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Armstrong Faculty Senate Agenda

Armstrong Faculty Senate

9-15-2014

September 15, 2014 Armstrong Faculty Senate Agenda

Armstrong State University

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Armstrong State University
Faculty Senate Meeting
Agenda of September 15, 2014
Student Union, Ballroom A, 3:00 p.m.

I.   Call to Order
II. Senate Action
    A. Approval of Minutes from August 18, 2014 Faculty Senate Meeting
    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. Human Resources open/new job postings template
            ii. FSB_2014-03-24-07 (Space and) Payment Schedule for Part-Time Faculty (see also March 24, 2014 Faculty Senate Agenda)
        2. Senate Committee lists (Appendix A)
        3. Review of Committee charges
            i. Student representation on Faculty Senate committees
                a. Determine whether student representatives on committees should have voting privileges or be ex officio (e.g., re: quorum)
                b. If no student representation currently exists, determine whether student representatives should be added
            ii. Academic Standards
                a. Current standards, timing, and protocol for academic probation and suspension
            iii. Education Technology
                a. Faculty technology needs/wish list in classrooms (Robert Howard also will be holding forums regarding this)
                b. ETA on Helpdesk tickets
            iv. Faculty Welfare
                a. Full- and part-time faculty needs
                b. Resolution for the "Space" aspect of the Payment Schedule for Part-Time Faculty bill (as originally submitted and discussed in the Senate; see March 24, 2014 Agenda and Minutes)
                c. Recommendations for evaluations of "jointly appointed" faculty
            v. Planning, Budget, and Facilities
                a. Armstrong's campus master plan (incl. maintenance issues)
                b. Current contract with Sodexo and beyond
            vi. Student Success
                a. Alignment of academic renewal policy with USG and Regents
                b. Effects of Armstrong's withdrawal policy
    D. New Business
        1. Committee Reports

        i. University Curriculum Committee (Appendix B)
           a. Curriculum Changes
           b. Meeting Minutes
        ii. Graduate Affairs Committee
        iii. Academic Standards
        iv. Education Technology
        v. Faculty Welfare
        vi. Planning, Budget, and Facilities
        vii. Student Success

2. Corrections in the Faculty Senate Constitution and Bylaws
3. Proposed changes to parking permits (Cassian Nunez, SGA President)
4. Faculty and course evaluations (Angeles Eames, Director of Assessment)
5. Updates on searches:
        i. Provost/VPAA (Maya Clark)
        ii. Vice President for Business and Finance (Bryan Riemann, Appendix C)
6. USG Tobacco and Smoke-Free Campus policy (Sara Plaspohl and/or Rebecca Carroll, Interim Vice President for Business and Finance)

E. Senate Information
1. Send Committee meeting dates and minutes to faculty.senate@armstrong.edu.

F. Announcements

III. Adjournment

Standing Committees of the Faculty Senate 2014–2015

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 14-15)	COLLEGE	DEPARTMENT	Academic Conduct Subcomm	Student Conduct Subcomm
Hsu, Pang-Chieh (Chair)	2	CLA	AMT	Y	Y
Hubbard, Barbara	3	COE	CESE (Senate liaison)		
Lee, Rochelle Bornett	2	CHP	DDTS	Y	Y
Nti, Kwaku	2	CLA	HIST	Y	Y
Reed, Joy	2	CST	CSIT	Y	Y
Schaefer, Kathy	2	CHP	RHAB	Y	Y
Lewis, Georj			VP Student Affairs or rep	Y w/o voting rights	Y w/ voting rights
Ward, David			Interim Provost/VPAA or rep		
McCaskill, Rock			Registrar or rep	Y	
Bryan, Richard			University Appeals Officer	Chair	
Mitchell, John			Counseling Services rep	Y	
Cassian Nunez	1		Student rep (SGA President)		Y
Matthias Downs	1		Student rep (SGA VP, Pres of Student Court)		Y
Alicia Evans	1		Student rep (VP Student Court)		Y
Tajae Francis	1		Student rep (At large)		Y

Education Technology

The committee shall be composed of ten (10) members, including seven faculty members <u>with at least one member from each of the Colleges</u> 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 14-15)	COLLEGE	DEPARTMENT
Childress, Beth	2	COE	CESE
Eley, Ela Kaye	3	COE	AAED
Guilliams, Chad	3	CHP	MLS
Murphy, Thomas (Chair)	3	CST	ENGR
Padgett, Clifford	3	CST	CHEM
Primatic, Stephen	2	CLA	AMT
Tiemeyer, Michael	2	CST	MATH **(Senate liaison)**
Culberson, Pam		--	CIS rep (ex officio)
Student Voice subcommittee			
Eric Wooten	1		Undergraduate student rep
[TBA]	1		Graduate student rep

Faculty Welfare

The committee shall be composed of nine (9) faculty members, with <u>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</u>. At least one member must hold graduate faculty status.

FACULTY	YRS SERVED (incl 14-15)	COLLEGE	DEPARTMENT
Childress, Beth	2	COE	CESE
Elcoro, Mirari	2	CST	PSYC
Grundstad-Hall, Emily	2	CLA	AMT
Hopkinson, Caroline	2	--	LIBR
Logan, Brenda	2	COE	AAED
Roldan, Gracia	3	CLA	LLP
Tilson, Elwin	2	CHP	DDTS **(Senate liaison)**
Tuck, Linda	2	CHP	NURS
Wallace, Richard	2	CST	CHEM

Planning, Budget, and Facilities

The committee shall be composed of nine (9) faculty representatives, ~~one undergraduate and one graduate student,~~ and various ex-officio, non-voting members. The nine faculty representatives shall consist of <u>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.</u> 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 14-15)	COLLEGE	DEPARTMENT	Grad Faculty Status
Childress, Beth	2	COE	CESE	?
Garrison, Judith	3	--	LIBR	No
Hagerty, Debra	1	CHP	NURS	?
MacGowan, Catherine	2	CST	CHEM	?
Neils-Strunjas, Jean	1	CHP	RHAB	?
Nordenhaug, Erik (Co-Chair)	3	CLA	LLP	No
Reese, Randall	2	CLA	AMT	Yes
Wimer, Greg	1	COE	AAED	?
Wolfe, Wendy (Co-Chair)	1	CST	PSYC **(Senate liaison)**	?
Saadatmand, Yassaman		Ex officio	Dept Head ECON	
Wheeler, David		Ex officio	Interim Dean CLA	
Ward, David		Ex officio	Interim Provost/VPAA	
Lewis, Georj		Ex officio	VP Student Affairs	
Carroll, Rebecca		Ex officio	Interim VP Business/Finance	
Kelso, William		Ex officio	VP Advancement	
[TBA]		Ex officio	Undergrad student rep	
[TBA]		Ex officio	Graduate student rep	

Student Success

The committee shall be composed of ten (10) faculty representatives with <u>at least two from each College</u>, 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 ~~Assistant Vice President of Graduate Studies~~ Associate Provost for Student Engagement and Success.

FACULTY	YRS SERVED (incl 14-15)	COLLEGE	DEPARTMENT
Bailey, Jennifer	2	CST	BIOL
Baptiste-Field, Megan	2	CLA	AMT
Bringman, David	4	CHP	PT (Senate liaison)
Brooksher, Kelly (Chair)	2	COE	CESE
Clark, Maya	2	CHP	RHAB
Holt, Patricia	3	COE	AAED
Jackson, Melissa	2	--	LIBR
McCarley, Nancy	2	CST	PSYC
Rago, Jane	1	CLA	LLP
Sergi, Michael	2	COE	AAED
Alysse Bell			Undergraduate student rep
[TBA]			Graduate student rep
Anderson, Greg		Ex officio	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
Noblitt, Mariea		Ex officio	Interim AVP of Enrollment Mgmt
Gajdosik-Nivens, Delana		Ex officio	AP for Student Engage/Success
Garrison, Judith / Carpenter, Suzy		Ex officio	Directors 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.

FACULTY	YRS SERVED (incl 14-15)	COLLEGE	DEPARTMENT REPRESENTATIVE
da Cruz, Becky	2	CLA	CJSPS
Harris, Robert	3	CLA	AMT
Swanstrom, Julie	1	CLA	LLP
Todesca, Jim	1	CLA	HIST
Kim, Jackie	2	COE	CESE
Parish, Anthony	3	COE	AAED
Campbell, Myka	1	CHP	DDTS
Embrey, Trina	1	CHP	NURS
Lake, David (Chair)	2	CHP	RHAB
Carpenter, Suzy	3	CST	CHEM
Elcoro, Mirari	3	CST	PSYC
Gremillion, Sara	2	CST	BIOL
Lau, Kam	4	CST	CSIT
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 14-15)	COLLEGE	ROLE
Desnoyers-Colas, Elizabeth	2	CLA	President/Chair
Padgett, Clifford	1	CST	Vice President
Rich, Leigh	3	CHP	Secretary
Secrest, Jeffery	--	CST	Parliamentarian
Bringman, David	3	CHP	
Deaver, Bill	2	CLA	
Eley, ElaKaye	2	COE	
Johnson, Wayne	1	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)	1	CLA	LLP
Deaver, Bill	2	CLA	LLP
Hadavas, Paul	2	CST	MATH
Hagerty, Debra	3	CHP	NURS
Jackson, Melissa	3	--	LIBR
Nordenhaug, Erik	3	CLA	LLP
Secrest, Jeffery			Parliamentarian (ex officio)

Armstrong

UNIVERSITY CURRICULUM COMMITTEE
University Hall 282
Minutes, August 20, 2014

PRESENT: Suzanne Carpenter, Becky da Cruz, Mirari Elcoro, Katrina Embrey, Sara Gremillion (vice chair), Robert Harris, Jackie Kim, David Lake (chair), Anthony Parish, James Todesca, Phyllis Fulton (Catalog Editor)

ABSENT: Myka Campbell, Kam Fui Lau

GUESTS: Donna Brooks, Rock McCaskill

CALL TO ORDER. The meeting was called to order at 3:00 p.m. by immediate past vice chair David Lake.

ELECTIONS. David Lake was elected chair. Sara Gremillion was elected vice chair.

MEMBERSHIP. The Senate will be holding a special election to fill the seat vacated by Lauren Mason. The candidate must be from the Economics Department or the Department of Languages, Literature, and Philosophy. Nominations will be solicited from the entire College of Liberal Arts. Dr. Rick McGrath may not be nominated because he just finished four years on the committee.

OTHER BUSINESS

A. ENGR 1112. ENGR 1112 was approved by the University System of Georgia Council on General Education for inclusion in Core Area D. See Attachment 1.

B. Submission deadlines. Phyllis Fulton brought the subject of submission deadlines to the table. Last year the cut-off for changes to be effective in Fall 2014 was the meeting of January 15, 2014. This was necessary in order to have items approved by the President and the Senate with sufficient time for the Registrar's Office to enter new courses and course modifications before enrollment for fall semester began. The Senate does not have a meeting scheduled for December 2014 or January 2015, which would mean the cut-off would have to be in October to make the November 5 UCC meeting. The alternative would be to have the cut-off in January for the February 4 UCC meeting, but this might not allow the Registrar's Office sufficient time to enter the new data before registration.

After discussion, it was decided that Dr. Lake would contact the Senate leadership and talk to them about the possibility of having a Senate meeting in January.

ADJOURNMENT. The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Phyllis L. Fulton
Catalog Editor and Secretary to the Committee

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

OFFICE OF EDUCATIONAL ACCESS
AND SUCCESS
270 WASHINGTON STREET, S.W.,SUITE 5145
ATLANTA, GEORGIA 30334

404-962-3107
404-962-3154
BARBARA.BROWN@USG.EDU

August 14, 2014

Dr. David Ward
Vice President for Academic Affairs
Armstrong State University
11935 Abercorn Street
Savannah, GA 31419

Dear Dr. Ward,

The University System of Georgia Council on General Education met in full session on August 1, 2014. The following action was taken with respect to the proposal submitted by your institution.

Approved:
- ENGR 1112 Introduction to Scientific Modeling and Simulation – to be added to Armstrong's Area D.

With this letter, I am also including the completed proposal form that documents the review of and actions taken with respect to this proposal. The completed proposal form contains feedback from the Advisory Committee that reviewed your proposal (part 2) and the Council on General Education (part 4). This will provide you with more detailed information than is provided in this cover letter. If you have questions about this decision, please contact me.

Sincerely,
Barbara L. Brown, Ph.D., Psy.D.
Assistant Vice Chancellor for Transitional and General Education
Office of Educational Access and Success
Board of Regents of the University System of Georgia

Armstrong

PRESENT: Myka Campbell, Suzanne Carpenter, Becky da Cruz, Mirari Elcoro, Katrina Embrey, Sara Gremillion (vice chair), Robert Harris, Jackie Kim, David Lake (chair), Kam Fui Lau, Anthony Parish, James Todesca, Phyllis Fulton (Catalog Editor)

ABSENT: Julie Swanstrom

GUESTS: Donna Brooks, Delana Gajdosik-Nivens, Rock McCaskill, Sandy Streater, Elwin Tilson, Jane Wong

CALL TO ORDER. The meeting was called to order at 3:01 by David Lake

APPROVAL OF MINUTES. The minutes of August 20, 2014 were approved as presented.

ITEMS

I. College of Education (no items)

II. College of Health Professions
A. Diagnostic and Therapeutic Sciences

Items 1-2 from the Department of Diagnostic and Therapeutic Sciences were discussed and approved by the committee. They are being submitted to the Faculty Senate for approval.

1. **Modify the Corequisite and Grading Model for the following course:**
   RADS 3080 Professional Interactions   0-3-1
   Prerequisites or corequisite: RADS 3000

   Rationale: This course is now taught concurrently with RADS 3000 so a corequisite is needed. This course is a seminar derived from RADS 4430 (which is no longer a degree requirement for most tracks). RADS 4430 has a Satisfactory/Unsatisfactory Grading Mode and, consequently, the grading mode for RAD 3080 should be Satisfactory/Unsatisfactory.

   Effective Term: Spring 2015

CURCAT:
> Major Departments: Diagnostic and Therapeutic Sciences
> Can course be repeated for additional credit? No
> Maximum Number of Credit Hours: 1
> Grading Model: ~~Normal~~ Satisfactory/Unsatisfactory
> Instruction Type: ~~Seminar~~ Laboratory

2. **Clarify Guided Electives in Area F for Associate of Science, Radiologic Sciences Track and Bachelor of Radiologic Sciences (this change does not apply to the Bridge Program or Special Options Program)**

Core Area F .... 18 hours
> BIOL 2081 Human Anatomy and Physiology I
> BIOL 2082 Human Anatomy and Physiology II
> HLPR 2000 Research in Health Professions
> ~~4 Credit hours of Guided Electives~~
> Guided Electives from the following list (4 credit hours)
> > RADS 2000 or RESP 2110
> > COMM 2280 (except for Sonography track), or a lower-level class (1000- or 2000-level) in MATH, CSCI, ITEC, BIOL, CHEM, PHYS, PHSC, ASTR, GEOL, or ISCI
> One of the following:
> > PHSC 1211/1211L Physical Environment and Lab
> > PHYS 1111K Introductory Physics I

Rationale: These changes are submitted to comply with degree works.

Effective Term: Spring 2015

B. Health Sciences

Items 1-2 from the Department of Health Sciences were discussed and approved by the committee. They are being submitted to the Faculty Senate for approval.

1. **Create the following course:**
HITC 4000 Internship   V-V-(1-6)
Prerequisite: Permission of Instructor
Description: On-site experience under the direction of a site supervisor (an off-campus health informatics professional) and a faculty supervisor. A faculty supervisor will establish criteria for performance and evaluation prior to the semester the internship is undertaken. Students may use a maximum of 6 hours of internship credit to fulfill degree requirements.

Rationale: An on-site internship is required for professional certification.

Effective Term: Fall 2015

CURCAT
 Major Department: Health Sciences
 Can course be repeated for additional credit? Yes
 Maximum number of credit hours: 9
 Grading Mode: Normal
 Instructional Type: Internship

2. **Modify the following Program of Study:**

Program for the Degree of Bachelor of Health Science
Track Five: Health Informatics

Core Area F ....18 hours
 CSCI 1150 Fundamentals of the Internet and World-Wide Web
 CSCI 2070 Introduction to Computer Ethics and Cyber Security
 HSCC 2500 Health Issues and Resources
 ITEC 1300 Fundamentals of Information Technology
 ITEC 1310 Programming for Information Technology
 MATH 2200 Elementary Statistics
 RESP 2110 Medical Terminology

C. Related Field Courses................................... 39 36-39 hours
 CSCI 3301 Unix and Secure Web Development
 HITC 4000 Internship
 HSCA 4620 Principles of Management in Health Services Organizations
 HSCA 4630 Health Information Systems
 HSCA 4655 Principles of Health Insurance and Reimbursement
 HSCA 4660 Survey of Health Outcomes
 HSCC 3130 Health Policy Issues
 HSCP 2000 Ethical Theories/Moral Issues in Health
 ITEC 3600 Systems Analysis and Design
 ITEC 3710 E-Commerce
 ITEC 3800 Data Communications and Networks
 ITEC 4391 Senior Capstone Project I (ENGL 3720 not required)
 ITEC 4392 Senior Capstone Project II
 ITEC 5001U Cyber-Security I

D. Electives .... 6 6-9 hours
 Choose 6 6-9 hours from the following:
 ECON 2105 Principles of Macroeconomics*
 ECON 2106 Principles of Microeconomics*

ITEC 5002U Cyber Security II
MHSA 5500U Managing Health Professionals
MHSA 5800U Comparative Health Care Systems
ECON 2105 <u>or</u> ECON 2106 required if not taken in Area E.

Rationale: ITEC 1300 was deleted by the CSIT Department. CSCI 1150 was selected to replace it in this program of study.

Effective Term: Fall 2015

C. Nursing
D. Rehabilitation Sciences

III. College of Liberal Arts (no items)

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. **Informational Item: SPED 4740.** After the final meeting of the UCC for AY 2013-14, an error was discovered that needed immediate action. On behalf of the UCC, Chair Rick McGrath approved changing the grading method of SPED 4740 from Normal to S/U.

B. **Old Business: January meetings**   David Lake
Dr. Lake met with the Senate leadership and talked to them about the possibility of having a Senate meeting in January, outlining the difficulties that would be presented in the flow of curriculum approval if there is no January meeting. The Senate leadership said they would bring it to the Faculty Senate for discussion.

The UCC is adding a January 14 meeting to the calendar, with a submission deadline of December 15. This will be the last date for submitting changes that will go into effect for Fall 2015.

C. **Repeat Policy**   Delana Gajdosik-Nivens, Rock McCaskill
Dr. Gajdosik-Nivens pointed out that in the current undergraduate catalog, there have been some significant language changes regarding dropping courses (page 65) and repeating courses (pages 67-68). Other small changes have been made throughout the catalog, and the information is now accurate. If you see anything that is problematic or if you think the language does not reflect what the UCC intended in 2010, please inform her and Mr. McCaskill.

Dr. Gajdosik-Nivens also said that there have been different interpretations of the policy since it was adopted, and there have been back-end audits to try to make things consistent. If you see anything that you think was not applied correctly,

please check with Greg Anderson or Rock McCaskill before advising your student.

It was reiterated that grades for multiple attempts of a course, while included in the GPA, are not averaged to determine the final grade for the course. The final grade for the course is the most current attempt, even if it is a lower grade than an earlier attempt.

ADJOURNMENT. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Phyllis L. Fulton
Catalog Editor and Secretary to the Committee

Update on Search for Vice President of Business and Finance

The search committee was charged by the President on July 9 and spent the first couple of weeks developing the job description and minimum and preferred qualifications.

The job announcement was posted on August 11.

Thus far, approximately 40 applications have been received and the search committee will convene on September 9 to begin screening applicants.

There is still time for nominations to be made. Nominations can be made through the website (http://www.armstrong.edu/Departments/vpbf_search/vpbf_search_welcome) or by contacting the search chair directly (Anne Thompson).

It is the goal of the committee to begin conducting semi-finalist interviews towards the end of October, with campus interviews occurring the late October/early November.