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February 21, 2011 AASU Faculty Senate Agenda

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The Faculty Senate of Armstrong Atlantic State University will meet in University Hall, room 158, at 3:00 PM, Monday, February 21, 2011

AGENDA

*Items I, II, and III have electronically linked appendices.

*This meeting is being audio recorded.

Call to Order.

- I.** Approval of Minutes from January Faculty Senate Meeting. Please click the link [January 10, 2011](#) to view and print the minutes (Appendix A).
- II.** Senate Action
 - A. University Curriculum Committee items. Please follow the link [Appendix B](#) to view and print the UCC Meeting Minutes from January 19, 2011.
 - B. Constitution and Bylaws Committee items. Please see **Appendix C** to view the Constitution and Bylaws Committee Meeting Minutes from January 27, 2011.
 - C. Faculty Welfare Committee—Alex Collier—Faculty Salary Study (Resolution)
- III.** Senate Information
 - A. Possible Presidential Response to Senate Steering Committee Request
 - B. Graduate Affairs Committee items.
 - 1. Graduate Affairs Committee Meeting Minutes. Please follow the link [Appendix D](#) to view and print the January 11, 2011 meeting minutes.
 - 2. Graduate Curriculum Committee item. Please follow the link [Appendix E](#) to view and print the January 28, 2011 meeting minutes.
 - 3. Graduate Coordinator Compensation Report. **Appendix F** contains the revised report.
 - C. Library Committee Report. Please follow the link [Appendix G](#) to view and print the January 21, 2011 meeting minutes.
 - D. Smoke-free campus issue. (Student Government Association and Ad Hoc committee)
- IV.** Announcements
- V.** Dr. Anne Thompson. Introduction of Lee Davis

Adjournment.

Constitution and Bylaws Committee
Meeting Minutes of January 27, 2011
UH 214

I. Call to Order

The meeting was called to order at 10:00 a.m.

Present: Laurie Adams, Suzy Carpenter and Dan Skidmore-Hess, Chris Hendricks (guest)

II. Approval of Minutes

Minutes of November 16, 2010 were approved.

III. Bylaws from Graduate Affairs Committee

Dr. Hendricks provided a background for the proposed amendments to the Graduate Affairs Committee as follows:

The current bylaws were approved by the Senate and Faculty but remanded by the President who wanted a statement regarding her authority to veto items coming from this committee. Thus, a statement was added that the Graduate Affairs Committee acts under the oversight of the President.

Discussion has been ongoing regarding the use of the term subcommittee to denote the status of the 3 subcommittees that fall under the purview of the Graduation Affairs Committee. Some faculty questioned the use of this word because it implies that the members of the subcommittee come from the membership of the Graduate Affairs Committee, which is not the case. The chair of each subcommittee is a member of the Graduate Affairs Committee but other members come from the graduate faculty. In the past, the term division was suggested but that was not deemed to be appropriate either. After deliberation it was determined that the word committee might be used with the rationale that a committee can answer to another committee.

Following this review of past events, the committee discussed the proposed changes. All present agreed that a committee can in fact answer to another committee and had no issue with the use of this term. No objection was raised to the other proposed changes and the committee voted to approve sending them on to the Senate.

As a point of clarification and for ease of review, the committee requested that the proposed changes be resubmitted with proposed additions highlighted in bold and proposed deletions struck through. **The proposed amendment to the bylaws of the Graduate Affairs Committee can be found in Appendix A.**

The committee also discussed the question of whether the minutes of the Graduate Affairs Committee had to be approved by the Senate. Article III of the constitution states that the Senate acts on behalf of the faculty on matters within faculty purview and goes on to refer to *... all matters relating to academic policy, including curriculum matters, degree requirements,*

scholastic standards, academic freedom, admissions policies, and student academic behavior. It was pointed out that the mission of the Graduate Affairs Committee, as described in the bylaws, gives that committee the authority to “exercise jurisdiction” over all matters related to graduate-level programming at Armstrong Atlantic State University. It was noted that no other committee has this term in its mission. The Constitution and Bylaws Committee agreed that in its view it was therefore not necessary for the minutes of the Graduate Affairs Committee to be approved by the Senate. It was stressed however that the Senate retained the authority to comment and question the committee as provided for in Article IV of the Constitution.

IV. Bylaws from the University Curriculum Committee

The proposed change to the University Curriculum Committee Bylaws regarding the Routing of Curriculum Issues in graduate programs was reviewed. Acceptance of this change was approved and will be forwarded to the Senate for review. **See Appendix B.**

V. Faculty Approval of Amendments

Ms. Carpenter reminded the committee that all proposed changes to the Constitution and Bylaws would need to be brought to the faculty for a vote before the April Senate meeting. She agreed to forward the other committee members the procedure for doing so based on her experience last year.

VI. Adjournment

The meeting adjourned at 10:40 p.m.

Respectfully Submitted,
Laurie Adams

Appendix A – Proposed Amendment to the Graduate Affairs Committee Bylaws
Constitution and Bylaws Committee
1/27/11

Graduate Affairs Committee Bylaws

Mission

The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, **and acting under the oversight of the President**, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

Duties

The committee will:

1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws;
2. develop, review, and keep current all policies and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation;
3. approve the list of graduate students for fall and spring commencements;
4. receive reports from the Graduate Student Coordinating Council;
5. establish and maintain the following ~~sub~~committees, and receive and act upon their recommendations:
 - o Graduate Faculty Status ~~Sub~~Committee
 - o Graduate Student Appeals ~~Sub~~Committee
 - o Graduate Curriculum ~~Sub~~Committee
6. report to the Senate regarding all matters related to graduate school programming.

Meetings

Regularly scheduled meetings will convene during fall and spring semesters at least once per month from August through April. Special meetings may be called by the Vice President for Academic Affairs, ~~the Associate Vice President for Academic Affairs~~, or the Chair of the committee in consultation with the membership.

Reports

Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various ~~sub~~committees.

Membership

The committee will be composed of ~~one graduate faculty member with associate or full graduate faculty status from each of the following graduate programs: early childhood education, middle grades and secondary education, adult education, special education, communication sciences and disorders, health services administration, public health, sports medicine, nursing, physical therapy, criminal justice, history, liberal and professional studies, and computer science~~ **the graduate coordinator representing each graduate program.** ~~In addition, t~~**Two additional at-large member** will be included from disciplines not otherwise represented on this committee. The ~~chief officer of the School of~~

~~Graduate Studies~~ **Vice President for Academic Affairs**, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Council serve as ex-officio, non-voting members of the committee.

Graduate Faculty Status ~~Sub~~Committee

Charge: The Graduate Faculty Status ~~Sub~~Committee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

Duties: The ~~sub~~committee will review and submit recommendations concerning proposals for categories of graduate faculty status, appointment criteria in each category, procedures whereby graduate faculty applications are reviewed by the ~~sub~~committee, and graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings: This ~~sub~~committee will meet monthly (August through April) unless otherwise specified or required.

Reports: All ~~sub~~committee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The ~~sub~~committee will be composed of seven members as approved by the Graduate Affairs Committee, ~~all m.~~ **M**embers will have associate or full graduate faculty status. A chair of this ~~sub~~committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Graduate Student Appeals ~~Sub~~Committee

Charge: The Graduate Student Appeals ~~Sub~~Committee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties: The ~~sub~~committee will develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for graduate student appeals. The ~~sub~~committee will supervise the formal adjudication of any such appeals, and may serve in an advisory capacity to the Academic Standards Committee of the Faculty Senate.

Meetings: As needed or requested by the Chair of Graduate Affairs Committee

Reports: All ~~sub~~committee recommendations are reported to the Graduate Affairs Committee **while maintaining the privacy of student information.**

Membership: The ~~sub~~committee will be composed of seven members as approved by the Graduate Affairs ~~Committee, all m.~~ **M**embers will have associate or full graduate faculty status. A chair of this ~~sub~~committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Graduate Curriculum ~~Sub~~Committee

Charge: The Graduate Curriculum ~~Sub~~Committee will make recommendations to the Graduate Affairs Committee involving graduate curricula issues

Duties: The ~~sub~~committee will make recommendations concerning general curricular

policies and procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings: This ~~sub~~committee will meet monthly (August through April) unless otherwise specified or required.

Reports: All ~~sub~~committee recommendations are reported to the Graduate Affairs Committee for approval.

Membership: The ~~sub~~committee will be composed of seven members as approved by the Graduate Affairs ~~Committee, all m. Members~~ will have associate or full graduate faculty status. ~~Sub~~Committee membership will be structured as follows: ~~one~~ two members from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, one two members from the College of Education, and one at-large member. A chair of this ~~sub~~committee will be determined at the first Graduate Affairs Committee meeting of the academic year.

Appendix B – Proposed Amendment to the University Curriculum Committee Bylaws
Section “Procedure for Consideration of Curriculum Issues”
Constitution and Bylaws Committee
1/27/11

Procedure for Consideration of Curriculum Issues

The College Curriculum Committee, upon receiving recommendations on curricular issues from departments or programs within the respective college, shall take appropriate action and/or make recommendations to the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Curricular issues are defined as issues pertaining to program or curriculum development, change, or implementation and issues that significantly and broadly affect the nature and quality of instruction in a program.

Any action of the College Curriculum Committee shall be in accordance with the general curriculum policies established by the Faculty Senate, and shall be reviewed by the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Any curricular matters that involve curricular policy or have a direct effect on departments or programs outside the college structure shall be forwarded, with recommendations, to the University Curriculum Committee and/or Graduate Curriculum Committee for action after notification of the affected departments. Curricular changes that affect certification programs (e.g., teacher certification) shall be reviewed by the curriculum committee of the college in which the certifying department or program resides prior to forwarding to the University Curriculum Committee for action.

The normal path for curricular issues is as follows: Issues related only to undergraduate programs proceed from the academic department to the College Curriculum Committee, then to the University Curriculum Committee and finally to the Faculty Senate. Issues related only to graduate programs proceed from the academic department to the **College Curriculum Committee, to the Graduate Curriculum Committee** and then to the Graduate Affairs Committee. Issues related to both undergraduate and graduate programs proceed from the academic department to the College Curriculum Committee, then to the University Curriculum Committee, then to the Graduate Curriculum Committee, and finally to the Graduate Affairs Committee.

Ad Hoc Committee on Graduate Coordinator Compensation

Answering the charge of Senate President Robert Lefavi to investigate compensation for graduate coordinators, the members of the Graduate Affairs Committee wrote descriptions of their duties and contacted people at cohort institutions with programs similar to theirs and asked them to provide the following information:

- \$ responsibilities as graduate coordinator
- \$ number of students taught (undergraduate and graduate) during a typical semester
- \$ kind of compensation received as graduate coordinator.

The data collected was sent to an ad hoc committee consisting of two graduate coordinators from each of the four colleges. The members included:

College of Education–Regina Rahimi, Joan Schwartz
College of Health Professions–Maya Clark, Bryan Riemann
College of Liberal Arts–Becky da Cruz, Christopher Hendricks
College of Science and Technology–Ray Hashemi, Stephen Jodis.

The members met to discuss and analyze the data. (See Appendix)

After lengthy discussion and examination of the collected data, the members of the ad hoc committee drew several conclusions.

- \$ While the study shows a wide range of compensation for graduate coordinators, the evidence is clear that with its standard four/four teaching load, Armstrong Atlantic has the highest base workload of all the schools surveyed. Even with lower base teaching requirements, graduate coordinators at other institutions still receive compensation for their administrative responsibilities. All coordinators, including those in undergraduate programs, should receive some form of compensation for work they do beyond the typical areas of teaching, scholarship, and service.
- \$ Because of the inherent differences in programs and duties, no one type of compensation is applicable in every situation. Compensation should be determined at the college level.
- \$ Ten-month employees whose programs involve student recruitment, acceptance, orientation, etc., and requires them to perform duties in the summer months, should receive additional compensation for the time involved. It may be appropriate to extend these positions to twelve-month contracts.
- \$ Compensation for coordinator duties during the fall/spring terms may take different forms, including course releases and financial remuneration. For programs with limited numbers of faculty where course releases would mean classes are simply not taught, an appropriate stipend should be added to the coordinator's salary. In such situations, strong consideration should also be given to providing administrative support beyond work study students to aid the coordinator.
- \$ Coordinators must have clearly delineated duties in writing which should be a consideration in the tenure and promotion process.
- \$ With the end of the School of Graduate Studies, the new decentralized scheme has meant additional work for many coordinators. Academic Affairs should look into removing some

of the burden, assigning duties to administrative offices where appropriate.

The lack of compensation for some graduate coordinators at the university is serious. In the last year, Armstrong Atlantic has lost at least one young, talented faculty member who left for another institution in large part because of this very issue.