4-16-2012

April 16, 2012 AASU Faculty Senate Minutes

Armstrong State University

Armstrong Atlantic State University
Faculty Senate Meeting
Minutes of April 16, 2012
UH 157, 3:00 pm

I.   Call to Order: Senate President LeFavi called the meeting to order at 3:05 pm (see **Appendix A** for attendance roster).

II.   Senate Action

        A. Approval of Minutes from March 19, 2012, Faculty Senate Meeting. The minutes were approved without modification.

        B. University Curriculum Committee Items from April 3, 2012. All items were approved without modification with the exception of Items 1-5 from the Department of Adolescent and Adult Education, which were remanded to the UCC for further consideration.

        C. Absence Policy Report from Academic Standards Committee (**Appendix B**). The report on excused absences was accepted by the Senate. The committee's chairperson, Dr. Hizer, noted that the committee found the attendance policy as outlined in the Faculty Handbook to be sufficient, requiring no further clarification.

        D. i-Fac Bills from Education Technology Committee (**Appendix C**). Professor Horne introduced the bills on behalf of the committee. All items were approved. The second bill (i-Fac 2) fostered Senate discussion regarding the age of faculty computers and the need for classroom technology to be updated in some rooms. The new CIO, Robert Howard, was present at the meeting and expressed his support for creating a new computer replacement cycle and for updating existing classroom technology.

        E. Resolution from Planning, Budget, and Facilities Committee (**Appendix D**). Drs. LeFavi and MacGowan introduced the recommendation and resolution from the PB&F Committee, which resulted from the committee's report to the Senate on March 19, 2012. The recommendation did not require Senate approval given that it is part of the committee's annual report, which will be accessible to the committee in the fall. The resolution was approved by the Senate. During the ensuing discussion about the university's deferred maintenance list, Mr.

Carson explained that the school plans to utilize an outside agency to assess campus maintenance needs.

F. University Committees Directory Bill from Faculty Welfare Committee (**Appendix E**). On behalf of the committee, Dr. Collier explained that the bill was aimed at limiting the type of frustrations that have occurred on campus as a result of the lack of clarity concerning the overlapping of responsibilities of various committees and taskforces on campus. When the Senate considered how the bill might be implemented, Dr. Bleicken indicated that it would be relatively easy to address the concerns of the bill, and while she noted her understanding of the reasoning behind the bill, she recommended that more direct dialog with her office should occur. The bill was approved with slight emendation to correct the spelling of two words.

III. Senate Information

A. Referral of Graduate Curriculum Committee Minutes to President Bleicken. Dr. LeFavi informed the Senate that GCC items will be presented to the president for her approval.

B. Annual Reports and Posting of Summary of Charges. Dr. LeFavi described the process by which committees were asked to prepare annual reports and summaries of charges. He recommended that Senate officers should consider the procedures and continue the process next year.

C. Faculty Salary Study and Adjustments. Dr. Toma presented an update to the Senate on the development of a faculty salary study, which began last spring. He provided a synopsis of the fuller report found in **Addendum A**. Dr. Thompson added that last summer the university allocated $240,000 to address two of the areas targeted by the study: new faculty salaries and inverted salaries. This amount was approximately half of the money required to fully rectify the pay inequities (see Addendum A, Priorities 1 and 2, found on pages 1-2 of the report). She noted that 125 salary adjustments were made last summer, that more must be done in the future, and that Dr. Bleicken and the administration are committed to working continually on this matter. Dr. Thompson also announced that the state has not released any funds for merit raises this summer. She concluded by informing the Senate that the university has increased the salary raises for promotion to associate and full professor, i.e., $3500 for promotion to

associate and $5000 for promotion to full professor. When asked if this is a one time occurrence, Dr. Thompson stated that these are the new figures to be used in the future (see **Senate Resolution 018.10/11** for Senate recommendations last spring).

D. Graduation List Process. The Senate considered past and present graduation approval processes, noting that the system has failed this academic year. Dr. LeFavi recommended that improvements must be made in the future should the Senate continue to be involved in the process. He proposed that it might be necessary to change Senate bylaws to better specify the timeline for Senate approval.

E. Turnitin.com Use. Dr. LeFavi explained that members of the faculty are currently utilizing the program and encouraged more to do so.

F. Constitution and Bylaws Vote on Cove. Dr. Adams updated the Senate on the results of the recent Constitution and Bylaws vote, indicating that while the proposed changes were approved, only 25% of the faculty participated in the vote.

G. Complete College Georgia. Dr. McGrath reported on his participation in a USG meeting on Complete College Georgia. He summarized the key details of the meeting as: (1) The USG has modified all two-year colleges to four-year colleges, thereby removing from the system schools primarily tasked with offering associate's degrees; thus, Armstrong and other universities will now be required to offer more associate programs; and (2) the Adult Learning Consortium, in which Armstrong participates, has a mission to create more certificate degrees, such as the recently created certificate in criminal justice at Armstrong. Some faculty voiced their concern that the consortium promotes the notion of giving college credit for life experience.

H. Elections Committee. Dr. Mincer announced that all committee vacancies have been filled, and she introduced the new Senate officers: President Baird, Vice President Howells, and Secretary Francis.

I. Dr. LeFavi relayed to the Senate some recent concerns which were brought to his attention. First, he stated that some faculty and guests have been restricted from accessing campus outside normal operating hours and/or have been questioned by university police, such as during winter break. Mr. Carson

explained that the Police Department did increase patrols during winter and fall breaks, but that no orders were given to restrict staff and faculty from entering campus. Nevertheless, Mr. Carson encouraged faculty to inform the police when they are on campus during odd hours, such as at 2:00 am. Second, Dr. LeFavi mentioned the business office's policy of opening faculty mail. Mr. Carson explained that if it is clear that a person is receiving a check or bank statement and Armstrong is listed on the address, then the item is typically opened. Personal mail, i.e., an item lacking Armstrong's name in the address, is not meant to be treated in a similar fashion, although accidents have occurred, he explained. One Senator opined that the university's name is always present in mail addressed to faculty, and another objected to the policy by indicating that student workers and the university should not have access to such personal information. Mr. Carson responded that he was open to further discussion on the matter, and the Senate expressed its desire for the dialog to continue.

IV.   Announcements. Dr. Adams announced the re-activation of Making Maroon Green, and Professor Horne encouraged faculty to participate in the forthcoming technology survey.

V.   The meeting was adjournment at 5:10 p.m.

Appendix A – Senate Attendance Roster

Dept.	Name	Present	Alt.	Present
AAED	Regina Rahimi	X	Rona Tyger	
AAED	Ed Strauser		Lynn Long	
AAED	Ellen Whitford	X	Lynn Roberts	X
AMT	Angela Ryczkowski Horne	X	Randall Reese	
AMT	Stephen Primatic		Rachel Green	X
AMT	Pamela Sears	X	Deborah Jamieson	
BIO	Alex Collier	X	Sara Gremillion	
BIO	Austin Francis	X	Kathryn Craven	
BIO	Scott Mateer		Traci Ness	
CESE	Beth Childress	X	Glenda Ogletree	
CESE	Jackie Kim	X	Barbara Hubbard	X
CHEM/PHYS	William Baird	X	Brent Feske	
CHEM/PHYS	Suzy Carpenter	X	Richard Wallace	
CHEM/PHYS	Clifford Padgett	X	Todd Hizer	
CJSPS	Ned Rinalducci	X	Dennis Murphy	
CJSPS	Michael Donohue		Alison Hatch	
CSDS	Maya Clark	X	April Garrity	
CSIT	Daniel Liang		Frank Katz	
ECON	Jason Beck	X	Yassaman Saadatmand	
ENGR	Wayne Johnson		Priya Goeser	X
HIST	June Hopkins	X	Chris Hendricks	X
HIST	Jason Tatlock	X	Allison Belzer	
HSCI	Bob LeFavi	X	Rod McAdams	
HSCI	Bryan Riemann	X	Alice Adams	
LIB	Beth Burnett	X	Ann Fuller	
LLP	Hans-Georg Erney		Monica Rausch	X
LLP	Beth Howells	X	Richard Bryan	
LLP	Dorothée Mertz-Weigel		Carol Jamison	X
LLP	Ana Torres	X	Edwin Richardson	
MATH	Sungkon Chang		Tim Ellis	
MATH	Lorrie Hoffman	X	Jared Shlieper	X

MEDT	Charlotte Bates	X	Floyd Josephat	
NURS	Carole Massey		Amber Derksen	
NURS	Kathy Morris	X	Luzviminda Quirimit	
NURS	Gina Crabb	X		
PHTH	AndiBeth Mincer	X	George Davies	
PSYCH	Wendy Wolfe	X	Jane Wong	
RADS	Laurie Adams	X	Shaunell McGee	
RESP	Christine Moore		Rhonda Bevis	X
	(Alphabetical Order)			
Ex Officio	Laura Barrett	X		
Ex Officio	Keith Betts	X		
Ex Officio	David Carson	X		
Ex Officio	Donna Brooks			
Ex Officio	Bob Gregerson	X		
Ex Officio	Scott Joyner	X		
Ex Officio	John Kraft	X		
Ex Officio	Marcia Nance			
Ex Officio	Anne Thompson	X		
Ex Officio	Patricia Wachcholz			
Guest	Michael Toma	X		
Guest	Robert Howard	X		

Appendix B - Report of the Academic Standards Committee on Attendance Policy

The committee was asked to review the current attendance policy as given in the Regulations section of the Faculty Handbook, and advise the Senate on whether Armstrong's present policy is adequate. This statement is as follows:

Regulations, Article VIII, SECTION F. Policy on Student Attendance
Each faculty member may establish a policy for student attendance in class. Students who miss class while officially representing the university will be excused from class. These students are responsible for arranging with individual instructors to make up any work that might have been missed. Monthly reports on the attendance of veterans are requested from faculty by the Veterans' Affairs Office.

At issue are the second and third sentences of this statement: "Students who miss class while officially representing the university will be excused from class. These students are responsible for arranging with individual instructors to make up any work that might have been missed." Although this statement addresses <u>all</u> students representing the University, the majority of instances seem to involve student athletes (perhaps due to the large number).

After consulting Ms. Lisa Sweany, Athletic Director, and Dr. Will Lynch, Faculty Athletic Representative, the Committee offers the following:

1. The phrase "will be excused" seems to leave room for argument; the crux of this issue is in the interpretation of this phrase. The committee interprets it this way: If attendance constitutes a portion of the student's grade in the class, and the student misses class while representing the university in any official capacity, then the absence cannot have a negative impact on the student's grade. Thus, this regulation negates the attendance requirement.

The remaining issue is that of making up work missed during an excused absence. As written, the policy could be interpreted as affording a chance to make up work for any student missing class due to representing the university. However, within the scope of academic freedom, this decision must be left to the individual faculty member. Many professors will work with a student to complete missed tests or assignments, but many have a "no make-up" policy. In some cases (e.g. laboratories, clinicals), it is not possible to re-create the experience; no make-up is possible. While this regulation could be expanded upon to require make-up tests, etc, the committee feels that doing so would infringe on academic freedom.

In conclusion, the committee finds this regulation, as stated, to warrant clarification. It would behoove the University to make known:
- to the faculty: the protection afforded to the student by this regulation.
- to the student: the limitation of that protection.

The Athletic Department may want to consider adding a statement in the Student Athlete Handbook. A nice model would be a statement used by the University of South Carolina – Aiken:

> "If you miss a test or other assignment, it is your responsibility to try to make arrangements with your professor prior to the class period when the test or assignment is due. Professors are not required to make special arrangements for you to take tests or complete assignments; however, most professors are willing to work with you if you give them prior notice. You should work with your advisor to create a class schedule that will minimize the number of practices and classes you will miss."

As part of the informational process, the Department of Intercollegiate Athletics may want to include a similar statement in the student-athlete handbook.

Appendix C – Improving Faculty Access to Computing from Education Technology Committee (i-FAC) 1-3

16 APRIL 2012
Sponsor: Wayne M. Johnson
Co-Sponsors: William Baird

Background

Armstrong's Strategic Plan:
Our Mission
Armstrong is teaching-centered and student-focused, providing diverse learning experiences and professional programs grounded in the liberal arts.

Our Vision
Armstrong strives to be an academically selective institution of first choice, recognized nationally for undergraduate, graduate, and professional education.

Strategic Goal 3
Armstrong will enhance existing campus technologies, expanding both its technological capabilities and reach, to meet current and emerging needs.

Armstrong is keenly aware of the rapid changes in technological innovation that impact higher education. The university must or will assess the needs of faculty, staff, students, and other constituents in order to systematically develop plans to secure, deploy, and maintain appropriate technologies campus-wide.

Faculty Senate Bill: i-FAC 1.

We, the duly elected faculty senate of Armstrong Atlantic State University, kindly request that President Bleicken work with the Vice President of Business, Finance and the Chief Information Officer, and the Planning Budget and Facilities Committee to develop an ITS budget line item for full-time faculty computer procurement (new faculty) and replacement (current faculty) starting with FY2012-13 and each FY thereafter.

Rationale:
1.1 Given Armstrong's Strategic Goal 3 to "... enhance existing campus technologies..." and the vital importance of faculty access to modern and reliable computing resources, Armstrong must make clear its commitment to providing its faculty with the tools needed in order for faculty to maximize their role in achieving Armstrong's mission and vision.

Faculty Senate Bill: i-FAC 2.

We, the duly elected faculty senate of Armstrong Atlantic State University, kindly request that President Bleicken work with the Vice President of Business and Finance and the Chief Information Officer to modify the current ITS-100 policy (See References below) to reflect a 4 year (maximum) computer replacement policy for full-time faculty . This bill would not preclude faculty that perform computationally intensive work in their teaching and/or research duties from receiving a replacement computer prior to 4 years. This need must be verified by the faculty member's department head.

Rationale:
2.1 Given Armstrong's Strategic Goal 3 to "... enhance existing campus technologies..." and the vital importance of faculty access to modern and reliable computing resources, Armstrong must make clear its commitment to providing its faculty with the tools needed in order for faculty to maximize their role in achieving Armstrong's mission and vision

2.2 As shown in the Table 1 below, the majority of post-secondary institutions (57.6%) replace faculty computers every four years. The survey included a total of 496 institutions from across the nation.

Table 1. 2011 Campus Computing Survey results for computer replacement cycles in higher education.

CAMPUS COMPUTING 2011	All Institutions	Universities		4-Year Colleges		Community Colleges
		Public	Private	Public	Private	
Current replacement cycle for desktop / notebook computers (years)						
Student labs						
1 year	0.2	-	-	-	0.6	-
2 years	3.8	1.3	7.1	2.1	5.8	2.7
3 years	35.6	39.5	47.6	36.2	35.8	27.3
4 years	44.2	47.4	40.5	42.6	45.1	43.6
5 years	16.2	11.8	4.8	19.2	12.7	26.4
Faculty offices						
1 year	-	-	-	-	-	-
2 years	1.6	-	2.4	2.1	1.7	1.8
3 years	19.2	22.4	26.2	23.4	19.1	10.9
4 years	57.6	56.6	64.3	44.7	65.3	54.6
5 years	21.6	21.1	7.1	29.8	13.9	32.7
Administrative offices						
1 year	-	-	-	-	-	-
2 years	0.2	-	-	-	0.6	-
3 years	13.1	19.7	16.7	10.6	12.7	10.0
4 years	57.8	63.2	71.4	53.2	60.7	48.2
5 years	28.9	17.1	11.9	36.2	26.0	41.8

percentages
SOURCE 2011 Campus Computing Survey   campuscomputing.net

Faculty Senate Bill: i-FAC 3.

We, the duly elected faculty senate of Armstrong Atlantic State University, kindly request that President Bleicken work with the Vice President of Business and Finance and the Chief Information Officer, and the Planning Budget and Facilities Committee to place the highest priority on replacing any remaining full-time faculty computers that are from 2009 or older using FY2011-12 "end of year budget money".

Rationale:

3.1 Given Armstrong's Strategic Goal 3 to "... enhance existing campus technologies..." and the vital importance of faculty access to modern and reliable computing resources, Armstrong must make clear its commitment to providing its faculty with the tools needed in order for faculty to maximize their role in achieving Armstrong's mission and vision

3.2 ITS will begin transitioning to the Windows 7 operating system (OS) no later than Spring 2013. Faculty PCs from 2009 or older will not have sufficient hardware to run this OS.

Reference:

Armstrong's current ITS Computer Replacement Policy (ITS-100):
http://www.armstrong.edu/Departments/cis/cis_computer_replacement_policy
Desktop and laptop computers have an expected life cycle of three to five years. A "Technology Request Form" for a replacement desktop or laptop computer may be processed after the third calendar year.

An application must be completed prior to completing the purchase of a computer, and approved by a Director, Department Head, Dean, or Vice President. An application that is placed prior to the third calendar year in the lifecycle of a computer must also be approved by the Vice President. To complete the application, a Technology Request Form must be submitted to ITS.

All replacement computers must be purchased using the purchase request/purchase order process. Replacement computers must not be purchased with p-cards, personal credit cards, or check requests.

ITS provides standard options for desktop and for laptop computers, as well as various standard options for peripherals. These options are updated annually. If the requested replacement computer is not standard, the application must be approved by the requestor's Vice President, as well as either the Chief Information Officer.

The computer that is to be replaced shall either be disposed of using the Equipment Disposal Process (see Equipment Disposal Policy) or used at another location on campus.

If an employee needs to request an additional computer in addition to his/her existing computer(s), these requests must be approved by the requestor's Vice President.

Appendix D – Recommendation and Resolution from the Planning, Budget & Facilities Committee

Recommendation:
At the beginning of each Spring term (early January), the Chief Financial Officer and the Provost/Vice President of Academic Affairs will present to the Planning, Budget & Facilities Committee:

1. a report of the University's net income earned from the previous Summer term, and
2. discuss with the committee upcoming fiscal year budget and financial matters.

The PB&F committee will report its findings from January meeting at the February Senate meeting.

Resolution:
The PB & F committee is aware that it is unrealistic to involve faculty in the day-by-day aspects of planning and designing in future building projects. However, after becoming aware of the over-enthusiastic enrollment predictions that were used to secure government funding (bonds) for construction of the Student Union & Recreation Center, the PB & F committee request a mechanism be implemented so that faculty can be made aware of future financial obligations that affect student fees & the university debt obligations.

Appendix E – Bill on University Committees Directory from Faculty Welfare Committee

Whereas the faculty and administration are trying to improve communication between various groups on campus, and minimize redundant efforts.

Be it resolved that a document containing a comprehensive list of the membership and charges of all committees (University, Presidential, and Administrative), interdivisional working groups and taskforces be published and available online so that any interested group on campus would have access to this information.

Rationale: There have been several times in the last few years when two independent committees on campus were working on the same issue with no knowledge of the other's charge. This lack of communication and potential redundancy makes it difficult for committees to complete their duties as charged. Most recently, this confusion has led to the passage of legislation by the Senate that has later been remanded by the President.