

Georgia Southern University

Digital Commons@Georgia Southern

Faculty Senate Agendas

Faculty Senate Agendas and Minutes

10-16-2018

Faculty Senate Agenda

Georgia Southern University, Faculty Senate

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/faculty-senate-agendas>

Recommended Citation

"Faculty Senate Agenda" (2018). *Faculty Senate Agendas*. 59.

<https://digitalcommons.georgiasouthern.edu/faculty-senate-agendas/59>

This agenda (open access) is brought to you for free and open access by the Faculty Senate Agendas and Minutes at Digital Commons@Georgia Southern. It has been accepted for inclusion in Faculty Senate Agendas by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Georgia Southern University Faculty Senate Meeting

October 16th, 2018
4:00-6:00pm

Nessmith-Lane Ballroom
847 Plant Dr, Statesboro, GA 30458

SSC Savannah Ballroom
11935 Library Dr, Savannah, GA 31419

Pre-Meeting Notes:

- 1) Read all reports, motions, and discussions included in this agenda *before* the meeting.
- 2) Bring printed copies as needed. Copies will not be available at the meeting.
- 3) Remember to sign in for the meeting either manually. The meeting starts promptly at 4pm, which means everyone should be signed in and seated at that time.
- 4) Please follow the directions for microphone use. You must also keep your mouth close to the microphone while you are speaking. State your name and college every time you begin to speak. These practices are essential to keep an accurate transcript of the meeting.

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF THE MINUTES: September 5, 2018 – Carol Jamison (CAH), Senate Secretary

- a. correction to alternate attendance

IV. LIBRARIAN'S REPORT FOR SEPTEMBER 5, 2018 – Meca Williams-Johnson (COE), Senate Librarian

- a. General Education and Core Curriculum Committee – Michelle Cawthorn (COSM), Chair
- b. Undergraduate Committee – Chris Cartright (CAH), Chair
- c. Graduate Committee – Brandonn Harris (WCHP), Chair

V. ACTION ITEMS

- a. **Changes to the Faculty Handbook** – Jonathan Hilpert (COE), Faculty Welfare Committee, Chair (page 3)
- b. **Guidelines for the Faculty Grievance Committee** – Jim LoBue (COSM), Faculty Welfare OWG (page 4)

VI. PRESIDENT'S REPORT – Shelley Nickel

VII. PROVOST'S REPORT – Carl Reiber

AGENDA, cont.

VIII. SENATE EXECUTIVE COMMITTEE REPORT

- a. **RFI on Inclement Weather Cancellations and Make-up Policies** (page 6)
- b. **RFI(s) on Budget** (page 7)
- c. **RFI on Workload** (page 11)
- d. **RFI on Parking** (page 12)
- e. **RFI on Intercampus Travel** (page 13)
- f. **RFI on Early Alerts** (page 14)
- g. **RFI on Gap Funding** (page 15)
- h. **RFI on Grants** (page 16)

IX. ANNOUNCEMENTS: VICE-PRESIDENTS

X. ADJOURNMENT

**All Senate Meetings are recorded. Edited Minutes will be distributed.*

Senate Executive Committee Agenda Request

Approved by the Senate:

Approved by the President:

Motion to accept changes to the faculty handbook

Submitted by: Jonathan Hilpert (jhilbert@georgiasouthern.edu)

9/19/2018

Motion:

Motion to accept faculty handbook changes to sections 304, 305,

Motion to accept faculty handbook changes to sections 318, 319, 321.02, 321.05,

Motion to accept faculty handbook changes to sections 322.01, 322.02, 322.03, 322.04, 322.05, 322.06, 322.08.

Rationale:

A subcommittee of the Faculty Welfare Committee was formed to address remaining portions of the faculty handbook that were not completed during the 2017-2018 consolidation process. The remaining portions were reviewed and corrected by the subcommittee. Corrections were also reviewed by the provost's office for alignment with the Board of Regents Policy Manual. The corrections were unanimously approved by the subcommittee, as well as the Faculty Welfare Committee. Copies of the corrected sections with track changes, as well as a summary of the changes, are provided for senate review. The sections have been separated into three documents for convenience. A vote of approval will integrate the suggested changes into the 2018-2019 consolidated faculty handbook, as well as complete the handbook consolidation process and return control of the handbook back to the faculty senate.

Response:

Attachments: [Summary of Faculty Handbook Changes](#)

[Handbook Sections 304, 305 \(Corrected and reviewed by Candace and FWC\)](#)

[Handbook Sections 318, 319, 321.02, 321.05 \(Corrected and reviewed by Candace and FWC\)](#)

[Handbook Sections 322 01-08 \(Corrected and reviewed by Candace and FWC\)](#)

Senate Executive Committee Agenda Request

Approved by the Senate:

Approved by the President:

Guidelines for the Faculty Grievance Committee

Submitted by: Jim LoBue

5/19/2018

Motion:

The Welfare Committee moves that effective in fall semester 2018 the membership of the Grievance Committee be changed from 30 to 45 members as described in the table below, that the Faculty Senate adopt revisions to the Faculty Handbook to reflect these changes, and adopt the further minor Handbook language revisions included the file attached to this motion.

To view the “further minor changes” please view the attached file in MS Review, “Track Changes” mode. The source for this attached document Comes from the 2017-2018 Georgia Southern Faculty Handbook items 220 and 220.1

Membership Apportionment		Campus		
		Statesboro	Armstrong	Liberty
Arts and Humanities	6	4	2	-
Behavioral and Social Sciences	6	4	2	-
Science and Mathematics	6	4	2	-
Education	6	4	2	-
Business	56	4	12	-
				-
Health Professions	54	3	21	-
Engineering and Computing	4	3	1	-
Public Health	3	2	1	-
Library	3	2	1	-
Liberty Representative	1			1

If the above table is not legible, please see the attached file.

In the above table, numbers indicate faculty representatives from each campus and college.

Rationale:

The University Grievance Committee (GC) is an essential element for the well-being of the faculty and faculty governance. Since the faculty has increased by more than 50% and the student body by roughly 33% an arbitrary choice was made to increase, by 15 faculty, the membership of the committee (as compared with the number, 30, which was the membership for the GC of the former Georgia Southern University).

As is true with any apportionment, assignment of representatives suffers from our inability to assign fractional representatives to a college, school, or the library. Not knowing what the exact numbers are in each of the colleges, nor how these numbers distribute themselves between campuses, the committee has chosen roughly a 2:1 assignment of representatives. A single representative should be adequate for the Liberty campus since the population of faculty there is, as yet, quite small. The Armstrong Campus faculty have a copy of this document, but it is not clear yet whether they think the above breakdown of representation is fair. If there are inequities, changes can be made with a new proposal from the “combined” Senate once it is constituted in the fall.

NOTE: In the Markup version it appears that there are 54 faculty proposed for the College of Health Professions. This is NOT the case, but the Markup “~~strikethrough~~” is obscured by the design of the “4” digit. There are actually only 5 representatives proposed for Public Health.

Attachment: [Faculty Grievance Procedures](#)

Response:

Senate Executive Committee Request for Information

Hurricane Plan

Submitted by: Donna Mullenax

9/6/2018

Question(s):

What is the hurricane plan for making up class time?

Rationale:

We have been impacted two consecutive falls with hurricanes causing us to miss over a week of classes for each hurricane. The make up policies has been different for all campuses each time, and was decided after we returned to campus. Some cases extended the semester a week; another basically cancelled finals week. We were also told right before we evacuated for Irma to have two weeks of course materials on D2L (now Folio) to aid in making up class time. With this said, is there a policy on making up class time due to weather/natural disasters and what is it?

Response:

Senate Executive Committee Request for Information

University, College, and Departmental Budget Transparency

Submitted by: Heidi Altman (haltman@georgiasouthern.edu)

10/1/2018

Question(s):

- 1) Will there be money generated from summer teaching to help augment departmental operating budgets this year?
- 2) If not, how will departmental operating budgets make up for such monies which were disbursed in past years?
- 3) When will college budgets be released?
- 4) What measures do the Office of Business and Finance and the Office of Academic affairs currently take to make the financial state of the university transparent to important stakeholders such as Deans and Department Chairs?
- 5) Does the Office of Business and Finance and the Office of Academic Affairs follow a specific timeline in the transmission of this information? If so, what is it?

Rationale:

The financial operations of departments and colleges are critical to research, student success and effective teaching. Without a clear budget, department chairs and deans cannot plan for faculty travel to conferences, faculty research support, student research support, student travel to conferences, and operating expenses above the allotted departmental operating budget. Over the years, summer incentive money has come to replace any actual increases in departmental operating budgets. Some departments have not had an increase in operating budgets within memory. Over time and as departments grow, costs rise and higher scholarly expectations put more pressure on departmental operating budgets. In some cases, departments may not even be able to purchase paper for copying exams or other supplies. Without knowledge of their budgets department chairs and deans cannot adequately administer their academic units. Finally, there are rumors flying fast and furiously between departments, between colleges and across campuses about the budget situation. Transparency and clarity would improve the relations among departments and colleges and foster better relations

between campuses. Rumors which blame one campus or the other for budget shortfalls threaten to disrupt the trust we have been striving for in the consolidation process.

Response:

Senate Executive Committee Request for Information

Release of Summer Incentive Money to Departments

Submitted by: Christopher Brown (cmbrown@georgiasouthern.edu)

9/28/2018

Question(s):

Why have departments not yet been informed about the amount of summer incentive money that will be forthcoming to their departmental budgets? When will this information be made available?

Rationale:

Multiple departments across colleges have reported that they have not been informed about any summer incentive money that will be forthcoming to department budgets. Usually, this information is made available to departments in August. Summer incentive money is a crucial resource for departments to support faculty and student travel to conferences. Typically, faculty and students must apply to conferences many months in advance. The delay in knowing the summer incentive budget is causing uncertainty for faculty and students facing approaching deadlines to apply for conferences or to pay conference registration fees or to pay for airfare. Knowing how much summer incentive money is available and when it will be released will help faculty and students better plan their professional travel. In addition, uncertainty about the budget has cause some departments to postpone the scheduling of 2019 summer term courses. This issue has particularly impacted those colleges who were not fully funded for this academic year.

Response:

Attachments/Links:

Budget

Submitted by: Ted Brimeyer (tbrimeyer@georgiasouthern.edu)

9/20/2018

Question(s):

Are there problems with the University budget? Where is summer incentive money, that usually goes to departments, being directed?

Rationale:

We have been informed that travel money will be cut due to lack of summer incentive money.

Response:

(October 1, 2018)

Adjustments to the University budget from year-to-year and as circumstances develop during the budget cycle are typical and do not indicate a “problem” with the budget. A large percentage of the summer incentive money will be dispersed in the next two weeks based on the funds remaining after instruction cost and based primarily on student credit hours (SCH) generated by each college. As for travel funds, each college and department determines how these funds will be distributed.

Senate Executive Committee Request for Information

Faculty Workload Equity

Submitted by: Patricia Holt (PHolt@georgiasouthern.edu)

Question(s):

- 1) Is there a uniform policy regarding faculty teaching load across colleges?
- 2) Is there a uniform policy regarding faculty teaching load across campuses?
- 3) Will the entire university be moving toward a 3-3 teaching workload?
- 4) What is the timeline for implementing changes to the teaching workload?

Rationale:

Currently, there are faculty within particular colleges on differential workloads depending on the faculty member's home campus. For example, in one department, faculty on the Statesboro campus teach a 3-3 load, while faculty on the Armstrong campus are teaching a 4-4 load. Further, evaluation of faculty working on differential workloads needs to be transparent with faculty input. Plans to create equity between colleges and campuses with regard to faculty workload need to be developed to maintain healthy morale.

Response:

(October 2, 2018)

- 1) No, there is currently no policy regarding faculty workload specific to Georgia Southern. There is an applicable University System of Georgia policy, which can be found here: https://www.usg.edu/hr/manual/employee_categories. Any policy the University develops must adhere to that policy.
- 2) No, not to my knowledge other than the USG policy.
The USG has a workload policy that GSU follows.
- 3) and 4) I have established a taskforce to recommend a GSU faculty workload policy based on USG policy. This taskforce will include faculty senate representation along with administrators. Each college will be required to develop a workload policy that conforms to the USG and GSU policies. Departments will also be required to either develop a workload policy or adopt their college policy. Given the unique differences between departments and colleges with regard to teaching modes, delivery styles, class sizes, etc. workload policy must be discussed and developed to meet the needs of our students, departments and colleges but in conformation with USG/SGU policy. I have asked that the taskforce provide a recommendation to the Provost by the end of the Spring semester.

Senate Executive Committee Request for Information

Parking Fees

Submitted by: Janee Cardell (jcardell@georgiasouthern)

9/3/2018

Question(s):

Can you please review the parking charges on all three campuses to make sure they are fair and equitable for all?

Rationale:

Now that we are officially one university, we should all be governed by the same policies and procedures. At this point, faculty, staff, and students pay different rates for parking based on their campus location. This is confusing, and appears inequitable. When and how will this policy be reviewed?

Response:

Attachments/Links: [Parking Policies and Fees for Faculty](#)

Yes, the parking rates for Faculty and Staff are being reviewed and a recommendation will be made to the President's Cabinet for implementation in fall 2019. Student rates were set during the consolidation process and the guiding principle at that time was to not increase student's cost of attendance and to normalize fee rates with service.

Senate Executive Committee Request for Information

Intercampus Travel and University vehicles

Submitted by: Heidi Altman (haltman@georgiasouthern.edu)

10/1/2018

Question(s):

- 1) Is the university planning to purchase, or has it already purchased, new vehicles for the motor pool to provide a means for travel between campuses?
- 2) If these vehicles have been recently purchased where did the money for these purchases come from?
- 3) Does the university have a policy regarding car-pooling with university vehicles between campuses?
- 4) Are certain individuals or administrative units privileged over others with regard to the availability of university vehicles?
- 5) Is the university planning to develop a university supported means of travel between campuses (such as a bus or van service or a ride sharing system) that does not involve the unreimbursed use of personal vehicles?

Rationale:

The university owns and maintains a motor pool, in addition to departmentally purchased and maintained vehicles. Many chairs and administrators must commute twice or three times a week to the other campus. If they are unable to be reimbursed because of limited departmental travel budgets, they have effectively had a pay cut. If everyone who commutes drives individually it is an enormous waste of gasoline and resources. It is not possible for everyone who has to commute to individually drive a university vehicle. If the university were to develop a car pool policy or facilitate a ride share program among faculty/administrators, this would save individuals money out of pocket, as well as save the university resources dedicated to the motor pool. If the university were to develop a van or bus system between campuses, potentially even more resources could be saved

Response:

Senate Executive Committee Request for Information

The Early Alert system for informing students in core classes of their academic status has been changed since last year and is not functioning properly.

Submitted by: Marshall Ransom (mransom@georgiasouthern.edu)

9/14/2018

Question(s):

1. Why was the existing early alert changed? 2. Why is it not possible to fix an error? If one accidentally selects "Yes" indicating that a student is at risk of failing, that "Yes" cannot be unclicked. A "No" can be selected, but that might not be the appropriate message at that time. 3. After submitting perhaps several unsatisfactory indications for students, those student names disappear from the accessible list. Thus no later correction perhaps to an "S" is possible. Why? 4. Two "robo" emails are sent to the submitting professor indicating that the student has met with their advisor (sometimes that happens) and also that we have "Case Closed." The case may be far from closed. These emails amount to dozens, over a hundred for those with large classes.

Rationale:

Early alerts for core courses and others chosen by departments are important in providing students with warnings about their performance in courses. A system for doing this which has dysfunction is not acceptable. I have tried to inform the Provost's office about this situation and received one response in late August asking for the names of students who had disappeared from my list. Since then I have tried and failed to get a follow-up response.

Response:

Attachments/Links: [Early Alert Changes](#) (2016)

[Recommended changes to the early alert-midterm grades policy](#) (2014)

Senate Executive Committee Request for Information

Gap Funding

Submitted by: Dustin Anderson (danderson@georgiasouthern.edu)

10/3/2018

Question(s):

What steps does the university plan to take to retain students who are dropped from their classes during the semester because they owe relatively small amounts of money?

Rationale:

Dropping students can have a serious impact on enrollment both at the university and program levels. Losing these students over small amounts seems like it costs more money than the tuition students owe. Having this happen pervasively can feel like a waste of student and faculty time. Could we allow students to complete the semester for which they are registered but require them to pay before registering for a new semester or receiving grades, or drop students from one instead of all classes so they can take the courses for which they paid, or offer gap funding, or consider other options? If there are mechanisms in place for this, what are they, or how could we help students find out about these?

Response:

Senate Executive Committee Request for Information

Grants, Budget and Timing

Submitted by: Dustin Anderson (danderson@georgiasouthern.edu)

10/3/2018

Question(s):

How will grants conforming to old policies be grandfathered into the new university?

Rationale:

Multiple faculty have expressed concerns that grants established pre-consolidation that conformed to policies on overload pay were not approved in the new university after much of the work had been completed. This is not an incentive to apply for new grants, which enhance our university's visibility and advance our research profile.

Response:
