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## November 10, 2008 AASU Faculty Senate Agenda

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The Faculty Senate of Armstrong Atlantic State University will meet in University Hall, room 156, at 12:10 p.m., Monday November 10, 2008.

## **AGENDA**

- I. Call to Order** Kevin Hampton
- II. Approval of Minutes**
- III. Presentation of Vice President of Business and Finance** David Carson
- IV. Old Business**
  - A. Bylaws: Second Readings & Vote to approve**
    - 1. Planning Budget & Facilities (Appendix A)
    - 2. Faculty Development Committee (Appendix B)
    - 3. Constitution and Bylaws Committee (Appendix C)
  - B. Bylaws: First Readings (into Record)**
    - 1. Honors Advisory Committee (Appendix D)
    - 2. Faculty Welfare Committee (Appendix E)
  - C. Senate Resolution re: support USGFC Bylaws**
- V. New Business** Kevin Hampton
  - A. Faculty Welfare Committee Resolution re: TRS/Cola changes (Appendix F)**
  - B. Comments**
- VI. Announcements**
- VII. Adjournment**

## **Appendix A**

### **Planning, Budget, and Facilities Committee**

#### **Bylaws**

##### **Charge**

The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on the issues related to the budget and planning processes where they affect the academic mission of the university.

##### **Duties**

Responsibilities include recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the university.

##### **Membership**

The committee shall be composed of nine faculty representatives, one undergraduate and one graduate student, and various *Ex officio*, non-voting members. The nine faculty representatives shall consist of two faculty representatives from each of the four colleges, and one from the Library, where at least one of the faculty representatives must hold graduate faculty status. The one undergraduate student member will be selected by the Student Government Association, and the one graduate student member will be selected by the Graduate Student Council. *Ex officio*, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial Services, and the Vice President of External Affairs.

##### **Meetings**

The committee shall meet at least four times each semester of the academic year and make recommendations to the Senate. 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 B

### Faculty Development Committee

#### Charge

The Faculty Development Committee will facilitate, coordinate, and oversee activities directly related to the professional development of faculty.

#### Duties

The committee shall help develop, maintain, and promote the services and resources provided by the university's Teaching and Learning Center; solicit and evaluate applications for internal Teaching and Learning Grants for faculty; **coordinate with the Research and Scholarship committee in calling for internal grants proposals, scheduling review processes, and recommending grant recipients to the Vice President of Academic Affairs;** sponsor and co-sponsor workshops, symposiums, and forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and advocate for other activities and services that support the development, review, and implementation of teaching methods, assessment practices, curricular innovations, and current technologies.

**We list assessment practices in this section because various forms of assessment are instrumental activities of faculty development endeavors. Hence, assessment practices are within our purview.**

#### Membership

The committee shall be composed of eight faculty members, with at least one member/representative from each of the University's Colleges. The Director of Faculty Development and a representative from the Office of Sponsored programs shall serve as *ex officio*, nonvoting members.

**Although the current Director of Faculty Development will retire in December and advertisement for a replacement has been postponed due to budget constraints, there are no plans to eliminate the position. Hence removing the position from the membership of this committee is premature.**

**Because the faculty development committee recommends grant awards, a representative from the Office of Sponsored programs should be an ex-officio member.**

#### Meetings

In addition to review sessions for internal grant applications, the committee shall meet *at least* once each semester. Subgroups of the committee may also meet to work on specific projects approved by the committee as a whole.

#### Reports

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

## **Appendix C**

### **Constitution and Bylaws Committee**

#### **Bylaws**

##### **Charge**

The Committee shall annually review the Constitution and Bylaws of the Faculty Senate and make recommendations for changes to the Senate.

##### **Duties**

This committee will review and make recommendations on the bylaws of each Senate committee, the bylaws of each Standing Committee of the Senate, the Bylaws of the Faculty Senate, and the Constitution of the Faculty Senate. This committee must review all proposals for changes to the Constitution of the Senate and/or the Senate's bylaws.

##### **Membership**

The Committee on the Constitution and Bylaws shall consist of three Senators elected by the Senate.

##### **Meetings**

The committee shall meet on a regular basis, once per month during each academic semester and will convene on matters of forwarded business within a four week time frame upon receipt of such business. 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**

### **Honors Advisory Committee Bylaws**

**Mission:** The mission of the Honors Advisory Committee is to serve as advocate for the Honors Program, its students and faculty, and to aid the administration of the program.

**Duties:** The committee shall monitor adherence to guidelines and policies, update and clarify policies, resolve requests for exceptions to policies, invite and review proposals for Honors Program courses, review Honors Program scholarship applications, and select Honors Program scholarship recipients.

**Meetings:** The committee shall meet at least once per semester during 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. Reports and recommendations shall be directed to the Faculty Senate. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

**Membership:** The committee shall consist of five faculty members, of whom at least three have working experience in the honors program, the Director of the Honors Program, and one undergraduate student representative, all of whom have voting rights. In consultation with the Director of the Honors Program, the President of the Student Government Association shall appoint the student representative on the Honors Committee. One faculty member shall serve as Committee chair and one faculty member shall serve as Committee secretary.

## **Appendix E**

### **Faculty Welfare Committee Bylaws**

**Charge:** The Faculty Welfare Committee will protect the welfare of the faculty and promote a sense of faculty community.

**Duties:** The committee shall consider issues and proposals related to faculty welfare including all matters relevant to faculty conditions of employment. The committee shall be involved in issues of policy and shall not consider individual cases. The committee shall make recommendations to the Senate for either information purposes or for action. The committee will make recommendations to the Senate concerning faculty evaluation policies and procedures after receiving reports from its Evaluation Subcommittee.

The committee may promote various intellectual, educational and social activities that foster a sense of the faculty community.

**Meetings:** The committee shall meet three times per academic year or more as needed. The committee will determine meeting dates and times to be posted on the senate website.

**Reports:** Upon approval, the minutes of each Faculty Welfare Committee meeting will be submitted to the Secretary of the Faculty Senate. Furthermore, an annual summary report shall be submitted at the end of each academic year by the chair of the committee.

**Membership:** The committee shall be composed of nine faculty members, with two from the College of Liberal Arts, two from the College of Science and Technology, two from the College of Education, two from the College of Health Professions, and one from the Library. At least one member must hold graduate faculty status.

#### **Evaluation Sub-committee**

**Mission:** Serve the Faculty Welfare Committee when called upon to do so. It will make recommendations to the Faculty Welfare Committee concerning the evaluation policies and procedures.

**Duties:** The committee shall provide input on the development, administration and analysis of the evaluations system. It shall find technical assistance when requested in the assessment of the job performance of the Faculty as well as administrative officers, and report the results of such evaluations to the Faculty Welfare Committee, to the individual faculty members and administrative officers assessed, and to those officials responsible for the evaluation process of the University, when called upon to do so by the Faculty Welfare Committee.

**Meetings and Reporting:** The committee shall meet when called upon to do so and shall report and make recommendations to the Faculty Welfare Committee.

*Rationale: The modifications reflect the fact that the Faculty Evaluation committee will henceforth be a sub-committee of the Faculty Welfare Committee that is called by, and reports directly to, the Faculty Welfare Committee. The Faculty Evaluation Committee will no longer be a committee under the adopted Senate bylaws.*

## **Appendix F**

### **RESOLUTION**

The faculty of Armstrong Atlantic State University are concerned about the proposed change in TRS board policy regarding Cost of Living Annual Increases (COLA) for current and future retirees. We believe that changing the present policy, which requires the TRS to give its members biannual 1.5% COLA, to a policy under which the 1.5% COLA are optional may significantly weaken the University System of Georgia's retirement plans. Such a move threatens to hamper the recruitment and retention of the most qualified faculty possible, thus jeopardizing our public trust to provide a better educated Georgia. Therefore the AASU faculty strongly urge that the existing COLA policy be retained.