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January 16, 2009 AASU Faculty Senate Minutes

Armstrong State University

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Minutes
Faculty Senate Called Meeting
January 16, 2009
12:10 p.m.
Fine Arts Building rm. 206

I. Call to Order

12:15.

There were 36 of 40 senators in attendance. Please see Appendix A for roster of attendees.

II. Old Business

- a. Bylaws – Second Reading
i. Student Success Committee (App B)
Approved

III. New Business

- a. Bylaws – First Readings
Please note: Due to clerical error, neither the Academic Standards Committee nor the International Programs & Activities Committee Bylaws were ready for senate review. The approval granted to Academic Standards (pending formatting changes) is therefore out of order.

- i. Academic Standards Committee (App C)

Points:

- Formatting should match that of other standing committees of the senate

- ii. International Programs & Activities Committee (App D)

Remanded back to committee

Points:

- Membership clarification “select” v. “elect”
- Concerns that appointed members outweigh elected members. Dr. Skidmore-Hess clarifies that elected do populate more of the committee than appointed; however question remains. Additional questions concern the unwieldy nature of the membership size.
- Duties: potential conflict with the Curriculum Committee

Friendly suggestion to change language in the third line of the Duties section from “enhances campus global perspectives in and beyond the curriculum;” to “promotes global perspectives in and beyond the curriculum;”

- iii. Library Committee (App E)

Approved

- iv. Writing Committee (App F)

Approved

IV. Announcements

V. Adjournment

12:51

Appendix A

Senators present

Adams, Alice
Anderson, Jewell
Andrews, Carol
Bennett, Katherine
Bevis, Rhonda
Butina, Michelle
Coulton, Kimberly
Craven, Kathryn
Eastman, Sean
Fuller, Ann
Garrity, April
Gilbert, Catherine
Goeser, Priya
Hampton, Kevin
Hashemi, Ray
Hizer, Todd
Hollinger, Karen
Jensen, John
Knofczynski, Greg
Lander, Jennifer
Larson, Brett
Logan, Brenda
Loyd, Robert
Mahan, Pamela
McCall, Linda Ann
McGrath, Richard
Moore, Marsha
Nivens, Delana
Simmons, Jack
Skidmore-Hess, Daniel
Thomas, Patrick
Todesca, Jim
White, Nancy
Wimer, Greg
Winterhalter, Teresa
Wolfe, Wendy

Ex-Officio members present

Whitford, Ellen – VPAA
Watjen, Russell – VP Enrollment Svsc.
Wacholz, Patricia –Dean COHP
Finlay, Mark – Int. Dean COLA

Appendix B

Student Success Committee

Bylaws

Mission

The Student Success Committee shall recommend policies on recruitment, admissions, advisement, and retention. It will also select award recipients for scholarships.

Duties

The committee will define and evaluate advisement goals, objectives and procedures as well as evaluate the relationship between academic advisement and retention. The committee will review both current and proposed policies concerning advisement and recommend changes to the Senate. The committee will additionally identify resource needs for advisement and retention and develop, assess, and help implement an annual advisement and retention plan. Committee work will also include the review of scholarship applications compiled by the Office of Financial Aid, and selection of award recipients. The committee will present the list of candidates for graduation.

Membership

The committee shall be composed of ten faculty representatives with at least two from each college, one undergraduate student, one graduate student, and seven *ex officio* non-voting members. The *ex officio*, non-voting members are the Director of Academic Orientation and Advisement, the Director of Multicultural Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Associate Vice President for Enrollment Management, and the assistant Vice President of Graduate Studies.

Meetings

This committee shall meet at least once per month during the Fall and Spring semesters. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The minutes of each meeting will be provided to the Secretary of the Senate for posting. A separate report will be submitted to the faculty senate when a recommendation for action is made by this committee. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.

Appendix C

Academic Standards Committee

Bylaws

The Academic Standards Committee shall hear appeals on academic admission and readmission and shall be responsible for recommending policies related to the Academic Honor Code and the Code of Conduct as well as select members of the Student Court.

The Academic Standards Committee shall consist of two Sub-Committees: The Academic Appeals Sub-Committee and the Student Conduct Sub-Committee.

The Academic Appeals Sub-Committee shall be composed of six faculty members. The Vice-President for Student Affairs or his/her designee, the Vice-President for Academic Affairs or his/her designee, and the Registrar or his/her designee, and the University Appeals Officer will be *ex officio*, non-voting members. The University Appeals Officer will also serve as chair of the committee.

The Academic Appeals Sub-Committee shall meet a minimum of six (6) times per academic year: the first weekday in August, two days before the start of fall semester classes, mid-November, two days before the start of spring semester classes, mid-April, and one day before the start of summer classes.

The Student Conduct Sub-Committee shall be composed of the members of the Academic Appeals Sub-Committee, the Vice-President of Student Affairs or his/her designee, and four students. The four students shall be the President and Vice-President of the Student Court, the President of the Student Government Association, and one student-at-large. The Vice-President of Student Affairs or his/her designee shall assist in the student selection process.

All rules and regulations relating to student conduct that are proposed by any University official, committee, or student group, and for which sanctions may be imposed in the name of the University, must be submitted to the Student Conduct Sub-Committee for consideration and review prior to submission to the Faculty Senate and the student body.

Appendix D

International Programs and Activities Committee

Bylaws

Mission

The International Programs and Activities Committee will clarify, review, and implement regulations and policies regarding the quality and administration of international education programs. The committee will work with the Office of International Education to advance the development of its programs and activities, and to provide recommendations regarding resource allocation for international programs.

Duties

The committee works with the faculty and student international exchange programs, study abroad programs and visiting professors and students; establishes study abroad opportunities; enhances campus global perspectives in and beyond the curriculum; improves campus and community awareness of international programs; clarifies and updates policies; evaluates adherence to these policies; and serves as a forum for discussing relevant administrative and resource issues.

Meetings and Reporting

The committee shall meet at least once each semester. The committee shall make recommendations to the Senate on regulations and policies regarding the quality and administration of international education programs. The committee shall provide advice and expertise to the Office of International Education on issues related to program development, activities, and resource allocation. The committee shall report to the Senate its actions regarding international program development, activities, and resource allocation. The student member of the committee shall report the activities of the committee to the student Senate.

Membership

The committee shall be composed of the campus representatives to the European, Asian, African and Americas Councils of the University System of Georgia; a member of the European Union Certificate Program; a member of the Latin American Certificate Program; the campus representative to the Georgia Consortium for International Studies; three study abroad program directors; five faculty representatives; and one student representative. The Director of International Education shall serve as an *ex officio*, nonvoting member. The President of the Student Government Association shall nominate the student representative. The Director of International Education shall nominate the study abroad program directors. The members of the committee shall elect one voting member as Chairperson.

Appendix E

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 F

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.