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August 20, 2012 AASU Faculty Senate Minutes

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**Armstrong Atlantic State University
Faculty Senate Meeting
Minutes of August 20, 2012
Student Union, Savannah Ballroom A**

- I. Call to Order
 - A. Senate President Baird called the meeting to order at 3:03 pm (see Appendix A).
- II. New Provost and VPAA, Dr. Carey Adams, Welcomed to Armstrong.
- III. New CIO, Robert Howard, Welcomed to Armstrong.
- IV. Senate Action
 - A. Approval to Record Open Meetings and Post Online as Podcasts
 1. Motion to Record Meetings for Minutes, But Not Shared (No Podcasts)
 - i. Amendment to Delete Recordings After Minutes Generated
 - ii. Motion PASSED
 2. Asked to Consult with Lee Davis Regarding Legal Implications of Recording Meetings for Minutes
 - B. [Minutes from April 16, 2012, Faculty Senate](#)
 1. APPROVED Without Corrections
 - C. Membership of Steering Committee ([Bylaws Article IX, Section A](#))
 1. William (Bill) Baird, Senate President
 2. Elizabeth (Beth) Howells, Senate Vice-president
 3. Austin W. Francis, Jr., Senate Secretary
 4. Cliff Padgett, Parliamentarian
 5. Lee Rich
 6. Regina Rahimi
 7. Jason Beck
 8. Wayne Johnson
 9. CONFIRMED (Motion Passed)
 - D. Volunteer Requested for Senate Liaison to Part-Time Faculty
 - E. OLD BUSINESS
 1. Approved Bills
 - i. 067.11/12, i-Fac 1
 - ii. 068.11/12: i-Fac 2
 - iii. 069.11/12: i-Fac 3
 2. Remanded Bills
 - i. 070.11/12, University Committees Directory
 - ii. Request for More Details (e.g., Procedure)
 3. Resolutions Received
 - i. 024.11/12, University Financial Obligations
 - F. CONTINUING BUSINESS
 1. Mail Forwarding / Opening Policy
 - i. Practice of Opening Mail Will Cease (see Appendix B)
 - ii. Checks Should Still Be Directed or Deposited Appropriately
 2. Course Repeat Policy (See the [Registrar Poster](#))
 - i. Apparent Difference Between Approved Policy and Policy as Implemented
 - ii. Unclear Why Implementation Was Delayed if Current Students Grandfathered
 - iii. Senators Should Review Past and Present Catalogs
 - iv. Motion Proposed to Have Representative from Registrar Explain Policy

- a. MOTION PASSED
- 3. Committee Clearinghouse (Administration, Senate, Students, Other)
 - i. Faculty Welfare Should Develop Recommend a Procedure
- G. NEW BUSINESS
 - 1. Constitution and Bylaws Committee Charges
 - i. Asked to Identify Specific Term Dates (Start and Stop) for Officers and Senators
 - a. Already Determined for Senators
 - ii. Asked to Develop Procedure for Succession / Removal of Members of Senate Executive Committee
 - iii. Asked to Develop Procedure for Dealing with Loss of Committee Members
 - iv. Asked to Consider Revising Bylaws for Planning, Budget and Facilities Committee to Always Include an Economist (Faculty)
 - 2. Student Success Committee Charges
 - i. Recommend Changes to Policy and Timeline for Approval of Graduation List
 - ii. Asked to Select Two Members to Serve on Ad hoc Committee (Below)
 - iii. Asked to Review Academic Probation Policy
 - iv. Asked to Examine Issue of Academic Standing
 - a. Advising, GPA, and Graduation Concerns
 - v. Committee Recently Met
 - a. Discussed Graduation List
 - b. Expressed Concern Over Hardship Withdrawal (WH)
 - 3. Educational Technology Committee Charges
 - i. Previously Recommended Including Technology Skills in Freshmen Seminar on Information Literacy (First Class)
 - a. Effective Use of Google Email, Calendar, and Docs
 - b. Basic Use / Navigation of LMS (Desire2Learn)
 - c. Recommend Using Available ITS Training
 - ii. Asked to Investigate Targeted Adoption of iClickers for Courses with More than 40 Students
 - a. Asked to Work with Faculty Development to Improve Technology Literacy / Use for New Faculty
 - b. Interested in Hosting Workshops
 - iii. Asked to Select Two Members to Serve on Ad hoc Committee (Below)
 - a. Completed
 - iv. Committee Recently Met
 - a. Recommend Using Existing ITS Training Over Freshmen Seminar
 - b. Committee Would Like Clarification on Use of iClickers
 - i. Is Charge Regarding Availability?
 - ii. Or is Charge Regarding Recommendations?
 - c. Interested in Hosting Workshops
 - 4. Faculty Welfare Committee Charges
 - i. Asked to Investigate +1 Benefits at Armstrong (See [USGFC Resolutions](#))
 - 5. Faculty Development Committee Charges

- i. Asked to Investigate Interest in Mentoring for Non-Tenure Track Faculty
 - 6. Planning, Budget and Facilities Committee Charges
 - i. Asked to Continue Efforts to Improve Faculty Understanding of Financial Conditions and Improve Communication with Administration
 - ii. Asked to Collect Data to Determine Five Year History of:
 - a. Number of Administrators, Faculty, Staff, and Students
 - b. Total Salary for Administrators, Faculty, and Staff
 - c. Money Derived from Both State Appropriations and Tuition
 - iii. Asked to Help Develop University Plan for Cost of Living Adjustments and Salary Raises
 - 7. Academic Standards Committee Charges
 - i. Asked to Select Two Members to Serve on Ad hoc Committee (Below)
 - 8. Committee on Committees Charges
 - i. Asked to Coordinate Online Reporting of Committee Meeting Dates and Times
 - ii. Asked to Coordinate Online Reporting of Committees Minutes
 - iii. Asked to Evaluate Utility and Workload of Committees
 - a. Make Recommendations for Dissolving, Merging, or Splitting Committees
 - 9. Ad hoc Committee to Study Online Education
 - i. Asked to Develop a Plan to Measure Effectiveness of Online Courses and Compare with Traditional Classroom-Based Courses
 - ii. Asked if This Should Be a Permanent Committee
 - iii. Asked if the Study of Online Education Could Be a Scholarship of Teaching and Learning Project
 - iv. ETC Already Developing Subcommittee to Review Online Courses
 - 10. Miscellaneous
 - i. Student Membership
- V. Senate Information
 - A. Quality Enhancement Plan (QEP) and First Class Announced
 - B. Committees Should Review Anything Not Completed in Previous Year
 - C. Senators Asked to Ensure Committees Meet at Least Once a Semester
 - D. Student Membership on Committees Needs to Be Determined
 - E. Observation that too Many Senators Makeup Committees
 - F. Reminder that Senator Liaisons Cannot Serve as Committee Chairs
- VI. Adjournment
 - A. Senate Adjourned at 4:05 pm.

Minutes Prepared By:

Austin W. Francis, Jr., Ph.D.

Appendix A

	Senator(s)		Alternate(s)	
Adolescent and Adult Education	Regina Rahimi	X	Rona Tyger	
	TBD		Lynn Roberts	
Art, Music, and Theatre	Angela Horne	X	Deborah Jamieson	
	Stephen Primatic	X	Mark Johnson	X
	Pamela Sears	X	Karl Michel	
Biology	Traci Ness	X	Jennifer Broft-Bailey	
	Alex Collier	X	Sara Gremillion	
	Austin Francis	X	Kathryn Craven	
Chemistry and Physics	Brent Feske	X	Brandon Quillian	
	William Baird	X	Jeff Secrest	
	Catherine MacGowan	X		
Childhood and Exceptional Student Education	Barbara Hubbard		Patricia Norris-Parsons	
	Jackie Kim	X	Kelly Booksher	
Criminal Justice, Social, and Political Science	Jose da Cruz	X	Daniel Skidmore-Hess	
	Michael Donohue		Dennis Murphy	
Communication Sciences and Disorders	Maya Clark	X	April Garrity	
Computer Science and Information Technology	Ashraf Saad		Frank Katz	
Economics	Jason Beck	X	Yassi Saadatmand	
Engineering	Wayne Johnson	X	Priya Goeser	
Health Sciences	Leigh Rich	X	Janet Buelow	
	Bryan Riemann	X	Rod McAdams	
History	Chris Hendricks	X	Michael Benjamin	
	Jason Tatlock	X	Allison Belzer	
Library	Melissa Jackson	X	Ann Fuller	
Languages, Literature, and Philosophy	Erik Nordenhaug	X	Nancy Remler	
	Dorothee Mertz-Weigel	X	Ed Richardson	
	Beth Howells		Gracia Roldan	
	Ana Torres	X	Gracia Roldan	
Mathematics	Michael Tiemeyer		Sean Eastman	X
	Sungkon Chang	X	Tim Ellis	
	Lorrie Hoffman	X	Jared Schlieper	
Medical Laboratory Science	Charlotte Bates	X	Floyd Josefatz	
Nursing	Deb Hagerty	X	Debbie Mulford	
	Jane Blackwell		Jill Beckworth	
	Sherry Warnock	X	Paula Tillman	
	Kathy Morris	X		
Physical Therapy	David Bringman	X	Nancy Wofford	
Psychology	Wendy Wolfe	X	Mirari Elcoro	
Radiologic Sciences	Laurie Adams	X	Pamela Cartwright	
Respiratory Therapy	Christine Moore	X	Doug Masini	

Appendix B

From: David Carson <david.carson@armstrong.edu>
Date: August 20, 2012 12:11:50 PM EDT
To: William Baird <william.baird@armstrong.edu>
Cc: Linda Bleicken <linda.bleicken@armstrong.edu>, Carey Adams <carey.adams@armstrong.edu>, "Davis, Lee" <lee.davis@armstrong.edu>, Keith Betts <keith.betts@armstrong.edu>, Amy Heaston <amy.heaston@armstrong.edu>, William Kelso <william.kelso@armstrong.edu>
Subject: Opening of Mail

Dr. Baird,

I wanted to contact you regarding the mail forwarding/opening process on campus. The controls over cash have been evaluated. It has been determined that the practice of the business office opening mail that appears to be checks will cease. Departments will continue to be directed to have funds for the University delivered directly to the Bursar's Office. When a department does receive University funds, receipts over \$200 should be deposited at the Bursar's Office within one business day of receipt or weekly regardless of the amount. The department must deposit the funds along with the supporting general receipt documents. Funds not deposited must be kept in a secure locked device until deposited.

Please contact me if you have questions.

Best regards,

David

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David Carson
Vice President for Business & Finance
Armstrong Atlantic State University
11935 Abercorn Street
Savannah, GA 31419
912-344-2516

Important undergraduate GPA changes

May significantly impact YOUR GPA, HOPE & Financial Aid!

Class repeats

Before Fall 2012

Repeat a class initially taken before Fall 2012:
(Academic history will not change.)

Repeat a class → replace the grade

Example:

Math 1111 – 3 hours → Math 1111 – 3 hours
Grade = F (Fall 2010) Grade = A (Spring 2013)

New Cum GPA 4.00

Fall 2012 and after

Repeat a class taken Fall 2012 and after:

Repeat a class → grades will be AVERAGED

Example:

Math 1111 – 3 hours → Math 1111 – 3 hours
Grade = F (Fall 2012) Grade = A (Spring 2013)

New Cum GPA 2.00

Please read carefully page 72 in the 2011-2012 *Armstrong Undergraduate Catalog*

Withdrawals from a class

Withdraw from a class before Fall 2012:
(Academic history will not change.)

Withdraw from a class before midterm – receive a grade of W or WF

Example:

Math 1111 – 3 hours or Math 1111 – 3 hours
Grade = W (Fall 2010) Grade = WF (Fall 2010)
Does not affect GPA Counts as F; lowers GPA
Does affect Financial Aid & HOPE Does affect Financial Aid & HOPE

Withdraw from a class taken Fall 2012 and after:

Withdraw from a class the second time — at any point in the term — and receive a grade of WF

Example:

Math 1111 – 3 hours → Math 1111 – 3 hours
Grade = W or WF (Fall 2012) Grade = WF (Spring 2013)

Please read carefully page 66 in the 2011-2012 *Armstrong Undergraduate Catalog*

Still have questions?

Academic Advising Office
Solms Hall 212
912.344.2570

Your Advisor
Make an appointment or
email your advisor

Enrollment Services
Victor Hall
912.344.2576