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May 2, 2011 AASU Faculty Senate Minutes

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**Armstrong Atlantic State University
Faculty Senate Meeting
Minutes of May 2, 2011
University Hall, room 158, 3:00 p.m.**

CALL TO ORDER: Senate President LeFavi called the meeting to order at 3:04 p.m. Please see **Appendix A** for a roster of attendees.

- I. Approval of the Minutes of Faculty Senate March 21, 2011, meeting. Those minutes are posted for viewing on the University Faculty Senate website (**Appendix B**). The motion was made and seconded to approve the March minutes. The motion passed.

SENATE ACTION

- II. University Curriculum Committee items
Please follow the link **Appendix C** to view and print the UCC Meeting Minutes from March 23, 2011. These minutes contained no action items and were presented for information only.
- III. President Bleicken reported upcoming campus plans including: a renovation of Gamble Hall, a Lane Library expansion (as Lane Learning Commons) into the existing CIS offices in Memorial College Center, and status of the Vice President of Academic Affairs search. This position will be Provost/VPAA and Dean Laura Barrett, who previously served on the committee, will chair this search.

President Bleicken presented her response to the Senate actions from March 2011. Salary and budget reports shall be provided to the Steering Committee as requested by Senate Resolutions. The plans for Faculty Salary Study are moving forward. Signing the Bill as currently written would conflict with the President's responsibilities to the Board of Regents' policies. The appropriated budget for fiscal year 2012 is \$26,583,149. Dr. Bleicken offered to work with a committee of senators to craft a Senate bill that addresses faculty concerns and lays out a practice she can sign. She expressed commitment to a spirit of shared governance, but one that would not restrict the authority given her by the Board of Regents.

NEW BUSINESS

- IV. Dr. Michael Toma presented an update on the Faculty Salary Study, being conducted by an ad hoc committee. The study targets faculty who have three or fewer years of service, faculty whose salary might be inverted, and faculty who are at the lower end of the comparison scale. Improvements will be made moving up from the bottom. This will be a multi-year process. Recommendations are expected to be submitted by the end of May.
- V. Dr. Cliff Padgett presented a resolution from the Faculty Welfare Committee concerning salary adjustments for promotion. (See **Appendix D**.) It was moved and seconded to approve the resolution. Discussion resulted in an amendment. The motion to approve the resolution as amended passed.
- VI. Ann Fuller presented a report and resolution from the Faculty Welfare Committee concerning a Salary Study for Part-Time Faculty. (See **Appendix E**.) It was moved and seconded to approve this resolution. The motion to approve this resolution passed. This report also brought forward a request to reinstitute the Annual Part-Time Faculty Award.

SENATE INFORMATION

- VII.** Graduate Affairs Committee Reports.
- A. Please follow the link [Appendix F](#) to view and print the GAC Meeting Minutes from April 12, 2011. These minutes were presented for information only.
 - B. Please follow the link [Appendix G](#) to view and print the GAC Meeting Minutes from March 8, 2011. These minutes were presented for information only and accepted into minutes.
- VIII.** Committee Reports and Responses to Charges (The committee reports submitted to the Steering Committee prior to the meeting are available in **Appendix H**. Other annual reports are available on the Minutes page of the Faculty Senate website.) The Interim VP of Academic Affairs inquired about the status of the charge to the Academic Standards Committee for addressing issues with Turnitin.com software.
- IX.** EFACE Survey Result. President LeFavi distributed EFACE survey results as submitted by Dr. Alex Collier. The Senate will continue this charge in the Fall. The senators were reminded of the EFACE Forum to be held on Friday, May 6.
- X.** Dr. Vann Scott introduced new senators and announced the Officers of the Faculty Senate for 2011-2012 as Vice President Suzanne Carpenter, Secretary Jason Tatlock.
- XI.** Graduate Affairs Committee bylaws amendment vote, sent out via Pirate's Cove, will move to August. This matter is referred to the Constitution and Bylaws Committee.
- XII.** Dr. Dan Skidmore-Hess, representing the Constitution & Bylaws Committee, reported results of faculty votes on three items.
- A. By a vote of 76-3 the Senate Constitution, Art. I is amended to assure that each and every eligible member of the faculty will be represented in the Senate through his or her home department or program.
 - B. By a vote of 76-1 the Senate Bylaws, Art. XI amended the bylaws of the Educational Technology Committee.
 - C. By a vote of 70-9 the Senate Bylaws, Art. VII are amended to the effect that Senators in the third year of their terms may be nominated for positions as Senate officers.
- The motions to accept the results of all of these votes passed.
- XIII.** President LeFavi presented the status of the Senate charge to the Academic Standards Committee regarding excused absence policies for athletes. This charge will be renewed in August.
- XIV.** President LeFavi presented the status of the Ad-hoc Committee on a Campus Tobacco Policy. Dr. Plaspohl has been asked to lead a group to develop a policy for Armstrong and present it to the senate.
- XV.** John McGuthry asked for a representative from the senate to serve on the IT Master Planning Committee and Dr. Wayne Johnson has agreed to be that representative. Dr. Johnson reported information from a recent meeting of that committee. ITS will conduct a trial to incorporate a GMail-based email service on campus. A survey will be forthcoming on technology needs. Dr. Johnson urged faculty to fill out these surveys in order to influence ITS decisions on instructional needs.

ANNOUNCEMENTS

- XVI.** Dr. McGrath will serve the Senate as Parliamentarian in 2011-2012 and will offer a retreat early in August.

ADJOURNMENT

The meeting was adjourned at 4:41 PM.

Respectfully submitted,

Pamela Z. Sears
Faculty Senate Secretary

Appendix A--2 May 2011, Full Faculty Senate Meeting Minutes

Senators Present

College of Education

Linda Ann McCall
Jackie Kim
Greg Wimer
Beth Childress
Michael Mahan

Catherine MacGowan
Suzanne Carpenter
Priya Goeser
Sean Eastman
Lorrie Hoffman
Vann Scott

College of Health Professions

Robert LeFavi
Bryan Riemann
Suzanne Edenfield
Charlotte Bates
Gratchen Roberson
Tonya Tyson
Carole Massey
Helen Taggart
Andi Beth Mincer
Rhonda Bevis

Senators Absent

College of Liberal Arts

Stephen Primatic
Ned Rinalducci

College of Health Professions

Laurie Adams

College of Science and Technology

Daniel Liang
Sungkon Chang

College of Liberal Arts

Pamela Sears
Kevin Hampton
Daniel Skidmore-Hess
Jason Beck
Mike Price
James Todesca
Karen Hollinger
Ana Torres
Hans-Georg Erney
Teresa Winterhalter

Ex-Officio Present

Anne Thompson, VPAA
Andy Clark, Enrollment
John Kraft, AVPAA
Shelley Conroy, CoHP
Laura Barrett, CoLA
Stephen Jodis, CoST
Patricia Wachholz, CoE

Guests

President Linda Bleicken
Glenda Ogletree, UCC
Michael Toma
Delana Nivens
Ann Fuller
Dr. Padgett

Lane Library

Beth Burnett

College of Science and Technology

Austin Francis
Sara Gremillion
Scott Mateer

RESOLUTION: Salary Adjustments at Promotion

BACKGROUND:

The Faculty Welfare Committee examined the pay adjustments at 11 peer institutions in the spring of 2010, (information was provided by administration officials at each university), See table 1. We found that the promotional salary adjustments at Armstrong fall below the average of our peer institutions. We see this as a major contributor to the salary compression at Armstrong.

Faculty Welfare Committee asks the Senate to adopt the following resolution on promotional adjustments.

RESOLUTION

Be it resolved that Armstrong promotion raises are well below the average of peer institutions and be it resolved that salary compression of mid career faculty is a concern for the senate and be it resolved that promotion raises have not changed at Armstrong for over 10 years, the faculty senate requests that the president do the following:

Beginning with promotions occurring in the AY 2010-2011, the promotion to associate professor from assistant professor will be increased \$500 per year for the next three years to reach the peer average of \$3,500 and thereafter, be ~~indexed and~~ adjusted annually to maintain equality with the peer group average.

Beginning with the promotions occurring in the AY 2010-2011, the promotion to full professor from associate professor will be increased \$700 per year for the next three years to reach the peer average of \$4,600 and thereafter, be indexed and adjusted annually to maintain equality with the peer group average.

These increases are not retroactive; however, the senate urges the administration to address other issues of salary compression via the Faculty Salary Survey Committee and take these recommendations in tandem with the recommendations of the Faculty Salary Survey Committee.

Table 1: Promotion adjustment for 11 peer institutions all public, southern, Masters I, non-HBCU

College /University	Adjustment at promotion (Asst-Assoc)	Adjustment at promotion (Assoc-Full)
Armstrong *	2,000	2,500
Georgia Southern	3,000	5,000
Southeastern Louisiana	3,000	4,000
North Georgia College and State	1,500	2,000
Augusta State	2,000	2,500
Columbus State	5,000	5,000
Valdosta State	4,000	5,000
College of Charleston	3,300	4,500
	Avg = \$3,114	Avg. = \$4,000
Univ. of West Florida	9%	13%
Marshall University	10%	10%
Univ of North Florida	12.5%	12.5%
Kennesaw State	5%	5%
	Avg = 9.1%	Avg = 10.1%
Assuming a salary of 45,000 for Asst and 55,000 for Assoc.	\$4,095	\$5,555
Overall average using the above assumptions	Avg = \$3,470	Avg = \$4,565

* Armstrong data not included in average

RESOLUTION: Part-time salary study and annual award

BACKGROUND:

The Faculty Welfare Committee examined the pay scale for part-time faculty at AASU. Since 2003, compensation for part-time instructors (0-2 years experience) has increased by 10% and 6.8% for those with a Masters or Doctorate respectively (*Appendix A*). However, the compensation formula for part-time instructors at this university remains low compared to peer institutions.

New instructors teaching a 3 credit hour course with a Masters degree currently earn \$1,700 and those with a Ph.D. earn \$2,200. As a comparison, part-time instructors with either degree earn \$3,000 for the same credit load at Georgia Southern University. This rate is commonly increased to \$4,000 if they have difficulty hiring quality instructors.

In addition, the current compensation formula for experienced part-time faculty has shown a smaller increase since 2003. For example, part-time instructors (Ph.D.) with over 8 years experience currently earn \$2,500 for a 3 credit hour course. That amounts to a 2% increase since 2003.

Retired faculty who have stepped into the role of teaching part-time also receive relatively little compensation for their experience. Part-time instructors who previously taught at AASU for 29 or more years receive only \$2,800 per 3 credit hour load. Their compensation rate has only increased by 1% since 2003.

There is also no salary adjustment for part-time faculty teaching capacity overloads. Tenure-track faculty teaching courses with 60-74 students are given credit for 1 extra contact hour for that semester. Faculty teaching courses with 75-89 students receive credit for 2 extra contact hours. If faculty exceed 24 contact hours per academic year, they will be compensated financially for the overload. A formula to compensate part-time faculty for course overloads should also be developed and implemented at AASU.

In March of 2000, the University established guidelines to honor outstanding part-time instructors with the Award for Distinguished Service by a Part-Time Faculty Member (*Appendix B*). This award was to be presented to a part-time faculty member who has “demonstrated outstanding service to the students, to the university and to the discipline”. The recipient would receive a plaque in their honor and a cash award to be determined annually by the Dean of the nominee’s college. To our knowledge, no part-time faculty member has been nominated or received this award in recent years.

The FWC recognizes that the current compensation rate for part-time instructors is low and may not be competitive with nearby institutions. Part-time instructors play an important role on this campus and it is time to explore this matter in further detail. However, for many of the same reasons that the FWC called for the reconstitution of the Faculty Salary Study Committee, we feel that this matter should be addressed with the formation of an ad-hoc committee.

RESOLUTION

The Faculty Welfare Committee asks the Faculty Senate to request that the Vice President of Academic Affairs and the Office of Institutional Research work with the representatives of the Faculty Senate to form an ad-hoc Part-Time Faculty Compensation Study Committee. Faculty Welfare recommends that this occur in the Fall 2011 semester. This committee should be charged with the following:

- 1) Compare part-time compensation rates at AASU with that of peer institutions, especially those in closest proximity to the University (i.e, South University, Savannah State, SCAD and Georgia Southern).
- 2) Provide specific recommendations to bring part-time compensation at AASU in better alignment with those of peer institutions.
- 3) Provide a compensation formula that better rewards experienced part-time instructors including former full-time faculty at AASU.
- 4) Provide a compensation formula that increases part-time pay for capacity overloads.

Appendix A

Memorandum

To: Deans
Associate/Assistant Deans
Department Heads
Payroll Supervisor

From: Edward Thompson, III

Date: May 8, 2003

Subject: 2003-2004 Extra Compensation and/or Part Time Salary (Effective Fall 2003)

The 2003-2004 scale for a three semester hour course offered for extra compensation or for a part-time instructor is as follows:


Experience	Baccalaureate	Masters	Doctorate
0-2 years	\$ 1,175	\$ 1,525	\$ 2,050
3-4 years	1,250	1,600	2,100
5-6 years	1,325	1,675	2,250
7-8 years	1,400	1,750	2,250
Over 8 years	1,475	1,825	2,450
9-12 years SAA	1,550	1,900	2,500
13-20 years SAA	1,625	1,975	2,575
21-28 years SAA	1,700	2,050	2,650
29-36 Years SAA	1,775	2,125	2,775

SAA: The number of years in which the faculty member taught one or more courses at AASU.

Off-campus scale:
The following off-campus (not including Chatham or Bryan Counties) scale will be in place for part-time faculty whose residence is more than 30 miles from an Armstrong off-campus site. This scale will also apply to overloads for full-time faculty who teach at sites more than 30 miles from Armstrong on an overload basis.

Experience	Master's	Doctorate
0-2 years	\$ 1,775	\$ 2,325
3-4 years	1,875	2,425
5-6 years	1,950	2,525
7-8 years	2,025	2,600
Over 8 years	2,125	2,825

These scales will be effective Fall semester 2003.


**ARMSTRONG ATLANTIC
STATE UNIVERSITY**

Memorandum

To: Deans
Assistant Deans
Department Heads
Director, Liberty Center
Payroll Supervisor

From: Dr. Anne W. Thompson

Date: July 19, 2010

Subject: Extra Compensation/Part Time Salary effective Fall 2010

Effective Fall semester 2010, the scale for a three semester hour course offered for extra compensation or for a part-time instructor is as follows:

Experience	Baccalaureate	Masters	Doctorate
0-2 years	\$1,350	\$1,700	\$2,200
3-4 years	1,425	1,775	2,275
5-6 years	1,500	1,850	2,350
7-8 years	1,575	1,925	2,425
Over 8 years	1,650	2,000	2,500
9-12 years SAA	1,725	2,075	2,575
13-20 years SAA	1,800	2,150	2,650
21-28 years SAA	1,875	2,225	2,725
29-36 Years SAA	1,950	2,300	2,800

SAA: The number of years in which the faculty member taught one or more courses at AASU.

Off-campus scale:
The following off-campus (not including Chatham or Bryan Counties) scale will be in place for part-time faculty whose residence is more than 30 miles from an Armstrong off-campus site. This scale will also apply to overloads for full-time faculty who teach at sites more than 30 miles from Armstrong on an overload basis.

Any travel-to-teach reimbursement must comply with the policy that went into effect in Fall 2009.

Experience	Master's	Doctorate
0-2 years	\$1,950	\$2,450
3-4 years	2,025	2,525
5-6 years	2,100	2,600
7-8 years	2,175	2,675
Over 8 years	2,250	2,750

Summer: Compensation for 9-month faculty teaching during summer is calculated at 3% of the previous 9 months' compensation (contract salary) per credit hour

These scales will be effective Fall Semester 2010.

Appendix B

MEMORANDUM

To: Dean Martin
Dean Megathlin
Dean Newberry
Dean Repella

Dean Simon
Dr. Henry Harris
Dr. Marilyn Buck
Dr. Patti Brandt

From: Sara E. Connor

Date: March 6, 2000

Subject: Award for Distinguished Service by a Part-Time Faculty Member

The Award for Distinguished Service by a Part-Time Faculty Member is to be presented each year to a part-time faculty member who has demonstrated outstanding service to the students, to the university and to the discipline. Eligible AASU part-time faculty will have completed at least 12 credit hours of teaching service or have been employed at least two semesters. Nominations may be made by any member of the university community. The head of the nominee's department will forward the nomination along with a curriculum vita and letter of support to the Vice Chair of the Executive Committee.

Please refer to the attached award description. Nominations may be submitted to Dr. Keith Douglass by **Monday, April 17, 2000**.

/jec

Award for Distinguished Service by a Part-Time Faculty Member

The award for distinguished service by a part-time faculty member was created by the Executive Committee of Armstrong Atlantic State University.

Criteria:

The award may be presented each year, when merited, to an AASU part-time faculty member* who has completed at least 12 credit hours of teaching service or has been employed at least two semesters at AASU and who has demonstrated outstanding service to the students, to the university, and/or to the discipline during that period. Criteria for the distinguished service awards for full-time faculty shall guide the selection of a part-time faculty member for this award.

Selection Process:

Yearly requests for nominations will be solicited early in the spring semester. Nominations, which may originate with any member of the university community, should be sent to the head of the nominee's department, who is responsible for providing a copy of the nominee's curriculum vita (and, if desired, a letter of support) and forwarding nominating materials to the Vice Chair of the Executive Committee. Nominations should provide significant supporting documentation, including an informed evaluation of the individual's service.

Award:

The recipient will receive a cash award (in an amount to be determined each year by the Vice President and Dean of Faculty) and an individual plaque (to be awarded at an appropriate occasion, as determined by the dean of the nominee's college). In addition, the recipient's name will be inscribed on the cumulative awards plaque for Distinguished Service by a Part-Time Faculty Member, which will hang in the lobby of the AASU Administration Building. Finally, the award will be reported in appropriate university publications and an announcement will be delivered to local media outlets.

* as defined by the University System of Georgia *Academic Affairs Handbook*, Section 4.01.10.

Response to Charge regarding Scantron:

Based on discussions with Doug Frazier, ETC recommends that the Scantron system remain within ITS. However, the hours of access and turnaround times for the system should be posted on the ITS website, possibly on the ITS Faculty Resources webpage. It should be noted on the website that faculty must plan ahead and coordinate with ITS in case special access is needed, but there is no guarantee of after-hours access for the Scantron system.

The Honors Advisory Committee

The Honors Advisory Committee met twice this semester and conducted separate interviews with student scholarship applicants. We awarded the Presidential Scholarship to April Graves and the Honors Ambassador Scholarships to AmberKay Palmer and Brittany Cook. We will be meeting at the end of the semester to consider another round of scholarship applications.

To: AASU Faculty Senate
From: E. Strauser
Subject: Final Report from the Student Success Standing Committee
Date: April 25, 2011

After the initial organizational meeting, the Student Success Committee met on August 30, September 8, September 27, October 4, October 13, November 29, February 28, March 28, and April 25. In addition, the members agreed to attend the individual college presentations about RPG.

The typical main duties of the Student Success Committee revolve around student scholarships. Dr. Leon Jaynes volunteered to spearhead this effort for 2010-2011.

The Enrollment Management Council has requested input and suggestions from the Student Success Committee in regards to recruitment, retention, progression and advisement. We met to learn from AASU's advisement center, first year experience office, and RPG coordinators. A proposal from the EMC concerning an expanded advisement center with an emphasis on freshman has been the primary focus of the Fall semester meetings. The rationale for the proposal was to constructively respond to our relatively low RPG numbers and relatively high DFW rate in some core classes. The expanded advisement center was met with general support although a few programs expressed the concern that a general clearing house for freshman may lead to less than ideal core classes and there is a concern about losing a personal touch and continuing nurturing of students throughout the four years of program progression.

Greg Anderson continued to update the committee on issues concerning RPG throughout the second semester. Leon Jaynes facilitated the organization of subcommittees to make recommendations for the distribution of mainly Foundation Scholarship Funds. The incoming freshmen scholarship subcommittee consisted of Leon Jaynes, Scott Randolph, Stephanie Whaley and Jonathan Roberts. They met March 24 and gave a list of 28 (out a potential 30) recommended applicants and alternates to Terri Harris. They decided to hold back 2 of the 30 with an expectation that the funds will be applied to the category that has the greatest number of unexpected applications. The other subcommittees will meet when grades are in. Membership is as follows:
Returning Freshman: G. Anderson, M. Jackson, M.L. Jaynes, S. Whaley
Sophomores: J. Roberts, M. Jackson, R. Parsaei (Grad student representative), K. Hollinger
Juniors: C. Belin, J. Hobe, M. L. Jaynes, K. Hollinger
Seniors: C. Belin, J. Hobe, M. L. Jaynes, R. Parsaei
Non Trads: E. Strauser, R. Rahimi, S. Randolph, K. Hollinger
Grad students: E. Strauser, R. Rahimi, S. Randolph

The whole committee will meet one final time June 3, 2011 to vote on the recommendations of the respective subcommittees.

There is a sense of the committee that it may be time to revisit the way the funds have been traditionally distributed. The committee recommends research followed by a vigorous discussion as part of next year's first semester meetings.

Respectfully submitted,

Edward B. Strauser, Ed.D. NCSP
Chair, Student Success Committee, 2010-2011

Annual Report; 2010-2011
AASU Committee on Writing

Members: Don Stumpf (chair), Bill Baird (recorder), Beth Burnett, Carole Massey, Deborah Reese, Kathleen Schaefer, Peter Mellen, Gia Bradshaw (student), Joe Morgan (student)

The committee met four times – Twice during the Fall semester and twice during the Spring semester. At least one more meeting is anticipated before the Spring semester ends. In addition, committee business and discussions were conducted via email.

Accomplishments:

The committee opted to direct resources and focus to the student writing awards recognition event (Writing Showcase) this year. We contacted the Deans and Department heads much earlier in the academic year (twice during the Fall semester and twice in the Spring semester) with requests for student papers. The Call for Papers provided guidance and instruction relative to the stated purpose of the committee to identify and honor excellent student writing on campus and our goal of one student paper submission per academic department and interdisciplinary program. We received three undergraduate submissions and one graduate submission which were recognized for excellence in writing in the 2010 - 2011 academic year. The awards ceremony was held on April 22, 2011 with submissions from three departments or interdisciplinary programs.

In addition to our efforts to increase participation in this year's student writing recognition event, we changed the format of the event to more fully "showcase" students' writing. In keeping with the format from the previous year, nominating faculty members introduced the students at the event and students were given the option of reading or providing a brief outline of the paper. The format was similar to that of the Student Scholarship Symposium with one student providing a full reading with an accompanying presentation and three students opting to provide informative overviews of the submitted papers. We will showcase the selected papers on the Writing Committee's website which will allow public access to the award winning papers. Each honoree signed the consent form adopted last year and the winning papers will be archived at Lane Library.

Problems for consideration by new committee

The committee's efforts to increase participation in the Writing Showcase from last year were unsuccessful. The lack of a committee budget resulted in a ceremony completely funded by committee members. There were a number of suggestions made by members of the faculty during the awards ceremony that should be considered by next year's committee. These suggestions included aligning the awards ceremony with the student scholarship symposium, seeking funding to provide meaningful awards for the honorees, and revisiting the current format of identifying award winning papers.

Respectfully Submitted
Don Stumpf, Chair