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Georgia Southern University

Faculty Senate Minutes

October 16th, 2018

MINUTES

VOTING MEMBERS PRESENT: Mete Akcaoglu (COE), Heidi Altman (CBSS), Dragos Amarie (COSM), Dustin Anderson (Senate President), Helen Bland (President-elect), Jan Bradshaw (WCHP), Ted Brimeyer (CBSS), Christopher Brown (CBSS), Chris Cartwright (CAH), Carol Jamison (CAH), Daniel Chapman (COE), Robert Costomiris (CAH), Gina Crabb (WCHP), Anoop Desai (CEC), Meghan Dove (CBSS), Katrina Embrey (WCHP), Lori Gwinett (LIB), Michelle Haberland (CAH), Andrew Hansen (JPHCOPH), Jim Harris (CEC), Chuck Harter (COB), Patricia Holt (COE), Kevin Jennings (CBSS), Lucas Jensen (COE), Wayne Johnson (CEC), Drew Keane (CAH), Hsiang-Jui Kung (COB), Eric Landers (COE), Alisa Leckie (COE), LindaAnn McCall (COE), Ed Mondor (COSM), Lowell Mooney (COB), Christy Moore (WCHP), Tony Morris (CAH), Donna Mullenax (COSM), Dennis Murphy (CBSS), Traci Ness (COSM), Robert Pirro (CBSS), Marshall Ransom (COSM), Aimee Reist (LIB), Peter Rogers (CEC), Barbara Ross (Liberty), Hans-Joerg Schanz (COSM), Jeffery Secrest (COSM), Stephanie Sipe (COB), Kristi Smith (LIB), Janice Steirn (CBSS), Jorge Suazo (CAH), Maliece Whatley (COB), TimMarie Williams (WCHP), Meca Williams-Johnson (COE), Hayden Wimmer (CEC), Jennifer Zettler (COSM)

ALTERNATES PRESENT: Haresh Rochani (JPHCOPH), Chris Hanna (WCHP), Axel Grossman (COB), Kirsten Dickens (COE), Beth Childress (COE), Maria Adamos (CAH)

VOTING MEMBER NOT PRESENT: Rocio Alba-Flores (CEC), Richard Flynn (CAH), Robert Jackson (COB), Amanda Konkle (CAH – alternate present), Jennifer Kowalewski (CAH), Li Li (WCHP – alternate present), Yi Lin (COSM), Dziyana Nazaruk (JPHCOPH – alternate present), Jared Sexton (CAH – alternate present), Jack Simmons (CAH), Chasen Smith (COSM), James Todesca (CAH), Bill Wells (COB – alternate present), Shijun Zheng (COSM)

ADMINISTRATORS: Shelley C. Nickel, President; Carl Reiber, Provost; Diane Cone, Vice Provost; Rob Whitaker, VP Finance; Amy Ballagh, VP Enrollment Management; Chris Curtis, VP for Armstrong and Liberty Campus; Jarvis Steele, President SGA

GUESTS: Christine Ludowise, Candace Griffith, Amy Smith, Brandonn Harris, Kelly Crosby, Velma Burden, Ashley Walker, Olga Amarie, Jonathan Hilpert, Delena Bell Gatch, Laura Mills, Dorothy Kempson, Amy Heaston

I. CALL TO ORDER

Dustin Anderson called the meeting to order at 4:00 pm on October 16, 2018.

II. APPROVAL OF AGENDA

Motion: Trish Holt (COE) made a motion to approve the agenda as written. A second was made by Jeffrey Secrest (COSM). The motion to approve the agenda passed unanimously.

III. APPROVAL OF THE MINUTES: September 5, 2018 – Carol Jamison (CAH), Senate Secretary

Motion: Carol Jamison made a motion to approve the minutes from the September 5 minutes as written pending a correction to alternate attendance. A second was made by Meca Williams-Johnson (COE), and the motion to approve the minutes passed pending this correction.

III. LIBRARIAN'S REPORT FOR SEPTEMBER 5, 2018 – Meca Williams-Johnson (COE), Senate Librarian

Motion: Meca Williams-Johnson (COE) made a motion to approve the minutes from the September 5 minutes. A second was made by Janice Steirn (CBSS), and the motion to approve the minutes was passed

Summary of Discussion Points:

- a. General Education and Core Curriculum Committee – Michelle Cawthorn (COSM),
Chair

Alisa Leckie (COE) reported on behalf of Michelle Cawthorn, who was not in attendance. The committee has met to review the rubrics for core curriculum reports that are due in January. The committee decided that more description might be necessary for the rubrics.

Motion: A motion to approve this report was made by Jeff Secrest (COSM). Stephanie Sipe (COB) seconded the motion. The report was approved unanimously.

- b. Undergraduate Committee – Chris Cartright (CAH), Chair

The Committee met on the 9th of October and has no items to review. In the spring, the committee will have 19 programs to review. Both members and alternates will review these programs.

Motion: motion to approve was made by Jeff Secrest (COSM). Robert Pirro (CBSS) seconded this motion. The report was approved unanimously.

- c. Graduate Committee – Brandon Harris (WCHP), Chair

This committee meeting has met once. There were no curricular items on the agenda, but there will be in November. Five comprehensive reviews will be completed this year and will later be presented to the Senate.

Motion: A motion to approve the committee minutes was made by Brandon Harris (WCHP). Janice Steirn (CBSS) seconded. Dustin Anderson noted that committee calendars will be aligned in order to prevent back log on curricular items. The report was approved unanimously.

IV. ACTION ITEMS

- a. **Changes to the Faculty Handbook** – Jonathan Hilpert (COE), Faculty Welfare Committee, Chair
(page 3)

Jonathan Hilpert (COE) presented several motions to amend the Faculty Handbook. The committee completed changes left unfinished by the OWG, including consolidating the two faculty handbooks. The subcommittee, consisting of members from both campuses, worked to make these changes before moving them on to the Faculty Welfare Committee. They were unanimously approved by these committees. Candace Griffith assured the committee that the changes aligned with BOR policies.

Motion A: A motion to accept changes from 304 and 305. Malise Whatley (COB) made the motion to accept. Michelle Haberland (CAH) seconded the motion. This section was approved unanimously.

Motion B: 318, 319, 321.02 and 321.05. A motion was made to approve by Patricia Holt College of Ed. Second Maliece Whatley (COB). This section was approved unanimously.

Motion C: A motion was made to approve by 322.01, 322.01, 322.03, 322.04, 322.05, 322.06 and 322.08 by Jeffery Secrest (COSM) moved to accept the motion. Micah Williams Johnson (COE) seconded the motion.

Summary of Discussion Points pertaining to Motion C:

Maliece Whatley (COB) noted that the Statement of Course Requirements 322.03 indicates that we must account for two hours of student work outside the classroom for every hour inside. The response from Jonathan Hilpert (COE) was that this was mandated by the Provost. Robert Pirro (CBSS) asked how flexible final exams can be since the handbook mandates that all faculty must give a final at the designated final time for each class. In seminars, could take-home finals substitute? The response from Hilpert was that any deviation from the assigned time would have to be authorized by chair or dean. Janice Steirn (CBSS) asked if there can be any deviation from this. Carol Jamison (CAH) asked if the committee had any discussion about classes where final exams may be inappropriate for the class. Trish Holt (COE) argued that some courses are project based rather than test based. Michelle Haberland (CAH) noted that this question was asked some time back. She emailed the dean about a research seminar in which an exam was not inappropriate; that dean approved without reservation.

The discussion then turned back to student hours required outside of class. Robert Costomiris (CAH) addressed the requirement to list two hours outside for every hour inside. Candace Griffith (Provost's Office) responded that she had requested this stipulation for SACS purposes. Robert Costomiris asked for clarification. Griffith said the outside time is determined per credit hour. Janice Steirn (CBSS) asked if faculty must have a list of assignments, or if we might approximate time devoted to outside assignments. Candace Griffith responded that the requirement does not have to be specific.

Christy Moore (COHP) said she was confused because her students do a clinic rotation. Are they supposed to add to their 36 hours in hospital another 24 hours of studying? Dustin Anderson (CAH) asked for clarification if such courses have different requirements. Candace Griffith (Provost's Office) said yes, they do. Christy Moore then asked where faculty might find this requirement. Tony Morris (CAH) clarified that the 36 hours meets both outside and inside requirements. Ted Brimeyer (CBSS) said that the course catalog describes different courses and kinds of workloads. Janice Steirn (CBSS) suggested that the outside requirement should be clarified in the faculty handbook. For things like internships and clinic hours, those are the outside part of the class, in a sense, she argued. Perhaps such exceptions can be clarified by the syllabus. Dustin Anderson (CAH) asked Carl Reiber (Provost) for clarification. Carl Reiber replied that we must be pragmatic in working with department head and dean to determine these criteria. The language being put forward is meant to cover an array of circumstances.

The discussion then returned once again to the final examination requirement. Chris Cartwright (CAH) asked what mechanisms the Senate might use to review these requirements because the faculty handbook provides a broad definition that is being interpreted differently. Final exams are sometimes contradictory to the discipline, as in writing classes. What mechanisms can we use to make sure that these methods of final delivery are covered? Ted Brimeyer (CBSS) said faculty should talk to their chair or

dean. Robert Pirro (CAH) cautioned that what drives this stipulation is the suspicion that faculty aren't doing their jobs. He finds it ridiculous and insulting. Candace Griffith (Provost's Office) countered that "this is how it's always been done." Janice Steirn (CBSS) offered that one solution might be departmental policy. Carl Reiber (Provost) claimed that giving faculty latitude is important. Given variety in delivery mode, a chair can say that it can have a lengthy writing assignment for that class. Trish Holt (COE) questioned if the handbook should be so definitive and specific if final practices vary from class to class. She asked if we might revise to note that there is room for variation. Robert Costomiris (CAH) recalled that when the final notification comes, the message said that senate determined in 1972 that faculty should give finals. He asks if we can't un-impose this restriction.

Dustin Anderson (CAH) reminded Senate members that the motion under discussion hinges on two sections: 322.02 (final exams) and 322.03 (course requirements for outside hours) are under contention.

Motion: A motion was made on this item to approve it as it stands. 19 voted in favor; 28 against. The motion failed. Jonathan Hilpert (COE) made a follow-up motion to revise and bring back to the senate sections 322.02, final exam policy.

Motion: Trish Holt (COE) made a motion to accept all of section 322 with the exception of 322.02 and 322.03. Donna Mullinaux (COSM) seconded the motion.

Summary of Discussion Points: Christy Moore (WCHP) requested that the committee look at the final exams schedule which has clear guidelines for what constitutes a final as they revise. Dustin Anderson (CAH) encourages her to send these suggestions to the committee.

Following a vote, the motion passed 40 to 1 opposed.

b. **Guidelines for the Faculty Grievance Committee** – Jim LoBue (COSM), Faculty Welfare OWG (page 4)

No one was present to present this item. The item was that effective this semester, the membership should be changed from 30 to 45 members as described in the table distributed to the senate.

Motion: A motion to table was made by Tony Morris (CAH). A second was made by Robert Costomirsi (CAH).

This motion to table passed unanimously.

V. **PRESIDENT'S REPORT** – Shelley Nickel

President Nickel began by describing a 'sweet partnership' with Leopold's Ice Cream, which has a new flavor named after GSU. A percentage of sales will be devoted to GSU scholarship funds.

The Master and Doctor of Public Health have sponsored two drive-thru flu centers. We have gotten a great gift from St. Joe's / Candler's for \$250,000 to outfit the nursing suite housed in the Waters College of Health Professions. Julissa Ortiz, a senior in the Child Development Program, was named student of the year by the Georgia Association for Education of Young Children.

The GSU football team is five and one with only loss to Clemson.

We have much to celebrate, but also some challenges. Yesterday, enrollment data was reviewed. Enrollment is down 4% this year. GSU has not been growing for the past 5 years, and this is a second year of decline. We lose 22% of freshman class in first year, and an additional 26% subsequently. About

our market share. President Nickel said that we are losing ground in Atlanta and our own back yard. We are upping the game on retention efforts and attempting to enroll more local students.

Robert Whitaker will implement new budget strategy to adjust the budget to focus on enrollment. This strategy will be reviewed on an annual basis. All of us must focus on the university missions. All budget directors will be asked to redirect 10% of their budget. This year, budget will be reallocated to building enrollment, increasing student success, and enhancing faculty and staff salary. A salary study is underway under Michael Toma for faculty and Sibson Consulting for staff. They will make a recommendation that will be part of a multi-year implementation plan. Recommendations will be made to the cabinet in December and January.

The comprehensive administrative review is also underway. On campus, we have our own review committee headed by Ron Stalnaker, CIO. The intent is to find areas that can be more efficient if centralized and streamlined. President Nickels then updated the Senate on diversity efforts, Dr. Damon Williams, an expert in diversity leadership, is leading these efforts. He will be on campuses on October 26 and November 5-7. He will lead us through campus climate assessment and help us develop a roadmap to ensure that we are inclusive.

Finally, our strategic planning committee has been formed. It will be charged this Friday. The plan is that the new plan will be completed by end of spring semester.

President Nickel then entertained the following questions:

Janice Steirn (CBSS) expressed concern about a budget that is revisited every year. Faculty don't even know what we will be earning this year. We used to be able to teach summer class, but now, we can't because we have to create a profit. Steirn stated that faculty would like stability and would like to know that we can pay our bills. If the budget is looked at every year, things will be in a constant state of flux.

President Nickel responded that this is an exercise to give us stability. The budget will be transparent, and it will allow the university to give us the stability that we need in the future. We have to go through the process or will have slash and burn budgets. Dustin Anderson (CAH) noted that Carl Reiber (Provost) would follow up with this issue in his report.

Rob Costomiris (CAH) had three questions: 1. Could you talk about the impact of consolidation and enrollment decline? 2. Is the salary study going to be public document? 3. I wonder why we are doing strategic plan before a permanent president is in place.

President Nickel responded as follows: 1. Enrollment is unevenly spread. Statesboro is down by 1% Armstrong is down by 12%; all shakes out to 4% decline. She believes the Savannah decline, in particular, is a consequence of consolidation. She believes this is a one-year blip, but we need to look at why the Statesboro campus has been declining even before consolidation. 2. Yes. 3. The plan process was begun during Herbert's presidency. It will continue but not be finalized without stamp of new president.

Heidi Altman (CBSS) stated that she had reviewed the budget, and after consolidation our allotment for education was cut by 20 million. Are we pushing back to central office for these numbers?

President Nickel responded that we are not giving push back. We have made a solid case for how we are moving forward and will continue to do so. She will go to have a budget hearing with the Chancellor as happens every year. She believes we can make a really good case for alleviating some of the cuts. She said we should take a positive approach instead of whining or anything of that nature.

Heidi Altman (CBSS) clarified that she was not whining. She pointed out that we have less than we had before consolidation. President Nickel said we did not lose money from consolidation and budget losses were not significant.

Donna Mullinex (COSM) had two questions: 1. Can you explain the delay on hiring staff? 2. Last week we had furniture taken out of our campus. Why are we buying new furniture if we are cutting back?

President Nickel responded that she couldn't answer that. She said we are reviewing budget and the slowdown in hiring is part of the process as we are reviewing positions.

Michelle Haberland (CAH) had these questions for President Nickels: 1. in the last meeting, you described decline as predictable part of consolidation. Did the CIC consider this and give us some sort of protection? The negative impact of consolidation is likely to continue for several years. Why wouldn't that protection be in place from the beginning? It seems only fair, since no one asked for this, that our institution would be protected. If this isn't the case, could you ask that for some protection as we deal with negative impacts of consolidation. Can we have protections, if they are there, clarified and detailed?

President Nickel said that this year decline is from consolidation, but that isn't what we saw from last year. She said it is in our hands to refocus our efforts to make changes and refocus our recruitment and retention efforts. The protection was in streamlining administration.

Michelle Haberland (CAH) then asked about the decreased travel budget, decline in programs, and other financial hardships. It is only fair that the legislature and the BOR should give us some sort of protection. This doesn't mean we don't work to increase enrollment. However, we should request assistance since the BOR knew the consolidation would have a negative effect on enrollment. It is unfair that we are hit by financial difficulty due to consolidation. Dustin Anderson (CAH) noted that some of these issues would be addressed in the Provost's report.

VI. PROVOST'S REPORT – Carl Reiber

Dr. Reiber (Provost) announced to student government that we will go forward with new configuration for diversity officer. Damon Williams will be working with the campus to help us create an inclusive campus. As far as examining retention, progression, graduation, and recruiting, he has spoken with deans about working with the recruiting office. We are looking to "shine our light," as we have stellar programs that maybe have not been communicated to students as well as they should. We will also look to recruit transfer students and nontraditional students. We need to knock down barriers to help students move forward, but not lower our standards. He has asked dean and faculty for help in these efforts. He also stated that we need to examine some policies.

RFIs indicate some areas that need to be looked into. For instance, one RFI inquired about a workload policy. The campus doesn't have one, and departments don't have consistent ones. A group is looking to make consistent and equitable workload policies.

The following discussion followed the Provost's report:

Janice Steirn (CBSS) pointed out that the population of college-aged students in the US is on the decline. We can't do much about that. We need to be careful about knocking down barriers and admitting students who won't be successful. We need to do better at recruiting qualified students. Dustin Anderson responded that they are looking at the whole student population, not just first year.

Robert Costomiris (CAH) noted that the cost of education is an obstacle. We have some control over fees, often for things students never use. Can we reduce them, or minimize impact of fees? Dustin Anderson responded that the committee looked at this from all angles and considered all financial obstacles.

VII.SENATE EXECUTIVE COMMITTEE REPORT

a. RFI on Inclement Weather Cancellations and Make-up Policies

Carl Reiber (Provost) said we use the policy set by the Department of Education based on minimal number of instructional hours per credit and reinforced by SACS. We do not currently have a policy. He asked Vice Provost Dianna Cone to begin working on a policy that will include make-up days but also will concern how we deal with emergency course cancellations. Right now, we do not need to make up hours from Hurricane Michael. We will come forward with a policy.

b. RFI(s) on Budget

Carl Reiber (Provost) said that the Provost gets the budget; it is then pushed down to deans (who are the chief operating officers for the colleges). They push it down to departments. This year, it was based on previous allocations. There were some consolidation effects and some oversights where money was misdirected, but not enormous amounts of money. Dr. Reiber said that we are redirecting money issues. About travel and summer money, the Provost's office continued what it had been doing with travel. It is not a simple formula and varies from one college to another, Dr. Reiber claimed. Summer credit hours generate the summer incentive money. Cost of instruction is going up, and enrollment is down. Therefore, college incentive money is going down. He was conservative in giving out 60% now and will give the rest in January.

Dr. Reiber answered the following questions:

Heidi Altman (CBSSS) noted that her college's budget has been stable since 2005 and has been supplemented with summer incentive money. Is there any idea moving forward about changing departmental operating budgets?

Dr. Reiber responded that the Provost doesn't determine what a department gets. The deans determine that. Going forward, we will analyze and reassess how to divvy up money.

Chris Brown (CBSS) noted that money is down and that the model is unsustainable. Do we have a plan for how money might be improved going forward?

Dr. Reiber replied that, historically, summer incentive ran between 1.9 and 2.4 million. Now, it is about 1.5 million. We have to take out cost of instruction for summer terms and what is left will be given back to the colleges. One is to increase summer credit hours. Another area is cost of instruction. Look at student success and what classes need to be offered. Courses that are electives may be lower on the docket, but it is a decision at the dean's level.

Janice Steirn (CBSS) pointed out that some factors he mentioned are at cross purposes. Some courses at higher levels are smaller courses and can't be offered within this budget. Are there any other ways to deal with this? Can we exclude graduate courses in these numbers, since they are necessarily smaller? She also asked if he could confirm a rumor that summer incentive money is on the way out.

Dr. Reiber responded that he has not heard this rumor and it is false. Also, he recognizes the importance of graduate courses, but we have a fixed amount of

summer money is based on enrollment. Student enrollment and cost of instruction are the two essential factors.

It was now 6:00. Dr. Anderson (CAH) asked if Senate members would like to reconvene the next day or extend the meeting by fifteen minutes.

Motion: Chris Cartwright (CAH) moved to extend meeting by 15 meetings. Janice Steirn (CBSS) seconded. The motion was approved.

c. **RFI on Workload**

Trish Holt (COE) submitted this RFI. She understands that the committee is working on this RFI.

d. **RFI on Parking**

Wayne Johnson (CEC) commented that faculty and staff would appreciate becoming aware of what could be seen essentially as a pay cut, especially seeing that faculty learned of this issue through the student newspaper. Rob Costomiris (CAH) noted that one of the oddities is that historically ASU have not paid. In interest of uniformity, the tendency has been to impose a fee on everyone. Why not go the other way?

Trish Holt (COE) claimed that when you pay for something you get something. She noted that the Statesboro campus has defined parking lots. Armstrong does not. She could not find parking in the faculty lot on the Statesboro campus last week.

Robert Whitaker, VP for Business & Finance, said that there is a group working on this. Recommendation to cabinet will be communicated to the group.

e. **RFI on Intercampus Travel**

The RFI asked three questions. The answer to each was no. Robert Whitaker reviewed these questions. The first was whether the university will purchase new vehicles for a pool. The answer is no. There is no carpool policy, and he is unaware that anyone has seniority as it relates to use of vehicles. The university is considering developing a pool of vehicles for the university's intercampus travel. We have no plans to buy busses or vans.

f. **RFI on Early Alerts**

Chris Ludowise addressed these questions. 1. Why were early alerts changed? It happened through consolidation. The Armstrong EAB was adopted. 2. Why can't an error be fixed? We are working with a tool that we were developing before semester started. We are trying to adjust. 3. Early alerts are a first-time warning for students. The expectation is that faculty and advisors will follow up. It isn't an ongoing process. 4. As far as all of the emails sent to faculty about early alerts, she claimed that the communication plan was designed by a faculty committee. She said they did their best with what they had. The committee will reconvene to consider feedback from faculty.

The following discussion ensued:

Marshall Ransom (COSM) is concerned that a student's name was obscured from his view after he submitted his early alerts. Also, the canned email was not accurate as sometimes students had not met with advisor.

Chris Ludowise responded that this was an error. If a student got multiple alerts, there may have been a disconnect. They are working to be clearer in communication.

g. **RFI on Gap Funding**

Rob Whitaker, VP of Finance, said that we have a threshold that makes sure we don't drop students for small amounts of money. He addressed that number to the Senate, but noted that the threshold isn't published.

h. RFI on Grants

Carl Reiber (Provost) stated that most federal and state grants are prescribed. They are outlined in the RFA, and we adhere to those guidelines.

XIII. ADJOURNMENT

Motion: A motion to adjourn was made by Hayden Wimmer (CEC). Helen Bland (JPHCOPH) seconded the motion. The meeting adjourned at 6:15.

There being no further business, the meeting was adjourned on October 16, 2018 at 6:15 p.m.

Respectfully submitted,

Dr. Carol Jamison

_____, Recording Secretary

Minutes were approved <<Date>> by electronic vote of Committee Members

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