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Armstrong State University
Faculty Senate Meeting
Minutes of August 18, 2014
Student Union, Ballroom A, 3:00 p.m.

- I. Senate President Desnoyers-Colas called the meeting to order at exactly **3:00 p.m.** (see Appendix A).
- II. Senate Action
 - A. Approval of [Minutes from April 21, 2014, Faculty Senate Meeting](#)
 1. APPROVED Without Corrections.
 - B. Approval of [Minutes from May 5, 2014, Faculty Senate Meeting \(Special Session\)](#)
 1. Discussion: A question about content listed at the end of the minutes was raised but then rescinded.
 2. APPROVED Without Corrections.
 - C. Approval of Minutes from [May 12, 2014, Faculty Senate Meeting \(Special Session\)](#)
 1. APPROVED Without Corrections.
 - D. Remarks from Dr. Linda Bleicken, President
 1. Student convocation on Friday, August 15, 2014, was a “wonderfully inspiring time” and “set the right tone,” with thanks to Sara Longaberger for her remarks, David Ward “who had the great idea,” Delana Nivens “who did the work,” and all who participated, particularly the First Year students.
 2. A joint meeting with the President’s Council, Deans, and leaders from the Faculty Senate, the Staff Council, and the Student Government Association took place on July 29 to craft a plan for communication, greater collaboration, and transparency. A second joint meeting will take place on August 26.
 3. Dr. Bleicken will meet with all departments this year. Because this will take time to complete, she advised not letting any pressing matters sit idly in the interim but instead contacting her office and the President’s Cabinet.
 4. The two new side-facing Armstrong signs along Abercorn at Science and Arts drives will be lettered by August 21. The middle sign has been more challenging than anticipated: When the architect drew the initial plans, he placed the footings above the ground, which raised the sign two feet higher than it should be. This had to be dealt with, as it resembled a “bunker” rather than something “welcoming” and a berm was going to have to be created with dirt. The sign soon will be covered with bricks and completed. It will be dedicated formally during Celebrate Armstrong.
 - E. Old Business
 1. Outcome of Bills/Resolutions (see links for details)
 - i. [FSB 2014-05-12-01](#) Institutional Accountability, Transparency, and Communication
 - a. This bill was approved on May 13, 2014.
 - b. Many aspects of this bill are ongoing tasks, and President Bleicken stated that every administrator is involved with providing the Faculty Senate with updates about each.

Faculty Senate leadership and Senators in turn will provide feedback to constituents as progress is made.

- c. For new job postings, Human Resources provided an example of a form (see Appendix B) that will be shared with the Faculty Senate on an ongoing basis listing what postings are new or existing (i.e., replacements). This template will be reviewed by the Faculty Senate for suggested changes or the addition of columns of information, etc. Feedback should be sent as soon as possible to faculty.senate@armstrong.edu.
- d. A request was made to include the job titles for any open positions in the “Open Position” e-mails sent by Human Resources, as it is difficult to determine specifically what jobs are available or have been added without going to the Armstrong website and searching the listings. Ms. Rebecca Carroll said she would pass on this request to Ms. Jacque Stepherson.
- e. Regarding item #2 and the development of a three-year plan: Dr. Bleicken stated that this will be completed by the end of the semester, and she will be working with the Faculty Senate’s Planning, Budget, and Facilities (PBF) Committee.
- f. Regarding item #3 in the bill: The shell of the “webpage listing all standing committees convened by a member of the President’s Cabinet” is live and attached to the President’s webpage; however, Dr. Bleicken and her Cabinet are working to staff these committees.
- g. Regarding item #5 in the bill: The development of a “consulting services plan” is one of the tasks the President’s Cabinet will undertake. At present, no administrator has indicated that there has been any consultant hire over the \$25,000 reporting limit. Dr. Bleicken stated that there is no way to know whom they will hire. They know in advance about general task areas (e.g., help in revising web structure), but other instances crop up (e.g., outages in the Science Center). The President’s Cabinet will update the consulting plan as much as possible. Dr. Bleicken emphasized that consultants are hired because they are “cost-effective” and that a plan will be presented to the PBF Committee in the Fall—although this technically means anytime between now and December. The Faculty Senate PBF Committee will monitor this plan.

F. New Business

1. Senate Committee Elections

- i. A question was raised about committees that once were under the Faculty Senate but are no longer, and a request was made for a single webpage on the Armstrong website that lists current committee

membership. Similarly, a request was made for a web-based list of all committees created by the University President, Provost, and Associate Provosts in order to see who is serving on each committee, to confirm that there is faculty representation, and to reduce redundancy and faculty members' committee workloads (see also E.1.i.f above). A request was made for this to be a "one-stop shop."

- ii. The population of Faculty Senate committees for upcoming academic years is supposed to be done in the prior Spring. This past year, however, a decision was made within the Elections Committee to rollover committee membership from last year to this year. Population of committees will be done in the appropriate manner near the end of the 2014–2015 academic year for 2015–2016 membership. Senators should discuss current committee membership with their Departments and send any needed changes, suggestions, or nominations to the Governance Committee (Chair: Dr. Carol Andrews) at governance.senate@armstrong.edu.
2. Steering Committee
 - i. No report or discussion.
 3. Governance Committee
 - i. A question was raised about whether the bylaws indicate that the Governance Committee include representation from all four Colleges. Currently, no one from COE is on the committee. At present, there is nothing in the bylaws that indicates this (unlike with the Steering Committee). If desired, a change would need to be made in the bylaws.
 4. Academic Standards
 - i. No report or discussion.
 5. Education Technology
 - i. No report or discussion.
 6. Faculty Welfare
 - i. Faculty representatives are needed from COE and CHP and potentially CST.
 7. Planning, Budget, and Facilities
 - i. A faculty representative is needed from CST (to replace Dr. Jane Wong) and one from CHP (to replace Dr. Deb Behringer).
 - ii. Dr. Wendy Wolfe was nominated to serve on PBF for CST.
 8. Student Success
 - i. A faculty representative is needed from CLA (to replace Dr. David Wheeler). A request was made to have Dr. Wheeler appoint a replacement.
 - ii. This committee will meet on Wednesday, August 27.
 9. University Curriculum Committee
 - i. A special election is being held in CLA to replace Dr. Lauren Mason. This faculty representative must be from either ECON or LLP. Three

nominations from LLP have been submitted. Other nominations are welcome (particularly from ECON).

10. Review of Committee Charges

- i. Faculty Senate committees have been asked to meet within the next two weeks.
- ii. Pressing issues and other suggestions for Faculty Senate committees should be sent as soon as possible (and throughout the year) to faculty.senate@armstrong.edu.

11. Ms. Rebecca Carroll, Interim Vice President for Business and Finance

- i. Two changes have occurred regarding student billing: First, student bills now itemize charges and provide a payment submission schedule. Second, new processes have been implemented in the online application for admittance and when students are accepted and declare their intent to enroll at Armstrong: The online application fee will now be paid directly to Armstrong through Nelnet (instead of GAcollge411), and students will be charged a “commitment” fee prior to enrolling. (If a student does not end up attending Armstrong, the commitment fee is reimbursed.) Both of these will be in place by the end of Fall 2014 for students of Fall 2015.
- ii. The Aquatics and Recreation Center will be repurposed into a two-story student learning commons/student success center for a cost of \$2.7 million. According to Dr. Bleicken, the pool currently is “leaking significant water” and “it will cost more than \$1 million dollars to refurbish it.” According to Provost Ward, a faculty committee has been formed to start on the design work. This is envisioned as a space for serving, in particular, First Year students and would include “wraparound services” such as (Dr. Ward listed these only as possibilities) First Year advising, Career Services, etc., to give students access to people who can “enable their success.” There will no longer be a pool at Armstrong.
- iii. The Liberty Center groundbreaking will take place Wednesday, September 10, 2014, 10:30 a.m., at the Armstrong-Liberty Center Building Site, Memorial Drive and Welborn St., Hinesville, Ga.
- iv. The search for a new Vice President of Business and Finance is under way, with Dr. Anne Thompson as chair. It is anticipated that this will be filled by January 2015. Dr. Bryan Riemman is the faculty representative for this search and was appointed to this committee by the Faculty Senate President.
- v. Ms. Katie Twining is the new Director of Facility Services.

12. Ms. Deidra Dennie, Office of Equity, Diversity, and Inclusion

- i. Armstrong has been out of compliance with *Title IX*. Armstrong is now in compliance with its new (draft) Sexual Misconduct Policy (see http://www.armstrong.edu/Departments/diversity/diversity_title_ix and <http://www.armstrong.edu/images/diversity/Armstrong-Title-IX->

[Policy draft-6-30-14.pdf](#)). A full policy is expected to be in place by September 1. The policy is being presented to students and the President's Cabinet for review.

- a. Under this new policy, a "responsible employee of the school" cannot provide confidentiality to a student who reports misconduct of a sexual nature (e.g., sexual harassment, sexual assault), even if the student is reporting information "third, fourth, fifth party" (i.e., about other students) or after they graduate. The employee must let the student know that there is an obligation to report the information to the appropriate Armstrong contacts. These currently include Ms. Deidra Denni (Director of Equity, Diversity, and Inclusion), Ms. Jennifer Rushton (Associate Director of Athletics for Compliance and Student Athlete Services), and Ms. Amy Zieziula (Assistant Dean of Student Integrity).
- b. Failure to report this information can result in personal liability. Ms. Dennie stated, "The student is going to put you on the hook. This is how you get off the hook." Schools that fail to report rates of incidence also will be fined (potentially 1% of an institution's operations budget, if this passes at the federal level).
- c. Students will be provided with resources and other support.
- d. Campus Police are on board with this.
- e. Discussion:
 - i. Concern was raised about the potential of this policy to decrease reporting to faculty and staff, rather than improve reporting and reduce incidents on campus, as well as the fact that the above-named three individuals are all women (i.e., there is a need for men to be included).
 1. Currently, these three individuals are the only members of Armstrong certified in *Title IX*. Others will be trained.
 2. Additionally, people will be needed to serve on hearing panels (which are different than other student misconduct hearing panels). These individuals (as well as those undertaking investigations) also will go through training.
 - ii. Concern was raised about information disclosed during course discussions and/or via e-mail and whether faculty should include a "standard blurb" in course syllabuses about Armstrong's policy with a link to a webpage. Ms. Dennie asked faculty concerned about classroom disclosures to contact her office.

- f. The Office of Equity, Diversity, and Inclusion also will be holding *Title IX* Sexual Misconduct Awareness workshops.
 - i. For First Year students, Bystander Awareness training took place on Friday, August 15.
 - ii. An Armstrong-associated “app” for the iPhone and Android is being developed to help people understand the definitions of sexual violence and assault and how to report this information.
 - ii. Information is available regarding “Supporting the Academic Success of Pregnant and Parenting Students” under *Title IX* (see <http://www.armstrong.edu/images/diversity/Supporting-Academic-Success-of-Pregnant-Students.pdf>). Because pregnancy is not considered a disability, accommodations for students are not coordinated by the Office of Disability Services but, rather, one-on-one with faculty.
13. Dr. Delana Nivens, Associate Provost for Student Engagement and Success, and Dr. Jonathan Roberts, Director of the Honors Program
- i. The search for an Assistant Director of the Honors Program is under way, and 11 candidates have applied. The Honors Advisory Council will review applications and Dr. Ward will appoint the person based on the recommendation of the committee.
 - a. An update about the Honors Program, the rationale for this new position, and the membership of the Honors Advisory Council was provided (see Appendix C).
 - b. The Assistant Director of the Honors Program is a 25% position (i.e., equal to one course release per term). The Director position is 50%, and the program employs two 19-hour-per-week students. Dr. Roberts stated that currently there is no “backup” faculty member to assist with the program (e.g., if he becomes unable to oversee a field trip, to develop and offer more student research opportunities, etc.).
 - c. Discussion:
 - i. Concern was raised about the creation of this position during the summer and the initial plan to fill it by August 1, as this runs counter to [FSB 2014-05-12-01](#). Dr. Nivens stated that the approval for this position occurred at the same time as the Faculty Senate bill (the request for this position came from Dr. Nivens’ office in March 2014 and was approved in relation to the budget and funded through the Provost’s Office). She added that the intention for filling the position by August 1 was related to coordinating this change with the incoming freshman cohort. Hiring has been pushed back to January 2015. Dr. Ward stated, “To

me this is an assignment ... not a new position ... not a new line. ... We are not reaching out and hiring an extra body. ... This is a single course buyout. ... Within the perspective of the Faculty Senate bill, this didn't rise to that level. ... That is how I see this."

- ii. A question was raised as to whether any assessment is done of the program and the current director.
 1. The program undergoes program assessment (like other programs on campus).
 2. In the past, this Director position was evaluated by the faculty member's home department head. Since administrative restructuring, Dr. Nivens has asked for an evaluation as well (an administrative version), although this is not a component of the APAR for tenure and promotion.
 3. A request for a specific evaluation process for joint appointments has been made. This also could be a charge for the Faculty Welfare Committee.

G. Senate Information

1. Senator and Committee list updates
 - i. Send changes to the Governance Committee at governance.senate@armstrong.edu (Chair: Dr. Carol Andrews).
2. Send Committee meeting dates and minutes to faculty.senate@armstrong.edu.

H. Announcements

1. Dr. Angeles Eames, Director of Assessment, spoke about the status of the committee revising eFACE evaluations. Currently, the committee has a draft evaluation of 46 questions and are currently trying to reduce this to 20. Deans have been asked to appoint 1–2 people from each College to form a task force to reduce the number of questions. This e-mail went out to Deans and the Deans are following up.
 - i. An invitation was made during the Senate meeting to have a Faculty Senate representative added to this committee.
 - ii. Concern was raised about the fact that meeting times already had been set in advance and faculty members interested in serving on this committee were told that if they could not attend all three of these meetings they could not participate.
 - iii. Dr. Eames and Dr. Ward stated that this would be rectified.
 - iv. Dr. Wendy Wolfe was nominated to serve as the Faculty Senate representative.

III. Adjournment

- A. Adjournment at exactly **4:30 p.m.**

Minutes completed by:
Leigh E. Rich
Faculty Senate Secretary, 2014–2015

Appendices

- A. Attendance Sheet
- B. Human Resources Vacancy Report Template
- C. Honors Program Update

Faculty Senators and Alternates Attendance (for Senate meeting 08/18/2014)

Department	College	#Seats	Senator(s) (Term YR 2014/2015)		Alternate(s)	
Adolescent and Adult Education	COE	2	Kathleen Fabrikant (2)	x	Anthony Parish	
			ElaKaye Eley (2)	x	Brenda Logan	
Art, Music and Theatre	CLA	3	Carol Benton (1)	x	Emily Grundstad-Hall	
			Deborah Jamieson (2)		Rachel Green	x
			Elizabeth Desnoyers-Colas (2)	x	Megan Baptiste-Field	
Biology	CST	4	Traci Ness (3)	x	Sara Gremillion	
			Brett Larson (2)	x	Jennifer Brofft-Bailey	
			Aaron Schrey (1)	x	Michael Cotrone	
			Jennifer Zettler (1)	x	Scott Mateer	
Chemistry and Physics	CST	3	Brandon Quillian (3)	x	[needs to be filled]	
			Donna Mullenax (1)	x	Jeff Secrest	
			Clifford Padgett (1)	x	Will Lynch	
Childhood and Exceptional Student Education	COE	2	Barbara Hubbard (3)	x	Beth Childress	
			Anne Katz (2)	x	John Hobe	
Computer Science and Information Technology	CST	1	Ashraf Saad (3)	x	Frank Katz	
Criminal Justice, Social and Political Science	CLA	2	Katherine Bennett (3)		Michael Donahue	
			Becky da Cruz (1)	x	Dennis Murphy	
Diagnostic and Therapeutic Sciences	CHP	2	Shaunell McGee (2)	x	Pam Cartright	
			Elwin Tilson (2)		Rhonda Bevis	
Economics	CLA	1	Nick Mangee (2)	x	Yassi Saadatmand	
Engineering	CST	1	Wayne Johnson (1)	x	Priya Goeser	
Health Sciences	CHP	2	Leigh Rich (3)	x	Joey Crosby	
			Janet Buelow (2)		Rod McAdams	x
History	CLA	2	Chris Hendricks (3)	x	Jim Todesca	
			Michael Benjamin (1)	x	Allison Belzer	
Languages, Literature and Philosophy	CLA	5	Bill Deaver (2)	x	Gracia Roldan	
			Carol Andrews (1)	x	Nancy Remler	
			Jane Rago (1)	x	Christy Mroczek	
			Erik Nordenhaug (3)	x	Jack Simmons	
			James Smith (1)	x	Dorothee Mertz-Weigel	
Library	CLA	1	Melissa Jackson (3)	x	Ann Fuller	
Mathematics	CST	3	Michael Tiemeyer (3)	x	Greg Knofczynski	
			Paul Hadavas (2)	x	Tim Ellis	
			Joshua Lambert (2)	x	Jared Schlieper	
Nursing	CHP	3	Deb Hagerty (3)	x	Carole Massey	
			Jane Blackwell (3)	x	Luz Quirimit	
			Jeff Harris (2)		Jill Beckworth	
Psychology	CST	1	Wendy Wolfe (1)	x	Mirari Elcoro	
Rehabilitation Sciences	CHP	2	David Bringman (3)	x	Nancy Wofford	
			Maya Clark (1)		April Garrity	

Honors Program Update

Armstrong strives to be an academically selective institution of first choice. As such, a visible and well developed Honors program should serve as the bedrock of our institution. The Honors Program provides an opportunity to expand and improve the academic quality of the overall Armstrong student body. The Assistant Director position is an opportunity for a faculty member to be more involved with Honors recruiting, be engaged with Honors students and Honors programming, and be in a position to offer additional faculty expertise and opinions about the program management and direction.

Adding the position brings us closer to the recommendations for programs of our size. According to the National Collegiate Honors Council's Publication A Handbook for Honors Administrators (pg 22):

the minimal administrative structure for a mid-size (100-400) program meeting most (80%) of those responsibilities would be:

Director 100%

Associate or Assistant Director 100%

Administrative Secretary 100%

Additional clerical assistance 75%

Student workers

Currently, our program has a 50% director and the help of two student workers. Obviously, we are well under the recommended guidelines, and the assistant director will be the first step in the right direction.

Why now? What's changed since 2005-2006 when the current director first started?

Credit hours generated by Honors in 2005-2006: 571 (approximately 150 students in program)

Credit hours generated by Honors in 2013-2014: 1197 (approximately 325 student in program)

Things that are "new" since 2006:

- We now participate in all Navigate Armstrong sessions.
- We are now participate in all Pirate Preview sessions.
- We now attend and participate in the recruiting trips to places like Atlanta.
- We are now required to make a yearly written request to the SGA for student activity funds. We also have to attend the hearing for the funds each year.
- We are now required to do program assessment.
- We are now involved with Admitted Students Day.
- We are now involved with Junior student day.
- We are now part of the Academic Affairs Council.
- We are serving more students with the same personnel resources, but fewer financial resources.
- We have expanded course offerings
- The Director now serves on numerous search, student success and other committees, whenever the representation of the Honors program is needed to broaden the committee membership.

The duties of the Assistant Director are the following:

- Advise new freshmen Honors students.
- Attend and represent the Honors Program at selected administrative meetings, professional conferences, and relevant workshops.
- Work collaboratively with the Honors director and the Honors committee to evaluate the current policies, procedures and programs within Honors and pilot new programs to improve student retention, progression and graduation, specifically Honors program retention and graduation from the Honor's program.
- Support the director in providing guidance to the Honors student organization and provide updated information and resources as needed (e.g. scholarships, social media, and programming).
- Participate in the recruitment and programmatic activities of the Honors program including but not limited to visiting local high schools, attending Pirate Preview, Admitted Students Day and Navigate as needed.
- Assist with the assessment of the Honors program.
- Represent the Honors program at on- and off-campus meetings and functions; chaperone student groups.
- Represent the Honors Program on committees and in the Director's absence.

It is hoped that assistant director will help to increase both the recruitment and retention of our Honors students. For example, an increased use of data and assessment may assist with increasing our one year retention of Honors students from 75.6%, which will assist the university in meeting its retention goals of 80% by 2020. In addition, we are planning to launch our pilot of a new summer scholars program for incoming Honors students in the summer of 2015.

Other information:

- Compensation is one course release per semester and a 9% stipend in the summer. This is an investment of \$7,000-\$10,000.
- The funds are not new, they come from the existing part-time faculty budget and an existing summer programs fund within the Provost office.
- We have 11 interested candidates, representing each of the 4 colleges.

Finally, we have formed an Honors Advisory Council. If there are questions or concerns throughout the year feel free to contact Jonathan Roberts directly, or you could also contact a member of the Honors Advisory Council.

- Dr. Allison Belzer, Associate Professor of History
- Dr. Hans-Georg Erney, Associate Professor of English
- Dr. Carol Massey, Assistant Professor of Nursing
- Dr. Glenda Ogletree, Associate Professor of Childhood & Exceptional Student Education
- Dr. Brandon Quillian, Assistant Professor of Chemistry
- Dr. Jennifer Zettler, Professor of Biology

Year	Designation	Total	Retained to Sophomore Year	Retained to Junior Year	Retained to Senior Year	4 Year Graduation
2009	Honors	121	96 (79.3%)	75 (62.0%)	70 (57.9%)	22 (18.2%)
	Non-Honors	842	576 (68.4%)	409 (48.6%)	346 (41.1%)	83 (9.9%)
2010	Honors	114	85 (74.6%)	60 (52.6%)	50 (43.9%)	
	Non-Honors	974	626 (64.3%)	448 (46.0%)	336 (37.6%)	
2011	Honors	136	102 (75.0%)	82 (60.3%)		
	Non-Honors	971	630 (67.7%)	415 (44.6%)		
2012	Honors	119	90 (75.6%)			
	Non-Honors	849	562 (66.2%)			