus Climate Survey. Faculty continue to voice concerns to Senate President Desnoyers-Colas about the issue.
- ii. Other Old Business from the Floor
  - a. No Items

## F. New Business

- 1. Secretary and Steering Committee Votes
  - i. Wendy Wolfe APPROVED for Senate Secretary

- ii. Steering Committee membership APPROVED
- 2. Committee Reports and Charges
  - i. University Curriculum Committee: No report.
  - ii. Governance Committee: Please respond to request for committee membership by Wednesday via Survey Monkey.
  - iii. Academic Standards: No report.
  - iv. Education Technology: No report.
  - v. Faculty Welfare: No report.
  - vi. Planning, Budget, and Facilities: No report.
  - vii. Student Success: No report
- 3. Senate Representatives Needed for Search and other University Committees
  - i. Advancement office search needs a faculty representative, preferably a male faculty member.
  - ii. Student Integrity committee needs 4 faculty representatives for sexual misconduct hearing panel. Committee members need to go through a training that is "intense" due to the seriousness of the issue.
- 4. Other New Business from the Floor
  - i. No Items

G. Senate Information and Announcements

- 1. Senate Committee Membership Survey
- 2. Enrollment Forum in September
  - i. Enrollment consultant will be coming back to campus to give a forum (date TBA).
  - ii. David Bringman announced that our enrollment management project team will present on a 10 year enrollment plan in late October.
  - iii. A Senator asked if we have met our enrollment goal (7272). President Bleicken noted that we are at 6911, but that we are up one for new student enrollment (1889, as of today, with a goal of 1888). However, we need 361 continuing students to meet our enrollment goal.
- 3. Announcements (from the floor)
  - i. No items

IV. Adjournment at **4:02** p.m.

V. Minutes completed by:

Wendy Wolfe

Faculty Senate Secretary, 2015-2016

Appendices

A. Attendance Sheet

## Faculty Senators and Alternates for 2015-2016 (Senate Meeting 08/17/2015)

Department	College	# of Seats	Senator(s) and Term Year as of 2015/2016		Alternate(s)	
Adolescent and Adult Education	COE	2	Kathleen Fabrikant (3)		Anthony Parish	
			ElaKaye Eley (3)	x	Brenda Logan	
Art, Music and Theatre	CLA	3	Rachel Green (2)		Emily Grundstad-Hall	x
			Deborah Jamieson (3)			
			Elizabeth Desnoyers-Colas (3)	x		
Biology	CST	4	Jennifer Broft Bailey (1)	x	Sara Gremillion	
			Brett Larson (3)	x	Jennifer Brofft-Bailey	
			Aaron Schrey (2)		Michael Cotrone	
			Jennifer Zettler (2)	x	Scott Mateer	
Chemistry and Physics	CST	3	Brandon Quillian (1)	x	Catherine MacGowan	
			Donna Mullenax (2)	x	Lea Padgett	
			Clifford Padgett (2)	x	Will Lynch	
Childhood and Exceptional Student Education	COE	2	Kelly Brooksher (1)		Bob Lloyd	x
			Anne Katz (3)	x	John Hobe	
Computer Science & Information Tech	CST	1	Hongjun Su (1)	x	Frank Katz	
Criminal Justice, Social and Political Science	CLA	2	Dennis Murphy (1)	x	Michael Donahue	
			Becky da Cruz (2)	x		
Diagnostic and Therapeutic Sciences	CHP	2	Shaunell McGee (3)			
			Pam Cartright (2)	x	Rhonda Bevis	
Economics	CLA	1	Nick Mangee (3)	x	Yassi Saadatmand	
Engineering	CST	1	Wayne Johnson (2)	x	Priya Goeser	
Health Sciences	CHP	2	Lesley Clack (1)	x	Joey Crosby	
			Janet Buelow (3)		Rod McAdams	
History	CLA	2	James Todesca (1)	x		
			Michael Benjamin (2)	x	Allison Belzer	
Languages, Literature and Philosophy	CLA	5	Bill Deaver (3)	x	Nancy Tille-Victorica	
			Carol Andrews (2)	x	Nancy Remler	
			Jane Rago (2)	x	Annie Mendenhall	
			Christy Mroczek (1)	x	Rob Terry	
			James Smith (2)	x	Deborah Reese	
Library	CLA	1	Aimee Reist (1)	x	Ann Fuller	
Mathematics	CST	3	Selwyn Hollis (1)		Sungkon Chang	x
			Paul Hadavas (3)	x	Sean Eastman	
			Joshua Lambert (3)		Tricia Brown	x
Nursing	CHP	3	Sherry Warnock (1)	x	Carole Massey	
			Gina Crabb (1)	x	Luz Quirimit	
			Jeff Harris (3)		Jill Beckworth	
Psychology	CST	1	Wendy Wolfe (2)	x	Nancy McCarley	
Rehabilitation Sciences	CHP	2	David Bringman (1)	x	AndiBeth Mincer	
			Maya Clark (2)	x	April Garrity	

## Appendix C

### Joint Leadership Team

July 28, 2015

### Summary

**Attendees:** L. Bleicken, J. Buckenmeyer, C. Corrigan, L. Davis, M. Downs, A. Heaston, R. Howard, B. Kelso, G. Lewis, C. Padgett, P. Potter, R. Smith, D. Ward, D. Wheeler, J. Wong  
**Guests:** A. Hersh, J. Stanford

### Welcome and Introductions

President Bleicken welcomed the 2015-2016 Joint Leadership Team. New members were introduced. The desired outcomes for the team's work were shared.

- Affirm shared goals.
- Share strategies for achieving goals.
- Identify shared strategies.
- Collaborate to achieve shared strategies.
- Engage one another to achieve greater transparency and a sense of shared purpose.

### Marketing Update

#### Website Redesign

Allison Hersh and Janice Stanford indicated that the website design has focused on reducing the amount of text while enhancing the visual appeal and the usability across multiple devices. When the new website is launched, the number of pages will be reduced from approximately 7500 to 3000 pages; will be visually appealing; and will be easily accessible from desktop, mobile device, or tablet. The targeted launch date is August 30, which allows for all the pages to be properly reviewed, to determine if all the links are working, to be sure that photos are placed correctly, etc. President Bleicken recognized Janice Stanford for going above and beyond in her efforts with the project.

#### Recruitment Materials

Allison Hersh shared multiple recruitment materials that have been developed for the 2015-2016 recruitment cycle. The emphasis is on academic excellence, mentoring, careers, campus life, Savannah, and alumni successes. Recruitment materials have been developed that target specific populations such as military, non-traditional, and Hispanic/Latino populations. Drafts of two new commercials were also shared.

### AY2015-2016

#### Anniversary Year

Armstrong will be celebrating various anniversaries this year—80<sup>th</sup> year as an institution; 50<sup>th</sup> year on the south side, 50<sup>th</sup> year for the Nursing program, 30<sup>th</sup> year of residential housing, 5<sup>th</sup> year of Treasure Savannah, and 5<sup>th</sup> year of the strategic plan. Bill Kelso shared that anniversary themes will be interwoven into existing activities and events (i.e., Armstrong Magazine, Celebrate Armstrong, Alumni Gala). One new event is being planned with the assistance of Dr. Janet Stone who will be developing a mini-lecture of the institution's move to the south side followed by a walking tour of the quad. SPARC II is also working on a five-year progress report of the strategic plan.

### **PC Priorities**

Dr. Bleicken shared that President's Cabinet (PC) reflected on the AY2014-2015 priorities noting that many of the outcomes were accomplished or in progress. Also noted was how the priorities were categorized into individual silos based on the institution's strategic goals rather than how four of the goals support strategic goal 1, student success. For AY2015-2016, student success will be highlighted as the primary goal. PC also focused on the core values delineated within the strategic plan, asking if these values still describe the values of the institution. Participants were encouraged to identify actions that will actively support our core values as we engage with one another during the coming academic year. For AY2015-2016, the values will be emphasized with the focus on enhancing and building relationships as well as helping others recognize the decisions they can make for day-to-day changes that positively impact the campus environment and student success.

### **Convocation**

Convocation will center on the themes of anniversary year, student success, and our shared values. Past SGA Presidents and the Golden Graduates have been invited to attend.

### **Staff Council**

Pat Potter announced the AY2015-2016 membership for Staff Council. She serves as Chair and Deidre Dennie serves as Vice Chair. Returning members include Pam Culberson, Sharon Durant, and Tracee Hickman. New members include Katherine Arntzen, Katie Twining, Brandi Vaudrin, and Shannon Vo. At the 2015 Thank You Luncheon for staff, an opportunity was provided for donations for the Savannah Vet Center related to Stand Down America Day. The donations were items that homeless veterans could use. Approximately 300 pounds of items were donated. Pat also indicated that the Council was working with the Registrar's Office to hold another FERPA training in the fall.

### **SGA**

Matthias Downs shared the SGA goals and objectives for the academic year (attached). He also announced a series of fall events and invited campus leadership to participate.

- 2015-2016 Student Senate Legislative Cycle Kick-Off—August 24
- Speed Meeting—October 1
- Leaders Inspiring Leaders—November 3
- Town Hall Meeting—November 5

### **Faculty Senate**

Cliff Padgett reported that the survey to faculty regarding committee membership will be sent August 10 and members of JLT were invited to include any committees if appropriate. He also shared that on October 11, the USG Faculty Council will hold its meeting on the Armstrong campus. Possible items under consideration for this year's Faculty Senate include revisiting eCore and the academic bullying/hazing policy. He asked about the feasibility of clickers for Faculty Senate meetings. Robert Howard indicated that ITS would work with Faculty Senate.

## **Updates**

### **Enrollment**

Bob Smith and Georg Lewis provided an enrollment update. As of July 28, total enrollment was 6108. New student applications for freshman and graduate students are up in comparison to one year ago. Transfer applications are down. Other new student indicators such as student housing applications and Navigate registration/attendance are up in comparison to one year ago. The percentage of eligible returning undergraduate students registered for fall is slightly up in comparison to one year ago. Two-thirds of undergraduate students who have not registered have advisement holds. It was noted that efforts will continue to create the conditions needed to assist continuing students to be successful. Examples given included the following: making DegreeWorks available to all; implementing wait lists for courses; and restructuring academic advisement, specifically for freshman, sophomore, adult, and transfer students.

### **Fundraising**

Bill Kelso reported that for FY2015, \$1,162,795 was raised (goal: \$1,200,000). FY2015 saw donor growth in the following areas: the number of donors increased by 342 donors; the number of alumni giving increased by 787 alumni; and the percentage of faculty and staff donating increased by 6%. The FY2016 fundraising goal is \$1,700,000.

## **Other**

### **Atlanta Meetings**

President Bleicken shared that on August 27, she met with Governor Deal's Director of the Office of Planning and Budget (OPB) and Chancellor Huckaby. The OPB Director indicated that one of the Governor's focus areas for the FY2016 budget will be salaries for state employees. The Chancellor reinforced that this would be a budget priority.

### **Faculty and Staff Salary Adjustments**

President Bleicken distributed a handout outlining faculty and staff merit and market adjustments beginning with FY2012. Regarding salary adjustments effective July 1, 2015, she noted that the President's Cabinet had two priorities that guided this year's budget discussions: (1) faculty and staff; and (2) key programs and initiatives. The specific targets during the spring discussions were based upon a commitment made to faculty and staff to adjust market inequities so that 93% of the CUPA average salary could be met for employees. The allocation for merit raises for FY2016 was approximately \$169,300 (0.4%) for merit. Other factors affecting budget decisions were (1) the projection of a modest enrollment increase for FY2016 and (2) a \$655,000 FY2016 budget reduction. Following careful review and discussion, President's Cabinet approved (1) funding the next step in the Faculty/Staff Salary Adjustment plan (93% of CUPA average salary) and (2) supplementing state appropriations for 0.55% merit increases.

**Next Meeting:** August 25 at 9:00am in Burnett Hall Boardroom

## **Appendix D**

### **Joint Leadership Team**

**August 25, 2015**

### **Summary**

**Attendees:** J. Buckenmeyer, C. Corrigan, L. Davis, D. Dennie, M. Downs, A. Heaston, R. Howard, B. Kelso, G. Lewis, C. Padgett, R. Smith, D. Ward, D. Wheeler, J. Wong

**Guests:** R. McCaskill, C. Reagin

### **2016 Commencement Proposal**

Rock McCaskill shared that as Armstrong graduates more students, the number of guests attending the ceremony cannot be accommodated, resulting in guests being turned away. On behalf of the Commencement Committee, he presented three options for consideration. The option recommended by the committee was the ticketing option. Concerns were raised about this option. The Commencement Committee was asked to further review the overflow option as well as the possibility of multiple ceremonies in the spring.

### **FY2015 Year-End Financial Report**

Chris Corrigan and Cam Reagin presented the FY2015 year-end financial report. Overall, the university ended the fiscal year in a good position. Individuals reviewing the report will note two things that affected it: (1) the P3 transition in Housing (affected revenues) and (2) the nationwide changes in accounting pension liabilities (affected assets). The power point presentation will be posted to the Business and Finance website.

Chris Corrigan reminded the team that there would be a campus-wide FY2016 budget presentation on Monday, August 31 at 12:00pm in the Ogeechee Theater.

### **New Armstrong Website**

Bill Kelso shared that the new website is currently on track for a mid-September launch. Marketing has been reviewing every page of the website, which includes checking every link and verifying the navigation functions properly throughout the site. Marketing and ITS are currently making edits before sharing pages with content managers on Monday, August 31. Marketing and ITS will make the final edits the week of September 7 with the website going live the week of September 14.

Robert Howard indicated that training on how to update content on the website would begin in September for content managers. There will be two sessions per week for two weeks and then weekly through October. An online training option will also be made available.

The question was asked if there were exceptions to updating the current website, specifically for Faculty Senate and SGA and the response was that there are exceptions for updating the current website.

### **Student Government Association (SGA)**

Matthias Downs thanked individuals who attended the first SGA meeting of the academic year. Senators appreciated meeting the faculty, staff, and administrators who attended. He shared that SGA is reviewing a proposal for an Armstrong Liberty Center Student Council, which would serve



as an auxiliary branch of SGA. The proposal would address one of SGA's 2015-2016 objectives, providing a method to effectively advocate for the Armstrong Liberty Center students and to strengthen relationships with the Center. Campus Union Board (CUB) hosted four events for August: Outdoor Movie Night, Brandon Chase concert, Welcome Back Casino Night, and Beach Bash (25<sup>th</sup> anniversary). The total attendance for the events was approximately 700 individuals. For September, CUB has 3 events scheduled and SGA has multiple activities planned ranging from Bring a Friend to Senate to Talk Like a Pirate Day at Krispy Kreme on September 19 (talk like a pirate and get a free doughnut; dress like a pirate and get a free dozen doughnuts). He also reminded the team of key event dates.

Speed Meeting—October 1 from 12:00-2:00pm, SU Ballroom

Celebrate—October 21-24

Leaders Inspiring Leaders—November 4 at 6:00pm, SU Ballroom

Town Hall Meeting—November 5 at 7:00pm, SU Ballroom

### **Staff Advisory Council (SAC)**

Deidra Dennie shared two SAC initiatives. The first, Random Acts, occurs when SAC surprises staff members who are doing great jobs with treats and well wishes to show appreciation for their efforts. The second is Galley Days, a SAC initiative in collaboration with Sodexo and Business and Finance. Once a month, an opportunity will be provided for staff to gather in the Galley to network over a meal. The first event will be held in late September.

### **Updates**

#### **Enrollment**

Bob Smith and Georj Lewis provided an enrollment update. As of August 25, total enrollment was 6922. The decline in enrollment of 116 students was due to the cancellation for non-payment of fees that occurred on August 24.

New student applications for freshman and graduate students are up in comparison to one year ago. Transfer applications are down. Other new student indicators, such as student housing applications and Navigate registration/attendance are up in comparison to one year ago. As of August 24, the percentage of eligible returning undergraduate students registered for fall was up in comparison to one year ago. The first-time, full-time freshman retention rate was up in comparison to one year ago as well. The impact of the cancellation for non-payment of fees on retention was unknown at the time of the meeting.

Students are now being admitted for mini-mester that begins on October 12. Data indicates on average 200 students register for the shortened term.

### **Other**

#### **Annual Campus Campaign**

Bill Kelso shared that \$66,564 (34.4%) had been raised, an increase of over \$14,000 in comparison to one year ago and surpassing the total raised as of last year's celebration. In the Campaign Trophy competition, the College of Education was leading with a 67% participation rate. The College of Health Professions closely followed with a 62% participation rate. A Campus Campaign and Fundraising forum will be held September 17

at 1:30pm in the Ogeechee Theater to provide a progress report on the campus campaign and to share fundraising priorities for the university.

**Campus Climate Survey Sessions**

Deidre Dennie reminded the team that there will be three sessions next week for Dr. Susan Rankin to present the results of the Living, Learning, and Working Campus Climate Survey.

September 1, 11:30am-1:00pm

September 1, 4:00-5:30pm

September 2, 11:30am-1:00pm

All sessions will be in the Ogeechee Theater.

**University System of Georgia Faculty Council (USGFC)**

Liz Desnoyers-Colas shared that the USGFC will meet October 31 on Armstrong's campus. One agenda item will be the USGFC resolution sent to the Board of Regents and Chancellor Huckaby (please see attached).

**Next Meeting:** September 29 at 9:00am

2<sup>nd</sup> DRAFT

**UNIVERSITY SYSTEM OF GEORGIA  
FACULTY COUNCIL RESOLUTION**

**WHEREAS** the Board of Regents (BOR) of the University System of Georgia (USG) has approved substantial raises to the Chancellor and System Presidents; and

**WHEREAS** the Chancellor has indicated that the raises are necessary to maintain competitiveness of Presidents' and Chief Operating Officers' salary levels at the regional and national levels; and

**WHEREAS** the Chancellor and BOR have reduced the budgets significantly at several system institutions citing reduced State revenues and higher education budget cuts as the reason, which have resulted in increased faculty workloads; and

**WHEREAS** faculty salaries have not remained competitive with national and regional levels at most system institutions, nor have they maintained pace with cost of living and health care costs;

**THEREFORE, BE IT RESOLVED THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC) CALLS FOR THE BOARD OF REGENTS AND THE CHANCELLOR to:**

**REMEDY** the salary inequities of the faculty, rendering them competitive with national and regional levels; and

**HOLD IN ABEYANCE** any further system-wide increases in student tuition and fees pending the necessary financial reviews to place the above remedy in effect; and

**APPROVE IN CONCEPT** the inclusion of elected faculty representatives in all future system-wide financial and salary discussions.

**TO THIS END, THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC) CALLS FOR THE BOARD OF REGENTS AND THE CHANCELLOR** to take the following additional action, designed to preclude future misunderstandings between the Chancellor and BOR on the one hand and the Faculty on the other:

**OFFICIALLY ENDORSE** the respective roles of Board, Administration, and Faculty in system-wide governance of the USG as laid out in the [Statement on Government of Colleges and Universities](#) jointly formulated in 1966 by the American Association of University Professors (AAUP), the American Council of Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB).

**THE UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** will prepare documentation for Board of Regents approval to place the above into effect.

## Appendix E

### Faculty and Staff Personnel Requests 8/10/2015

[illegible]



## Appendix 2

### Standing Committees of the Faculty Senate 2015–2016

#### Academic Standards

The committee shall be composed of six (6) faculty members, with at least one faculty member from each of the four Colleges; along with the following ex-officio, non-voting members: the Vice President for Student Affairs or his or her designee; the Vice President for Academic Affairs or his or her designee; the Registrar or his or her designee; the University Appeals Officer; a representative from the Counseling Services Office; and four non-voting student members. The four students shall be the President and Vice President of the Student Court, the President of the Student Government Association, and one student-at-large.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	DEPARTMENT	Academic Conduct Subcomm	Student Conduct Subcomm
Grundstad-Hall, Emily	1	CLA	AMT	Y	Y
Hubbard, Barbara	4	COE	CESE		
Lee, Rochelle Bornett	3	CHP	DDTS	Y	Y
Nti, Kwaku	3	CLA	HIST	Y	Y
Zettler, Jennifer	1	CST	BIOL ( <b>Senate liaison</b> )	Y	Y
Schaefer, Kathy	3	CHP	RHAB	Y	Y
Lewis, Georj			VP Student Affairs or rep	Y w/o voting rights	Y w/ voting rights
Smith, Robert			Provost/VPAA or rep		
McCaskill, Rock			Registrar or rep	Y	
Remler, Nancy			University Appeals Officer	Chair	
			Counseling Services rep	Y	
	1		Student rep (SGA President)		Y
	1		Student rep (SGA VP, Pres of Student Court)		Y
	1		Student rep (VP Student Court)		Y
	1		Student rep (At large)		Y

## Education Technology

The committee shall be composed of ten (10) members, including seven faculty members with at least one member from each of the Colleges and a representative from Computer and Information Services who shall serve as an ex-officio, non-voting member. One undergraduate and one graduate student, nominated by the Student Government Association and the Graduate Student Coordinating Council, respectively, will serve as voting members of the Student Voice subcommittee.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	DEPARTMENT
Childress, Beth	3	COE	CESE
Eley, Ela Kaye	4	COE	AAED ( <b>Senate liaison</b> )
Taggart, Helen	1	CHP	NURS
Baird, William	1	CST	PHYS
Horne, Angela	1	CLA	AMT
Primatic, Stephen	3	CLA	AMT
Lau, Kam	1	CST	CSIT
Culberson, Pam		--	CIS rep (ex officio)
<b>Student Voice subcommittee</b>			
	1		Undergraduate student rep
	1		Graduate student rep

## Faculty Welfare

The committee shall be composed of nine (9) faculty members, with two from the College of Liberal Arts, two from the College of Science and Technology, two from the College of Education, two from the College of Health Professions, and one from the Library. At least one member must hold graduate faculty status.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	DEPARTMENT
Brooksher, Kelly	1	COE	CESE
Gray, Sarah	1	CST	CHEM
Hsu, Pang-Chieh	1	CLA	AMT
McMillian, Lauren	1	--	LIBR
Cossa, Nedra	1	COE	CESE
Roldan, Gracia	4	CLA	LLP
Clack, Leslie	1	CHP	Health SCI ( <b>Senate liaison</b> )
Williams, TimMarie	1	CHP	Health SCI
Zingales, Sarah	1	CST	CHEM



## Planning, Budget, and Facilities

The committee shall be composed of nine (9) faculty representatives, and various ex-officio, non-voting members. The nine faculty representatives shall consist of two faculty representatives from each of the four Colleges and one from the Library, where at least one of the faculty representatives must hold graduate faculty status. Ex-officio, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Business and Finance, and the Vice President for Advancement.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	DEPARTMENT	Grad Faculty Status
Holt, Patricia	1	COE	AAED	?
Garrison, Judith	4	--	LIBR	No
Hagerty, Debra	2	CHP	NURS	?
MacGowan, Catherine	3	CST	CHEM	?
Gilbert, Catherine	1	CHP	NURS	?
Whatley, Maliece	1	CLA	ECON	?
Reese, Deborah	1	CLA	LLP	?
Wimer, Greg	2	COE	AAED	?
Wolfe, Wendy	2	CST	PSYC ( <b>Senate liaison</b> )	Yes
Saadatmand, Yassaman		Ex officio	Dept Head ECON	
Wheeler, David		Ex officio	Interim Dean CLA	
Smith, Robert		Ex officio	Provost/VPAA	
Lewis, Georj		Ex officio	VP Student Affairs	
Corrigan, Chris		Ex officio	VP Business/Finance	
Kelso, William		Ex officio	VP Advancement	

## Student Success

The committee shall be composed of ten (10) faculty representatives with at least two from each College, one undergraduate student, one graduate student, and seven ex-officio, non-voting members. The ex-officio, non-voting members are the Director of Academic Orientation and Advisement, the Director of Multicultural Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Associate Vice President for Enrollment Management, and the Associate Provost for Student Engagement and Success.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	DEPARTMENT
Bailey, Jennifer	3	CST	BIOL
Costa, Cynthia	1	CLA	AMT
Crabb, Gina	1	CHP	NURS ( <b>Senate liaison</b> )
Sevianni, Barbara	1	COE	CESE
Clark, Maya	3	CHP	RHAB
Wells, Rebecca	1	COE	AAED
Fuller, Ann	1	--	LIBR
McCarley, Nancy	3	CST	PSYC
Barber, Dennis	1	CLA	ECON
Sergi, Michael	3	COE	AAED
			Undergraduate student rep
			Graduate student rep
Vo, Shannon		Ex officio	Interim Director of Academic Orient/Advise
WhittenBurg, Nashia		Ex officio	Director of Multicultural Affairs
McCaskill, Rock		Ex officio	Registrar
Roberts, Jonathan		Ex officio	Director of the Honors Program
O'Neal, Kaye		Ex officio	Director of Financial Aid
Lewis, Georj		Ex officio	VP of Student Affairs or Rep
Gajdosik-Nivens, Delana		Ex officio	AP for Student Engage/Success
Anderson, Greg		Ex officio	Director of First Year Experience

### **University Curriculum Committee – (Elected by each college)**

The University Curriculum Committee shall consist of thirteen (13) members of the faculty plus the catalog editor (ex officio, non-voting). At the beginning of the first meeting of the academic year, the committee shall elect a chair by private ballot. The chair shall retain voting privileges. There shall be four faculty members from the College of Liberal Arts, two members from the College of Education, three members from the College of Health Professions, and four members from the College of Science and Technology. Reapportionment of the committee will be evaluated on the same schedule as for the Senate. Faculty terms shall be two years; no more than two successive terms shall be served by any person. Each college will elect its own representatives. No more than one member from any one department/program may serve at one time on the committee.

<b>FACULTY</b>	<b>YRS SERVED (incl 15-16)</b>	<b>COLLEGE</b>	<b>DEPARTMENT REPRESENTATIVE</b>
da Cruz, Jose	1	CLA	CJSPS
Harris, Robert	4	CLA	AMT
Swanstrom, Julie	3	CLA	LLP
Todesca, Jim	2	CLA	HIST
Kim, Jackie	3	COE	CESE
Parish, Anthony	4	COE	AAED
Campbell, Myka	2	CHP	DDTS (Chair)
Embrey, Trina	2	CHP	NURS
Mincer, Andi Beth	1	CHP	RHAB
Carpenter, Suzy	4	CST	CHEM
Kraft, John	1	CST	PSYC
Craven, Kathryn	1	CST	BIOL
Schlieper, Jared	1	CST	MATH
Fulton, Phyllis	--	--	Catalog Editor (ex officio)

## Faculty Senate Committees – (Senators only)

### Steering Committee

Membership is composed of the officers of the Senate. In addition, one Senator each from the College of Liberal Arts, the College of Education, the College of Health Professions, and the College of Science and Technology shall be appointed by the President of the Senate. The appointed members shall be confirmed by the Senate at its first meeting in the fall. The Parliamentarian shall serve as an ex-officio, non-voting member. The President of the Senate shall chair this committee.

FACULTY	YRS SERVED (incl 15-16)	COLLEGE	ROLE
Desnoyers-Colas, Elizabeth	2	CLA	President/Chair
Padgett, Clifford	2	CST	Vice President
Wolfe, Wendy	1	CST	Secretary
Secrest, Jeffery	--	CST	Parliamentarian
Bringman, David	2	CHP	
Rago, Jane	1	CLA	
Eley, ElaKaye	2	COE	
Johnson, Wayne	3	CST	

### Governance Committee

Membership shall consist of six (6) Senators elected by the Senate.

FACULTY	YRS SERVED (incl 14-15)	COLLEGE	DEPARTMENT
Andrews, Carol (Chair)	2	CLA	LLP
Deaver, Bill	3	CLA	LLP
Hadavas, Paul	3	CST	MATH
Quillian, Brandon	1	CST	CHEM
da Cruz, Becky	1	CLA	CJSPS
Benjamin, Michael	1	CLA	HIST
Secrest, Jeffery			Parliamentarian (ex officio)

## Appendix H

### Proposed Academic and Bullying Bill

Whereas faculty incivility in the form of colleague targeted academic bullying and hazing ultimately fosters a hostile work environment by cultivating and enabling an academic climate of intimidation, marginalization and exclusion

And whereas the continued cultivation of collegiality through mutual respect, civility, and dignity is essential for furthering positive higher education interaction between all levels of faculty and administration

The Armstrong Faculty Senate requests that the University Grievance and Conflict Resolution procedures be changed to include a grievance or disciplinary review process policy for the University Grievance Committee to use for review and discipline of academic bullying hazing and bullying complaints/disputes made by any faculty member concerning colleagues and administrators.

## Appendix I

### Committee Charges: Academic Standards

Draft recommendations for an official withdrawal policy for students affected by military deployments.

Review policies related to academic standards in the university catalog and draft recommendations for changes (if any).

## Appendix J

### Committee Charges: Educational Technology

Draft and administer a technology satisfaction survey to assess issues such as satisfaction with frequency of computer upgrades. Make recommendations accordingly.

Re-examine committee bylaws to determine if modifications are needed to clarify the role and responsibilities of the committee.

## Appendix K

### Committee Charges: Faculty Welfare

Draft and administer a part-time faculty satisfaction survey to identify potential issues affecting part-time faculty satisfaction and associated retention.

Draft bill to address the lack of a pay raise associated with the post-tenure review.

Develop a process to ensure annual calculation of the percentage of lecturer positions among faculty ranks. Complete this assessment for 2015-2016.

Review campus climate survey results to identify key faculty concerns.



## Appendix L

### Committee Charges: Planning, Budget, and Facilities

Make recommendations for ongoing salary adjustment committee work.

Investigate the implementation process for the July, 2015 salary adjustments.

## Appendix M

### Committee Charges: Student Success

Review the report(s) and associated data on which the recommendation for changing to centralized advising at Armstrong was based.

Draft resolution (or bill) with guidelines for students who change majors across colleges prior to completing 45 credit hours.

Provide an update on the EAB Student Success Collaborative.

Review job description for the new graduate admissions staff member to ensure duties are streamlined in order to facilitate graduate student admissions processing.

Revise bylaws to reflect change in Enrollment Management ex-officio representation on committee.