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Armstrong Faculty Senate Minutes

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### February 9, 2009 AASU Faculty Senate Minutes

Armstrong State University

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**Armstrong Atlantic State University  
Faculty Senate Meeting  
Minutes of February 9, 2009  
University Hall rm. 156, 12:10 p.m.**

I. Call to Order Kevin Hampton  
Time: 12:13  
There were 38 of 40 Senators present, please see Appendix A for roster of attendees.

II. Approval of January minutes.  
January 12: Approved  
January 16: Approved

III. State of the University Address President Thomas Jones  
Dr. Jones' comments addressed the variety of challenges Armstrong Atlantic State University faces in this uncertain economic environment. Additionally, he brought to light university achievements as well as plans going forward.

Highlights:

- Addressing the combining of Savannah State & Armstrong Atlantic universities, Dr. Jones stated that is the third time in his 20 year experience in the system this concept has been raised. The Georgia Senator attempting to go forth with this current effort is having considerable difficulty finding support. Nonetheless, a study committee is being considered.
- Context to the budgetary situation:
  - This is an evolving story
  - Action taken:
    - We've developed a plan for cuts as directed, in increasing percentages.
    - The One-Time \$75 fee was applied to students.
    - University Presidents including Dr. Jones have shared with the Chancellor that we're at a tipping point.
  - The governor's budget plan came forward with 2010 projections and line-item adjustments. The USG was taken from the 8 % cut to 9.5 and since it was a line-item, individual institutions had different levels of cut – AASU was at 10. That is not set in stone though, hence the uncertainty. Missing from the governor's budget was tax revenue, the availability of that money is to be determined

- Historic context: In the 1993/4 year we experienced a 5% cut, and after 9/11 additional decreases were suffered.
  - Most disturbing: the cuts being made are to the base budget and therefore not considered short-term.
  - Counterpoints:
    - Enrollment up 5%, at Liberty Center up 10 %
    - We graduated our largest class this past December.
  - Dr. Jones guarantees to keep us updated; however, he suggests that the fluid nature of the information makes that difficult.
  - Foundation assets grew 350% in the strong economy, but have dropped 28% which is still better than many have experienced.
  - Upcoming Three Days for AASU campaign will have to double its proceeds to accomplish goals.
- Campus news:
    - Last spring we updated our Campus Plan as per the BOR instruction.
    - There is a new opening date for the Student Union: March 2010.
    - The University is considering a freshman residency requirement and therefore planning another 550 bed freshman facility, near Compass Point.
    - AASU is poised to launch a PhD program in Physical Therapy, thanks to change in BOR policy.
    - The Athletic Director is retiring and a search is on to replace him.
    - An Urban Horticulture Center is set to be constructed on an 11 acre tract of Armstrong property. It is being created in part to off-set a tax bill that will come due if the property is not utilized.
  - Senate:
    - We have an approved constitution. While we're going forth with bylaws, it will be in the senate's best interest if we can get bylaws completed, because until we get them done the Senate is not an official body.

#### IV. University Curriculum Committee (Appendix B)

Rick McGrath

COST: Approved  
UCC motion: Withdrawn.

#### V. New business

- a. Bylaws Second Readings
  - i. Library Committee (Appendix C) Approved
  - ii Writing Committee (Appendix D) Approved

#### VI. Announcements

- a. New Senate meeting time in Fall 2009  
3-5 Monday afternoons
- b. Called meeting February 20<sup>th</sup> re: bylaws  
12:10 p.m., Fine Arts Bldg

c. Items from floor

Q. What is procedure when item is desired to come forth to the Senate?

A. Bring the concern in writing to the Senate floor. The Steering Committee will then decide where the issue should be addressed.

VII. Adjournment

1:37 p.m.

Respectfully Submitted,

Jewell Anderson

## Appendix A

### Senators present

Anderson, Jewell  
Andrews, Carol  
Baker, Christopher  
Bennett, Katherine  
Bevis, Rhonda  
Butina, Michelle  
Coulton, Kimberly  
Craven, Kathryn  
Crosby, Joey  
Eastman, Sean  
Garrity, April  
Gilbert, Catherine  
Goesser, Priya  
Hampton, Kevin  
Hashemi, Ray  
Hizer, Todd  
Hollinger, Karen  
Horah, Richard  
Jensen, John  
Katz, Frank  
Knofcynski, Greg  
Lander, Jennifer  
Larson, Brett  
Logan, Brenda  
Loyd, Robert  
Mahan, Pamela  
McGrath, Richard  
Moore, Marsha  
Nivens, Delana  
Riemann, Bryan  
Scott, Vann  
Simmons, Jack  
Skidmore-Hess, Daniel  
Strickland, Gloria  
Thomas, Patrick  
White, Nancy  
Wimer, Greg

### Ex-Officio members present

Jones, Thomas – University President  
Whitford, Ellen – VPAA  
Watjen, Russell – VP Enrollment Svsc.  
Conroy, Shelley – Dean COHP  
Finlay, Mark – Int. Dean COLA  
Winterhalter, Teresa – Int. Asst. Dean COLA  
Shields, George – Dean COST  
Jodis, Stephen – Asst. Dean COST  
Bergin, Joyce – Int. Asst. Dean COE  
Murphy, Dennis – Assoc. VP Acad. Affairs

## Appendix B



**ARMSTRONG ATLANTIC  
STATE UNIVERSITY  
UNIVERSITY CURRICULUM COMMITTEE MEETING**  
University Hall 282  
Minutes, January 21, 2009

**PRESENT:** James Brawner, Patricia Coberly, Kimberly Coulton, Sharon Gilliard-Smith, Leon Jaynes, Rick McGrath (Chair), Regina Rahimi, Randall Reese, Leigh Rich (Vice Chair), Ashraf Saad, Jennifer Zettler, Phyllis Panhorst (Catalog Editor)

**ABSENT:** Dorothée Mertz-Weigel, James Todesca

**GUESTS:** Brent Feske

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**CALL TO ORDER.** The meeting was called to order at 3:03 p.m. by Chair Rick McGrath.

**APPROVAL OF MINUTES.** The minutes of November 19, 2008 were approved as presented.

### **SECTION I. Undergraduate Items Approved**

The following items were discussed and approved by the committee and are being submitted to the Faculty Senate for final approval.

#### **I. College of Science and Technology**

##### **A. Biology**

##### **1. Delete the following program of study emphasis:**

#### **PROGRAM FOR THE DEGREE OF BACHELOR OF SCIENCE IN BIOLOGY (Physical Therapy Emphasis)**

Rationale: The B.S. degree in Biology with a Physical Therapy Emphasis was originally created for Biology majors who were considered to be on a Pre-Physical Therapy Track. This emphasis allowed students earning a B.S. Degree in Biology to get one year's credit towards a M.S. degree in Physical Therapy (3-3 system) at AASU. The M.S. in Physical Therapy no longer exists. Now, Pre-

Physical Therapy students opt to get a B.S. degree in Rehabilitation Sciences rather than Biology.

**Effective Term: Fall 2009**

**B. Chemistry & Physics**

**1. Change the following course credit content and description:**

CHEM 3802 Biochemistry II

~~(2-4-3)~~ **(2-0-2)**

Prerequisite: CHEM 3801 ~~and CHEM 2300~~

Description: Chemistry of cellular components: function and analysis of proteins, ~~function,~~ metabolism and biosynthesis of amino acids and nucleic acids, **DNA replication and repair**, DNA manipulations and recombinant technology, DNA transcription, **RNA translation, protein synthesis modification**, and regulation of gene expression. ~~Bioanalytical techniques emphasized in lecture and laboratory.~~

Rationale: Presently, CHEM 3802 has 2 hours lecture and 4 hours of lab per week. The course without the lab was taught under a special topics course number spring 2007, spring 2008, and will be taught in the same way spring 2009 to accommodate students who have completed CHEM 3801 and wish to take only the lecture portion of CHEM 3802. The enrollment in this special topics course indicates that there is significant interest in taking the lecture portion of CHEM 3802 without the lab portion. This course discusses DNA, RNA and the latest advancements in the area of molecular biology. In addition, the changes to the course description provide a more detailed description of the lecture topics and remove the reference to the laboratory portion. CHEM 2300 was critical for laboratory component and not lecture. In addition CHEM 2301 is not a prerequisite for CHEM 3801.

**Effective Term: Fall 2009**

**CURCAT:**

**Major Department: Chemistry and Physics**

**Repeatable for additional credit: No**

**Maximum Number of Credit Hours: 2**

**Grading Mode: Normal**

**Instructional Type: Lecture**

**2. Create the following course:**

**CHEM 3803 Biochemistry Laboratory**

**(0-4-1)**

**Prerequisite: CHEM 2300**

**Prerequisite or Corequisite: CHEM 3802**

Description: **Experiments that utilize and teach advanced biochemistry techniques.**

Rationale: The proposed modification to CHEM 3802 to remove the lab component requires that a new course be created to teach biochemistry laboratory

techniques. The general course description allows flexibility as biochemistry changes and the department acquires new instrumentation that can be applied to CHEM 3803. CHEM 3803 is a separate number created to be consistent with similar incidents in the College, e.g., BIOL 3010 and PSYC 4001.

**Effective Term: Fall 2009**

**CURCAT:**

**Major Department: Chemistry and Physics**

**Repeatable for additional credit: No**

**Maximum Number of Credit Hours: 1**

**Grading Mode: Normal**

**Instructional Type: Lab**

**Procedural note:** The Chair asked that it be noted that departments are not supposed to offer content as a special topics class for three years in a row before making it into a class unto itself. The creation of the course should have come about earlier.

**3. Change the Program for the Degree of Bachelor of Arts in Chemistry:**

Track I: Chemistry

B. Major Field Courses .....

33 hours

Required (20 Hours)

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3401 - Physical Chemistry I

Approved upper-division electives (13 hours) in the major from:

CHEM 3300 Instrumental Analysis

CHEM 3402 Physical Chemistry II

CHEM 3801 Biochemistry I

CHEM 3802 Biochemistry II

**CHEM 3803 Biochemistry Laboratory**

CHEM 3900 Chemical Research (maximum of 3 credit hours)

CHEM 4100 Advanced Organic Chemistry

CHEM 4200 Advanced Inorganic Chemistry

CHEM 4300 Advanced Analytical Chemistry

CHEM 4400 Advanced Physical Chemistry

CHEM 4500 Chemistry Seminar

CHEM 4940 Special Topics in Chemistry

CHEM 4950 Special Lecture Topics in Chemistry

CHEM 4960 Internship (maximum of 3 credit hours)

CHEM 4991 Advanced Chemical Research (maximum of 3 credit hours)

Transfer credit for similar courses



Track II: Biochemistry

B. Major Field Courses .....

33 hours

Required (30 Hours)

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3401 - Physical Chemistry I

CHEM 3300 Instrumental Analysis

CHEM 3801 - Biochemistry I

CHEM 3802 Biochemistry II

**CHEM 3803 Biochemistry Laboratory**

Approved upper-division electives (3 hours) in the major from:

CHEM 3402 Physical Chemistry II

CHEM 3900 Chemical Research – **Biochemistry Approved** (maximum of 3 hours)

CHEM 4100 Advanced Organic Chemistry

CHEM 4200 Advanced Inorganic Chemistry

CHEM 4940 Special Topics in Chemistry – **Biochemistry Approved**

CHEM 4950 Special Lecture Topics in Chemistry – **Biochemistry Approved**

CHEM 4960 Internship – **Biochemistry Approved** (maximum of 3 hours)

CHEM 4991 Advanced Chemical Research – **Biochemistry Approved**

(maximum of 3 hours)

Transfer credit for similar courses

Rationale: Reflects the proposed lecture / laboratory split in CHEM 3802 Biochemistry II.

**Effective Term: Fall 2009**

**4. Change to the Program for the Degree of Bachelor of Science in Chemistry.**

B. Major Field Courses .....

38 hours

CHEM 2101/2101L - Organic Chemistry I

CHEM 2102/2102L - Organic Chemistry II

CHEM 2300 - Principles of Chemical Analysis

CHEM 3200 - Inorganic Chemistry

CHEM 3300 Instrumental Analysis

CHEM 3401 - Physical Chemistry I

CHEM 3402 - Physical Chemistry II

CHEM 4500 – Chemistry Seminar

Two courses from:

CHEM 3801 – Biochemistry I  
CHEM 4100 Advanced Organic Chemistry  
CHEM 4200 Advanced Inorganic Chemistry  
CHEM 4300 Advanced Analytical Chemistry  
CHEM 4400 Advanced Physical Chemistry

Two credit hours from:

CHEM 2700, CHEM 2900, CHEM 3801, CHEM 3802, **CHEM 3803**,  
CHEM 4100, CHEM 4200, CHEM 4300, CHEM 4400, CHEM 4940, CHEM  
4950, CHEM 4960, or 4991/2/3/4

Rationale: Reflects the proposed lecture / laboratory split in CHEM 3802  
Biochemistry II.

**Effective Term: Fall 2009**

**5. Modify the pre- or corequisite for CHEM 1010**

CHEM 1010 ESSENTIALS OF CHEMISTRY

(3-0-3)

Prerequisite or corequisite: ~~MATH 1101~~ OR MATH 1111 or **MATH 1001**

Rationale: MATH 1101 is no longer offered by the math department and MATH  
1001 is the accepted alternative.

**Effective Term: Fall 2009**

**C. Computer Science**

**1. Create the following course:**

**CSCI 3370 Human Computer Interaction**

**(3 - 0 - 3)**

**Prerequisite: CSCI 1301 or ITEC 1310 or ENGR 1371**

**Description: Paradigms in user interface design and related human factors.**

**Topics include: user-system compatibility analysis, techniques for user interface design, methods for interface analysis, multimodal interaction and interaction analysis.**

Rationale: Human Computer Interaction (HCI) is a research area of increasingly central significance to computer science, other scientific and engineering disciplines, and an ever expanding array of application domains. This course is designed to help undergraduate students learn to employ user-centered methodologies in the development, evaluation, and deployment of software systems. The course covers areas such as: interaction design and analysis, multimodal interaction, user and task analysis, accessibility standards, and human factors/ergonomics. The course will provide a knowledge bridge towards real world software applications from the human perspective not only for computer science majors but for engineering, information technology and psychology students.

**Effective Term: Fall 2009**

**CURCAT:**

**Major Department: Computer Science**

**Repeatable for additional credit: No**

**Maximum Number of Credit Hours: 3**

**Grading Mode: Normal**

**Instruction Type: Lecture**

**SECTION II. Other Business**

**Old Business**

**1. UCC Bylaws regarding graduate curriculum.**

Dr. Leigh Rich reported that she spoke with Dr. Dennis Murphy in Graduate Studies regarding the graduate curriculum process. He told her that graduate curriculum changes should first go to the college curriculum committees. After approval at that level, the programs of study and the 6000-level and above courses should go to the Graduate Curriculum Subcommittee for consideration. The 5000-level courses should go to the University Curriculum Committee for consideration of the undergraduate components of the courses, and then to the Graduate Curriculum Subcommittee for consideration of the graduate components of the courses. The Graduate Curriculum Subcommittee sends all approved items to the Graduate Affairs Committee for final approval.

The procedure outline by Dr. Murphy matches the current UCC Bylaws with two exceptions: 1) The UCC Bylaws, while stating that the college curriculum committees have oversight of both undergraduate and graduate curriculum, fails to state that graduate curriculum is first submitted to the college curriculum committees, and 2) The Graduate Curriculum Subcommittee is referred to as the Graduate Curriculum Committee, it's pre-Senate name.

There was discussion of whether anything regarding the processing of graduate curriculum needed to be stated in the UCC Bylaws. It was decided that the Graduate Affairs Committee Bylaws needed to be consulted before any wording was changed in the UCC Bylaws.

**2. Course repeat policy**

Dr. Regina Rahimi distributed a table developed by her subcommittee showing what the course repeat policies are at public universities in Georgia, South Carolina, and Florida. (See Attachment 1). She reported that the AASU course repeat policy is referenced on the Academic Orientation and Advising website, but it is difficult to find. Her committee also reported that the policy is on page 67 of the Undergraduate Catalog, but it was not indexed. Ms. Panhorst was asked to fix the indexing omission. It was noted that some departments have specific policies regarding course repeats.

It was agreed that the current policy, which places no limits on or penalties for repeating courses, has negative impact in terms of faculty teaching load. More importantly, it can

keep students from enrolling in courses they need and have not had an opportunity to take at all.

The members of the subcommittee agreed that there should be a penalty for course repeats, but did not address what those penalties should be. The handout shows that other schools have a variety of penalties, both academic and monetary.

There was discussion of what issues should be addressed in a course repeat policy. It was suggested that the total number of withdrawals, other than emergency withdrawals, should be limited. It was also suggested that there should be limits on what grades can be repeated (i.e., can a B be repeated). Other issues that should be addressed are what the academic penalties should be and whether retaken grades can count toward graduation honors.

Dr. McGrath instructed the subcommittee to develop some specific recommendations for the next meeting.

### **3. Final approval procedure**

Regarding the point at which UCC items can be sent to the Registrar's Office for processing, the following policy was proposed:

**“University Curriculum Committee items that are approved by the Senate without change may be acted upon by the catalog editor and the Registrar's Office immediately following the Senate vote, without the need to wait for the Senate minutes to be approved.”**

The proposal was moved and seconded. In discussion, it was pointed out that this will shorten the multi-month delay between when an item is submitted to the college curriculum committee and when it becomes available in Banner. The proposal was approved.

**ADJOURNMENT.** The meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Phyllis Panhorst  
Catalog Editor and Committee Secretary

## **Appendix C**

### **Library Committee**

#### **Bylaws**

##### **Mission**

The Library Committee will make recommendations to the Senate concerning library issues that affect the educational mission of the university and will act in an advisory capacity to the University Librarian.

##### **Duties**

The committee shall review and make recommendations concerning the library budget and library allocations policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

##### **Membership**

The voting membership of the committee includes one faculty member from each college, one faculty member from the Library other than the University Librarian, and one undergraduate student member. The University Librarian will be a non-voting, ex officio member of the committee.

##### **Meetings**

The committee shall meet at least once each semester. The committee will determine meeting dates and times to be posted on the senate website.

##### **Reports**

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

## Appendix D

### Writing Committee

#### Bylaws

##### **Mission**

The Writing Committee will promote student achievement in writing and foster campus-wide support for the principles of effective writing in all academic disciplines.

##### **Duties**

The committee shall conduct an annual campus-wide forum and may sponsor other activities to address writing strategies that are generic, program, or discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

##### **Membership**

The committee shall consist of seven faculty members and two students: one faculty representative from each of the four colleges of the university, one at-large member, one Faculty Senate Representative, the Director of the Writing Center, one student nominated by the Director of the Writing Center and one undergraduate student nominated by the Student Government Association. The Director of the Writing Center shall serve as an *ex officio*, non-voting member of the committee.

##### **Meetings**

The committee shall meet at least twice each semester of the academic year. The committee will determine meeting dates and times to be posted on the senate website.

##### **Reports**

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each academic year, the chair of the committee will submit to the Senate a summary report of committee activities.