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January 10, 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, January 10, 2011

AGENDA

*Items II and IV have electronically linked appendices.

*This meeting is being audio recorded.

- I.** Call to Order.
- II.** Approval of Minutes from November Faculty Senate Meeting. Please click the link [November 15, 2010](#) to view and print the minutes (Appendix A).
- III.** Reports
 - A. Administrative Response to Summer Compensation Resolution
- IV.** Senate Action
 - A. University Curriculum Committee items
 - 1. Remanded Report, December 1, 2010 meeting. Please follow the link [Appendix B](#) to view and print the UCC Meeting Minutes from December 1, 2010.
 - 2. November 17, 2010 minutes, including e-Core. Please follow the link [Appendix C](#) to view and print the UCC Meeting Minutes from November 17, 2010.
 - B. Constitution and Bylaws Committee - Reapportionment Report ([Appendix D](#))
 - C. Educational Technology Committee - iTunes
- V.** Senate Information
 - A. Mr. Carson – Library Extension
 - B. Dr. Hampton – VPAA Search update
 - C. Scantron access referral – Educational Technology Committee
 - D. Dr. Mahan – Planning, Budget, and Facilities Report
- VI.** Late Action Items (if time allows)
 - A. Graduate Affairs Committee – Graduate Coordinator Compensation Report (Appendix E)
- VII.** Announcements.
 - A. Methods to bring items to the Senate
- VIII.** Adjournment.

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 two young, talented faculty members in the Colleges of Education and Health Professions, who left for other institutions in large part because of this very issue.