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Faculty Senate Agendas

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4-3-2019

## Faculty Senate Agenda

*Georgia Southern University, Faculty Senate*

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# Georgia Southern University Faculty Senate Meeting

April 3<sup>rd</sup>, 2019  
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 of any items as needed. Copies will not be available at the meeting.
- 3) In order to allow everyone a chance to participate, and to conduct the meeting in a timely manner, please limit yourself to two talking points per item. If you feel strongly about an issue, we suggest that you prepare a statement ahead of time. No talking point should exceed two minutes.
- 4) Remember to sign in for the meeting on the sheet at your meeting location. The meeting starts promptly at 4pm, which means everyone should be signed in and seated at that time.
- 5) As a Senator, if you cannot attend, it is your responsibility to confirm a substitution with the alternates from your college.
- 6) Alternates must indicate which Senator they are present in place of. Alternates may vote *only if* they are representing another Senator.
- 7) 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 (not abbreviation) every time you begin to speak. Please wait to be recognized before speaking. 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: March 7, 2019** – Carol Jamison (CAH), Senate Secretary

### **IV. LIBRARIAN'S REPORT: April 3, 2019** – 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

AGENDA, cont.

## **V. ACTION ITEMS**

- a. ***Motion*** – **Faculty Workload Policy** – Diana Cone (VPAA), Faculty Workload *AdHoc* Committee, Chair (page 3)
- b. ***Motion*** – **Update to section 317 (course evaluation language) in the Faculty Handbook** – Jonathan Hilpert (COE), Faculty Welfare Committee, Chair (page 8)
- c. ***Motion*** – **Update Senate Bylaws** – Dustin Anderson (CAH), Senate Executive Committee, Chair (page 10)

## **VI. PRESIDENT’S REPORT** – Kyle Marrero

## **VII. PROVOST’S REPORT** – Carl Reiber (VPAA)

## **VIII. Presentation on Campus Data Security (DOU)** – Ron Stalnaker (CIO)

## **IX. SENATE EXECUTIVE COMMITTEE REPORT**

- a. **RFI – Regional Academic Plan** (page 23)
- b. **RFI – Budget Diversion** (page 26)
- c. **Discussion Item – Faculty’s Practical Role in Student Success** (page 27)

## **X. ANNOUNCEMENTS AND UPDATES: Vice-Presidents & Committee Chairs**

- a. Announcements and Updates from VPs and Chairs

## **XI. ADJOURNMENT**

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

## Senate Executive Committee Motion Request

*Approved by the Faculty Senate:*

*Approved by the President:*

*Approved by the President's Cabinet*

### Faculty Workload Policy

Submitted by: Dustin Anderson

3/20/2019

#### Motion(s):

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Motion to approve the Faculty Workload policy for inclusion in the Faculty Handbook (section 322.07).

#### Rationale:

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In the Fall of 2018, the Provost's office created an AdHoc committee to develop a Faculty Workload Policy. The committee, composed of faculty from each teaching college, was charged with drafting a detailed policy that would make clear the expectations for the standard university workload related to teaching, scholarship, and service. The underlying intention of this policy and procedure is to protect faculty by codifying expectations while allowing for multiple avenues to advance during their careers. The policy, developed by this committee, is specifically designed to enable colleges, schools, departments, and individual faculty to pursue, plan for, and recognize the fact that specific individuals and units will have unique objectives and will make different commitments among the three faculty roles. The policy distributes the primary responsibilities among faculty in a way that most equitably and efficiently advances this tripartite mission among quality teaching, excellent scholarship (including research and creative activity), and meaningful service to the institution, profession, and community. This policy contains a purpose, policy detail, procedure, and illustrative examples in effort to move away from one-size-fits-all practices, tacit agreements, or "understandings" about the roles and expectations of workload.

Response:

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Attachment: [Faculty Workload Policy](#)

# ***Georgia Southern University Faculty Workload Policy***

## **Purpose:**

Georgia Southern University is a public comprehensive and Carnegie Doctoral/Research university with a tripartite responsibility: to provide transformative learning opportunities to students, support collaborative efforts to discover and disseminate knowledge, and to serve and strengthen society. The goal of the Georgia Southern University Faculty Workload policy is to distribute these responsibilities among faculty in a way that most equitably and efficiently advances this tripartite mission among teaching, scholarship (including research and creative activity), and service. The policy is designed to promote quality teaching, support excellent research and creative activity, and encourage meaningful service to the institution, profession, and community. It is also designed to enable colleges, schools, departments, and individual faculty to pursue, plan for, and recognize the fact that specific individuals and units will have unique objectives and will make different commitments among the three faculty roles.

## **Policy:**

The superseding guidelines for this policy are the faculty workload expectations established by the University System of Georgia [LINK]. In meeting the system expectations, it is recognized that Georgia Southern University faculty members are expected to be productive in the areas of teaching, service, and (for tenure-track faculty) scholarship. The distribution of effort among these areas of responsibility may vary among faculty members and from year to year through the course of their careers.

### **Teaching**

Teaching is the primary function of university faculty. Preparing lectures, instructing students, revising curricula, responding to students, holding office hours, evaluating assignments - these activities are all part of normal instructional duties. Additionally, the design, implementation, and analysis of programmatic assessment for our accrediting agencies are also a responsibility of instruction. Tenure-track faculty, particularly those seeking tenure and promotion, are generally expected to focus 60% of their workload toward teaching.

### **Scholarship**

Tenure-track faculty are expected to actively pursue research or creative activity to improve their instruction and extend their disciplinary knowledge. Tenure-track faculty, particularly those seeking tenure and promotion, are generally expected to focus a minimum of 30% of their workload toward scholarly pursuits; however, continued scholarly workload assignment will depend on sustained scholarly production and outcomes.

### **Service**

Service activities are vital to the mission and function of the University. As such all permanent faculty, both tenure and non-tenure track, are expected to assume an adequate share of departmental committee work and/or service to the institution, profession, and community, including institutional governance when selected. Attendance of departmental, college, and university meetings is expected of all faculty regardless of workload. It is generally expected for tenure-track faculty to focus a minimum 10% of their workload toward service work, but not more than 30%.

This policy provides a common reference for describing the varied work faculty members do as well as an agreed framework for discussions of that work. It also contains illustrative examples that may be used to develop an individual faculty member's workload assignment for the following year during each annual merit review process. The policy establishes some core standards, for instance that each 10% teaching workload is nominally equivalent to a semester-long, three-credit course or equivalent, and that all tenure-track faculty must allocate at least 10% of their time toward service to their discipline.

This policy also requires that each college and/or department establish, in writing, more specific explanations outlining the expectations and timelines for faculty effort in each of these areas. It requires Department Chairs to establish expectations as to the outcomes expected for a particular level of scholarship or service workload assignment. It is also requires departments to establish class norms (equating to the 10% teaching effort) appropriate to the discipline for the various courses taught; and equivalencies for non-standard faculty activities (e.g., supervision of significant student research or clinical/practicum activities). Likewise, disciplines with writing-intensive courses, laboratory courses, studio and field experiences, etc., or with unusually heavy supervising and mentoring responsibilities, shall establish teaching load equivalencies through the shared governance process on the basis of this model.

These considerations must be formally discussed and incorporated into the faculty annual assessment process.

### Illustrative Examples of Annual Workload Models

Some examples of possible workload assignment combinations appear below. The examples reflect various percentages of effort in the three faculty performance areas. The model does not dictate, or favor, any particular mix of these activities although the majority of tenure-track faculty will be on the standard workload indicated the Teaching-Scholarship Balanced Workload model. The examples given are merely illustrative and may vary for individual faculty, as agreed by the faculty member and Chair and as approved by the Dean.\*

<b>Teaching-Scholarship Balance Workload</b>	
3-3 course load Teaching.....	60
S/CA.....	30
Service.....	10
<b>Total .....</b>	<b>100</b>

<b>Administration Emphasis Workload</b>	
Service.....	80
1-0 course load Teaching.....	10
S/CA.....	10
<b>Total .....</b>	<b>100</b>

<b>Teaching Emphasis</b>	
4-4 course load Teaching.....	80
S/CA.....	10
Service.....	10
<b>Total .....</b>	<b>100</b>

<b>Non-tenure track - Service Emphasis</b>	
4-4 course load Teaching.....	80
S/CA.....	0
Service.....	20
<b>Total .....</b>	<b>100</b>

<b>Teaching - Service Emphasis</b>	
3-3 course load Teaching.....	60
S/CA.....	10
Service.....	30
<b>Total .....</b>	<b>100</b>

<b>Non-tenure track - Teaching Emphasis</b>	
5-5 course load Teaching.....	100
S/CA.....	0
Service.....	0
<b>Total .....</b>	<b>100</b>

<b>Scholarship Emphasis</b>	
2-2 course load Teaching.....	40
S/CA.....	50
Service.....	10
<b>Total .....</b>	<b>100</b>

*\*Actual workload assignments for each faculty member will be negotiated with the department chair as part of annual merit review.*

### Procedure:

During the annual merit review process Department Chairs, in consultation with the faculty, will recommend a workload for each faculty member that divides effort between teaching, scholarship, and service. The recommendation will be based upon the faculty classification (tenure track, lecturer, etc.) as well as the service, scholarly, and creative activities of the faculty member. It must also support that

faculty member in meeting tenure and/or promotion expectations of the unit, to ensure fair evaluation at the point of P&T.

It is noted that specific assignments may vary depending on departmental and college needs and resources, and may also take into account a faculty member's prior history of success in the areas of teaching, scholarship, and service. As such Department Chairs should clearly articulate during the annual review process the outcomes expected to receive a particular workload division of effort. The Dean will either accept or modify the teaching load.

### **Appendix:**

References: Language used in portions of this policy were developed using materials from Boise State University (Faculty Workload Policy) and Kennesaw State University (Faculty Handbook).

### **Ad hoc Committee Members:**

Diana Cone, Chair  
Dustin Anderson  
Alicia Brunson  
Sungkon Chang  
Nedra Cossa  
Daniel Cox  
April Garrity  
Catherine Gilbert  
Brian Koehler  
Dan Pioske  
Rand Ressler  
April Schueths  
Stacy Smallwood  
John Stone



## Senate Executive Committee Motion Request

*Approved by the Faculty Senate:*

*Not Approved by the Faculty Senate: 3/7/2019*

*Approved by the President:*

*Approved by the President's Cabinet:*

# Motion to accept changes to section 317 of the faculty handbook.

Submitted by: Jonathan Hilpert

3/21/2019

## Motion(s):

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Motion to accept changes to section 317 of the faculty handbook.

## Rationale:

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At the previous senate meeting, changes to section 317 were proposed to align with modifications to university SRI procedures. Faculty senate asked that the phrase "excluding summer" be moved from the proposed section before accepting. The phrase has been removed. Please see the proposed text below, with track changes.

## Proposed:

### 317 Student Ratings of Instruction

Georgia Southern requires and conducts written or online student ratings of instruction each academic term (excluding summer) to provide information to faculty for their use in the improvement of teaching. Results are also used in faculty evaluation as mandated by Regents policy as a portion of an evaluation of teaching effectiveness. All courses are evaluated through an online platform; responses are the property of the University. As with any evaluation, faculty shall have the right to respond to student ratings regarding factors that might have influenced student ratings of instruction scores.

*Approved by Faculty Senate, March 6, 2018, and President, March 8, 2018.*

## Response:

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## Motion

Motion to accept changes to section 317 of the faculty handbook.

## Rationale

At the previous senate meeting, changes to section 317 were proposed to align with modifications to university SRI procedures. Faculty senate asked that the phrase “excluding summer” be moved from the proposed section before accepting. The phrase has been removed. Please see the proposed text below, with track changes.

### Proposed:

#### 317 Student Ratings of Instruction

Georgia Southern requires and conducts ~~written or~~ online student ratings of instruction each academic term ~~(excluding summer)~~ to provide information to faculty for their use in the improvement of teaching. Results are also used in faculty evaluation as mandated by Regents policy as a portion of an evaluation of teaching effectiveness. All courses are evaluated through an online platform; responses are the property of the University. As with any evaluation, faculty shall have the right to respond to student ratings regarding factors that might have influenced student ratings of instruction scores.

*Approved by Faculty Senate, March 6, 2018, and President, March 8, 2018.*

## Senate Executive Committee Motion Request

*Approved by the Faculty Senate:*

*Approved by the President:*

*Approved by the President's Cabinet*

# Update to Faculty Senate Bylaws

Submitted by: Dustin Anderson

3/22/2019

## Motion(s):

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Motion to accept the updates to the Faculty Senate Bylaws (handbook section 324 and Faculty Senate documents)

## Rationale:

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In keeping with Article III.5.k., (i.e., review all Bylaws and handbooks), the SEC moves to accept the updates to Faculty Senate Bylaws in effort to clarify existing practices and expectations, and to include practical changes not fully detailed in the previous version.

## Response:

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Attachment: 2019 Updates for Senate Faculty Governance

### 323 Faculty Governance/Shared Governance

- The faculty and administration of Georgia Southern University affirm their belief in the process of shared governance both as a principle and an animating spirit of our institution. Shared governance involves faculty and administration participating mutually in the development of policies at the departmental, college, and university levels. Faculty therefore have a role in developing policies including, at the appropriate levels, strategic planning; academic and curricular policies; committee establishment and appointments; selection and retention of academic unit leaders; review and revision of the shared governance process; and faculty personnel actions, including hiring and evaluation of faculty (annual evaluation, pre-tenure, tenure, post-tenure review, and promotion). As used here, “policy” is understood to include guiding and governing principles and any applicable procedures, instructions, or forms developed along with the principles.
- In pursuit of clarity and to provide ready access for faculty and administrators, these policies shall appear on the respective departmental, college, and university web sites and be available in print in the respective departmental, college, and university offices. In consultation with the chair and full-time faculty in each department, each dean should verify the existence of, review, and when necessary, initiate revision of departmental policies to confirm their consistency with college and university policies.
- In consultation with the dean of each college, the provost should review and, when necessary, initiate revision of college policies to confirm their consistency with university policies.
- All faculty and administrators have the responsibility to be aware of the written policies of their respective departments and colleges, and of the University, as well as those of the Board of Regents.

*Approved by CIC, June 28, 2017.*

### 324 Faculty Senate *Bylaws*

The operating rules of the Senate are set forth in the *Bylaws* which were approved by the Faculty Senate, January 22, 1996, and last amended on March 23, 2018, to reflect the consolidated Senate for Georgia Southern University’s Statesboro, Armstrong, and Hinesville campuses. These *Bylaws* establish the operating procedures and committee structure and membership.

#### **ARTICLE I—PURPOSE**

**SECTION 1.** The Faculty Senate shall serve as the representative and legislative agency of the faculty. As such, it shall serve as the official faculty advisory body to the president. Within the policy framework of the Board of Regents of the University System of Georgia, and with the approval of the president, the recommendations of the Faculty Senate shall be the academic policy of the University to be implemented by the administration.

**SECTION 2.** The academic affairs of the University which concern the Faculty Senate and for which it shall be responsible in formulating policies and reviewing procedures include academic activities, general educational policy of the University, the welfare of the faculty, and other matters which maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual of the Board of Regents*.

**SECTION 3.** These *Bylaws* shall be interpreted to allow the Faculty Senate to accomplish its responsibilities and objectives provided such interpretation does not directly conflict with the *Statutes* of Georgia Southern University.

## ARTICLE II—MEMBERSHIP AND MEETINGS

**SECTION 1.** Membership criteria are described in detail in Article V of the *Statutes* of Georgia Southern University. In particular,

- a. each college and the library will have the total number of its full-time faculty divided by 15; for every 15 faculty members, or major portion thereof (i.e., 8-14), that unit will receive a Senate seat to be filled by election following each unit's election process.
- b. no unit shall have fewer than two Senate seats, even if that means apportioning a seat to a unit that is not strictly called for by the ratio in part (a.) of this section.
- c. each unit shall fill one Senate seat with a faculty member based on the Armstrong campus and one Senate seat with a faculty member based on the Statesboro campus.
- d. should apportionment calculations direct a reduction in a unit's number of Senate seats, no sitting senator will be removed; that seat will be eliminated when the first senator of that unit to reach his or her term limit rotates off the Senate. Also, no unit will lose more than one seat in any given year, the Senate Executive Committee (SEC) being charged with adjusting the terms of elected senators so that the staggered term rotation of senators in a unit will not be jeopardized.
- e. members of the faculty who are full-time administrators (distinguished by an administrative contract or no teaching duties) are not eligible to serve as senators or on Senate committees. Should a senator (or committee member) accept a full-time, 12-month, administrative position, whether permanent or interim, that individual ~~should~~ must resign from their senate seat and/or all committees on which they are serving.

**SECTION 2.** Policies for scheduling regular and called meetings and the frequency of meetings are also described in the *Statutes*. The president of the University shall provide to the faculty abbreviated minutes summarizing all action items within 10 working days following each meeting. Any member of the university community is welcome to attend Senate meetings as an observer.

**SECTION 3.** Senators will receive in writing any item intended for notification, discussion, or action at least two workdays in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least two workdays in advance of the Senate meeting. For purposes of these *Bylaws*, the work week is defined as 8 a.m. on Monday until 5 p.m. on Friday when classes are in session.

**SECTION 4.** Faculty Senate meetings shall be conducted according to *Robert's Rules of Order* to the most practical extent, and in accordance with the most recent Senate Protocol.

**SECTION 5.** By direction of the Board of Regents, the president of Georgia Southern University shall preside at all meetings of the Faculty Senate. The president may ask the chair of the Senate Executive Committee to serve as Senate president.

## ARTICLE III—OFFICERS

**SECTION 1.** The officers of the Faculty Senate shall consist of the Senate president who is the chair of the Senate Executive Committee, the voting members of the Senate Executive Committee, the president elect, the Senate secretary, and the Senate librarian. All officers shall be senators.

**SECTION 2.** The Senate Executive Committee shall serve as the chief governing body for all matters before the Senate, including procedure and protocol. It shall be the purpose of the Senate Executive Committee to guide the actions of the Senate so as to enhance all Faculty Senate activities.

**SECTION 3.** The Senate Executive Committee shall consist of one senator from each college and the library, elected by the faculty in their respective units for two-year staggered terms, and the Senate president who serves as the chair of the Senate Executive Committee. Additionally, the president elect, the Senate librarian and the Senate secretary shall serve in an advisory role as non-voting members, unless they represent their colleges on the Senate Executive Committee. In the event that SEC members have a single 'home' campus, the Senate president, in consultation with appropriate Senators, may appoint an additional non-voting elected Senator from a counterpart campus to address apportionment. A non-voting staff member designated by the president of the University shall serve as a liaison with the Senate Executive Committee. Staff assistance and administrative support shall be provided through the Office of the Faculty Senate.

**SECTION 4.** The Senate president shall preside as chair at Senate meetings if so requested by the president of the University and facilitate the operations of the Faculty Senate. The chair shall vote only in the case of a tie in the Senate Executive committee or in the Senate. The Senate president is expected to maintain regular office hours on both campuses. The position of Senate president is recognized with a re-assignment of 6 (of 15) hours per term for duties relating to Senate activities or representation, and is issued a stipend (\$3000) for availability during the non-contract periods in the summer.

**SECTION 5.** The duties of the Senate Executive Committee shall be as follows:

- a. coordinate an orientation workshop for incoming senators and alternates prior to the first Faculty Senate meeting of the academic year on a date determined by the Senate Executive Committee;
- ~~b. ——— appoint a parliamentarian to counsel the presiding officer regarding matters of parliamentary procedure. The parliamentarian, who may be chosen from any member of the university community, must be confirmed by a majority vote of the Senate~~
- bc. review the report of the Senate librarian as a means of expediting all Senate activities;
- cd. review all proposed agenda items prior to the construction of the Senate meeting agenda. The chair of the Senate Executive Committee shall advise the president regarding the inclusion of these items on the agenda;
- de. ——— appoint one member of the Senate Executive Committee to serve as the University System of Georgia Faculty Council representative for the university;
- ef. nominate one faculty member to serve as the institutional representative to the National Collegiate Athletic Association. This appointment must be confirmed by a majority vote of the Faculty Senate. There shall be a one-year apprenticeship prior to becoming the institutional representative. The institutional representative shall serve a six-year term of office (a total of seven years) and may succeed himself/herself. In cases where the institutional representative has been elected to office in the Sun Belt Conference and the term of that office exceeds the six-year term, the president of the University, in consultation with the Senate Executive Committee, may extend the term of the institutional representative to coincide with the term of the elected office in the Sun Belt Conference. Such an extension shall normally be limited to no more than two years;
- f. nominate one faculty member to serve a one-year term as Student Government Association (SGA) representative. This vote must be confirmed by a majority vote of the Faculty Senate. This position will be elected by the Senate in the final meeting of the academic year;
- g. appoint members to both standing committees and ad hoc committees. In general, members shall be chosen to ensure representation from across the university community. The Senate Executive Committee shall solicit interest for nomination or appointment to standing and ad hoc committees. However, in some cases, qualifications for committee membership shall accrue directly from the nature of the committee activity and the interest and talents of certain individuals;
- h. appoint and/or nominate, as appropriate, faculty to other university committees as requested by the president;

- i. ensure that each ad hoc committee has a specific charge that outlines measurable objectives and appropriate time constraints and require that each ad hoc committee submit to the Senate Executive Committee a written report summarizing its activity. The Senate Executive Committee shall provide reports to the Senate for review and action, as needed;
- j. meet at least once per semester with the chair of each ad hoc committee and may meet with the chair of any standing committee at the request of the Senate president. The purpose of these meetings is to review the committees' progress toward the accomplishment of their objectives and to provide advice and assistance as appropriate;
- k. review all the foundational documents of the University as they relate to the faculty, including, but not necessarily limited to, the *Statutes*, *Bylaws*, and various handbooks; examine extant committee structure of the Senate, including charges and composition; and recommend to the Senate such revisions or amendments as appropriate and necessary;
- l. ~~keep and~~ provide agendas minutes of all Senate Executive Committee meetings;
- m. review and revise as appropriate the apportionment of senators from the colleges and the library according to the *Statutes* (see Article II, § 1, and Article IV, § 17);
- n. adjust term limits of committee members and senators as necessary to ensure appropriate continuity and apportionment (see Article II, § 1, and Article IV, § 17); and
- o. communicate to the faculty at-large reminders of Senate Agenda deadlines, Senate meetings, locations of minutes, and the Librarian's Report.

**SECTION 6.** The duties of the PRESIDENT ELECT shall be as follows:

- a. assist the president as a member of the Senate Executive Committee;
- b. preside over the Senate in the absence of the president;
- c. attend all meetings with the Senate president;
- d. attend meetings with the Senate president as requested.

**SECTION 7.** The duties of the PAST PRESIDENT shall be as follows:

- a. assist the president as an *ex-officio* member of the Senate Executive Committee;
- b. act as parliamentarian for the Senate;
- c. attend Staff Council meetings as the Senate Executive Committee representative;
- d. attend meetings with the Senate president as requested;
- e. preside over the Senate in the absence of the president or president-elect.

**SECTION 87.** The duties of the SENATE SECRETARY shall be as follows:

- a. collect, write, and distribute minutes of the proceedings of Senate meetings to the faculty (as defined in the *Statutes* of Georgia Southern University) with staff assistance from the Office of the Faculty Senate. The minutes shall be distributed at least 10 working days prior to the next scheduled Senate meeting.

**SECTION 98.** The duties of the SENATE LIBRARIAN shall be as follows:

- a. provide to the members of the Faculty Senate an informative summary report of all minutes provided to the librarian by the chairs of the standing committees and ad hoc committees of the Faculty Senate. The librarian shall prepare the "Librarian's Report" with staff assistance from the Office of the Faculty Senate and shall distribute the report to the Senate at least five working days prior to the next scheduled Senate meeting. Committees presenting reports as separate agenda items should post minutes on the Senate's website at least five working days prior to the Senate meeting for consideration by the Senate;

- b. serve as a faculty representative on the advisory council to the provost and vice president for academic affairs and shall prepare and distribute to the Senate a summary of the issues addressed at those meetings; and
- c. serve as chair of the Senate Elections Committee.

**SECTION 109.** The Senate secretary and the Senate librarian shall be sitting senators or senators-elect elected by the Senate at its final meeting of the spring semester. The Senate president and president elect shall be sitting senators and the president elect shall be elected by the Senate at the final meeting of the spring semester preceding the beginning of his or her term. The president elect shall serve the first year as president elect and the second year as Senate president; therefore the president elect must have two remaining years in his or her term. These four Senate officers shall serve one-year terms beginning with the first day of the following academic year. The Senate secretary and Senate librarian may succeed themselves for no more than one additional term (a total of two consecutive years). Persons elected to these positions must have had at least one prior year of service on the Faculty Senate prior to the start of the term to which they have been elected.

**SECTION 1140.** Any action taken by the Senate Executive Committee may be overturned by a two-thirds vote of the Faculty Senate.

**SECTION 1244.** Should any of the Senate officers other than the Senate president resign during their terms, an election to fill the remainder of the term shall take place at the next regular Senate meeting. If the Senate president resigns, the president elect shall fill the remainder of the term, and an election to fill the remainder of the president elect's term shall take place at the next regular Senate meeting. Should the librarian or secretary resign, the president elect shall fill that position until the election can be held.

#### **ARTICLE IV—COMMITTEES**

**SECTION 1.** The Faculty Senate shall discharge its responsibilities through a system of standing and ad hoc committees empowered by and responsible to the Senate. Some of these committees shall be designated as standing committees which have a well-defined purpose and whose functions continue from year to year. Others shall be designated as ad hoc committees created to address a particular issue or area of interest. All members of the faculty and students of Georgia Southern University are eligible for membership on Senate committees.

**SECTION 2.** The Elections Committee shall be chaired by the Senate librarian. All other standing committees (the Graduate, Undergraduate, Academic Standards, Faculty Welfare, Faculty Development, Research, Service, Library, General Education and Core Curriculum Committees) are chaired by a voting member elected by the voting members of the committee for a renewable one-year term. Ad-hoc committee chairs shall be appointed by the Senate Executive Committee.

**SECTION 3.** Chairs of standing committees (or designated coordinators in the case of some committees) shall circulate the meeting minutes to the committee allowing the members 5 working days to approve those minutes. Chairs of standing committees shall provide the Senate librarian with reports of each committee meeting within 10 working days of such meetings for inclusion in the Librarian's Report. The chairs of the standing committees shall also submit, within 10 working days, to the Senate Executive Committee a prioritized list of actionable items to be included as agenda items for consideration by the Senate. Actionable items are defined as those items which affect the academic policies of the University.

**SECTION 4.** The Senate Executive Committee shall appoint senators or senate alternates to committees based on college/library divisions. Serious consideration shall be given to the qualifications of individuals



appointed to Senate committees to ensure that their interests and backgrounds are appropriate for the functions of the specific committees to which they are appointed. A senator elected by a college or the library to serve on a standing committee may not also serve as the appointed senator to that committee.

**SECTION 5.** Non-Senate faculty members of standing committees shall be elected by the colleges and the library. Vacancies of elected positions on committees that occur following the regular election period are to be filled for the remainder of the term using procedures internally devised by the colleges and the library. Alternates for Curriculum Committees are elected through individual college elections, and should act as a voting member of those committees only in the absence of the elected college representative.

**SECTION 6.** Membership on standing committees shall normally be for a two-year term with the terms of office staggered to ensure no more than 50 percent turnover in any given year. No faculty member may serve more than two consecutive terms on a standing committee. Members taking academic or medical leave must step down from standing committees, while away, to ensure consistent representation of their college. The elected Senate Executive Committee member for that college will, in consultation with the standing committee chair appoint a replacement from the Senators of the college in question.

**SECTION 7.** Ad hoc committees shall have a specific charge concerning their activities and shall be dissolved with a formal action by the Senate upon accomplishing their purpose.

**SECTION 8.** All committees are empowered and encouraged to invite for counsel and advice from other members of the university community as appropriate.

#### **STANDING COMMITTEES**

**SECTION 9.** The responsibilities of the UNDERGRADUATE COMMITTEE shall be as follows:

- a. recommend to the Faculty Senate policy and procedures concerning undergraduate programs and curricula; review and approve all changes in undergraduate courses, major and minor programs, emphases, concentrations, and degrees; and maintain continuous review of all undergraduate academic programs;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 11.*

**SECTION 10.** Voting membership of the Undergraduate Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and one elected faculty member per unit representing each college and the library and two elected faculty alternates per unit. An alternate for a unit may substitute for the elected faculty member of that unit or the Senate Executive Committee appointee of that unit at meetings. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, and the SGA president or SGA vice president of academic affairs.

**SECTION 11.** The chair of the Undergraduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the president or other appropriate party for final disposition.

**SECTION 12.** The responsibilities of the GRADUATE COMMITTEE shall be as follows:

- a. recommend policy and procedures concerning graduate programs and curricula and maintain continuous review of such programs;
- b. review and approve all changes to graduate courses, graduate programs, and degrees;
- c. review and approve policies for the appointment and retention of faculty members to the graduate faculty.
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 14*.

**SECTION 13.** Voting membership of the Graduate Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and one elected faculty member per unit representing each college and the library and two elected faculty alternates per unit. An alternate for a unit may substitute for the elected faculty member of that unit or the Senate Executive Committee appointee of that unit at meetings. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, the director of Graduate Studies, a representative from the Office of Institutional Effectiveness, and a graduate student elected by the Graduate Student Organization. Senate and faculty representatives must be members of the graduate faculty.

**SECTION 14.** The chair of the Graduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the president or other appropriate party for final disposition.

**SECTION 15.** The responsibilities of the ACADEMIC STANDARDS COMMITTEE shall be as follows:

- a. review and recommend policy and procedures concerning academic standards as they affect the overall academic integrity of the University;
- b. recommend policy and procedures and act upon appeals concerning admissions, academic suspension and academic exclusion, special admission and readmission, and provisional and probationary procedures;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 16.** Voting membership of the Academic Standards Committee shall be composed of senators or alternates representing each college or the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee, the vice president for student affairs, or his or her delegate, and the vice president for enrollment management, or his/her delegate.

**SECTION 17.** The responsibilities of the GENERAL EDUCATION & CORE CURRICULUM COMMITTEE (GECC) shall be as follows:

- a. recommend to the Faculty Senate policy and procedures concerning general education (GE) and core curriculum (CC);

- b. propose, coordinate, and document the University's GE and CC outcomes, i.e., those the faculty expect to be achieved by all of the University's undergraduate students, regardless of their degree program;
- c. coordinate with the Undergraduate Committee and staff agencies, as required, to identify the courses and other student experiences intended to achieve GE and CC outcomes;
- d. plan, facilitate, and report the assessment of GE and CC outcomes;
- e. recommend and monitor improvements, based on the results of GE and CC assessment;
- f. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- g. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 11*.

**SECTION 18.** Voting membership of the General Education & Core Curriculum Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, the associate vice president for institutional effectiveness, or his/her delegate, the vice president for student affairs, or his or her delegate, the vice president for enrollment management, or his/her delegate, an advisor or advising coordinator designated by the Provost's Office, and the SGA president or SGA vice president of academic affairs.

**SECTION 19.** The responsibilities of the ELECTIONS COMMITTEE shall be as follows:

- a. coordinate the election of faculty to the Senate according to the procedures set forth in the University *Statutes*;
- b. coordinate any other Senate elections as directed by the Senate Executive Committee;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee;
- d. report to the Senate Executive Committee and the Senate as described in Article IV, *Section 3*;
- e. work with the President's Office to coordinate elections to university committees with Faculty Senate elections. Monitor elections to university committees, including the Faculty Grievance Committee when requested by the president;
- f. conduct apportionment calculations annually in January using the full-time faculty count available from the provost. The committee will report their findings to the Senate Executive Committee, which will notify the election committees of the individual units regarding those findings and how many seats they have open for election; and
- g. complete elections and report election results to the Senate Executive Committee by April 1 of each year.

**SECTION 20.** Voting membership of the Elections Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the secretary of the Senate, who shall vote in the case of a tie among the voting members of the committee. The committee shall be chaired by the Senate librarian.

**SECTION 21.** The responsibilities of the FACULTY DEVELOPMENT COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty development;

- b. review and evaluate proposals for faculty development funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty development; and
- d. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 22.** Voting membership of the Faculty Development Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

**SECTION 23.** The responsibilities of the FACULTY RESEARCH COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty research and creative projects;
- b. review and evaluate proposals for faculty research funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty research;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 24.** Voting membership of the Faculty Research Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

**SECTION 25.** The responsibilities of the FACULTY SERVICE COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty service;
- b. review and evaluate proposals for faculty service funding and allocate funds budgeted for that purpose;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 26.** Voting membership of the Faculty Service Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

**SECTION 27.** The responsibilities of the FACULTY WELFARE COMMITTEE shall be as follows:

- a. conduct an on-going study of campus, University System of Georgia, state and national policies affecting faculty benefits and working conditions;
- b. solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty;
- c. monitor existing evaluation procedures, instruments, validity, collections and distribution of data;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 28.** Voting membership of the Faculty Welfare Committee shall be composed of senators or alternates representing each college and the library appointed in light of apportionment by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

**SECTION 29.** The responsibilities of the LIBRARIES COMMITTEE shall be as follows:

- a. review and recommend policy for the libraries, including public services and the allocation of departmental funds;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 30.** Voting membership of the Libraries Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the university librarian, or his/her delegate, who shall vote in the case of a tie among voting members of the committee, one undergraduate student and one graduate student, chosen in an appropriate manner by the SGA and the Graduate Student Organization, respectively.

**SECTION 31.** The responsibilities of the STUDENT SUCCESS COMMITTEE shall be as follows:

- a. evaluate recruitment, admission and retention goals;
- b. review current and proposed policies related to recruitment, admission, and retention;
- c. identify resource needs to increase and expand recruitment, admission, retention, and graduation; and
- d. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 32.** Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the vice president for student affairs, or his or her delegate, the vice president for enrollment management, or his or her delegate, and the dean of students, or his or her delegate.

**SECTION 33.** The responsibilities of the PLANNING, BUDGET, AND FACILITIES COMMITTEE shall be as follows:

- a. make recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents);

- b. make recommendations on planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the University; and
- c. report to the librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 34.** Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the provost and vice president for academic affairs, or his or her delegate, the vice president for student affairs, or his or her delegate, the vice president for enrollment management, or his or her delegate, and the vice president for business and finance, or his or her delegate.

#### **AD HOC COMMITTEES**

**SECTION 35.** Any member of the faculty may request that the Faculty Senate establish an ad hoc committee by completing the following requirements:

- a. submit a request in writing to the Senate Executive Committee stating specifically the problem, issue, and/or area of concern. The request must demonstrate that the issue is one of general concern for the University and not a matter concerning only an individual college or administrative area;
- b. outline the desired result from the committee activity (e.g., a report, revision of the *Statutes*, a new or revised administrative approach in a particular area). Requesting increased budgetary support in one or more areas at the expense of others is not a suitable purpose; and
- c. recommend (optional) the names of eligible persons who are interested or have special expertise in the identified area. Faculty senators and non-senators and other members of the university community are eligible to serve on ad hoc committees. Recommendations shall be considered, but final determination of the membership of a committee shall be made by the Senate Executive Committee.

**SECTION 36.** The Senate Executive Committee shall decide whether to establish ad hoc committees. All requests to establish such a committee shall be answered in writing and shall be provided to the Faculty Senate with a statement from the Senate Executive Committee indicating approval or disapproval and the rationale for the decision.

**SECTION 37.** If the request to establish an ad hoc committee is approved, the Senate Executive Committee shall appoint members to the committee including a senator as committee chair. The Senate Executive Committee shall also prepare a specific charge for the committee and specify a requested due date.

**SECTION 38.** The faculty member requesting the formation of an ad hoc committee for which the request is denied may appeal to the full Faculty Senate as a regular agenda item. The Senate may override the decision of the Senate Executive Committee by majority vote of those present.

**SECTION 39.** Ad hoc committees shall have the following reporting responsibilities:

- a. provide an interim report to the Senate Executive Committee in writing at least once each semester; and
- b. present a final report in writing to the Senate Executive Committee by the requested due date. The report shall be submitted as a regular agenda item at a meeting of the Faculty Senate by the ad hoc committee chair.

## **ARTICLE V—RATIFICATION AND REVISION**

**SECTION 1.** These 2018 *Bylaws* were approved by the Faculty Senate on March 23, 2018. Subsequent revision must be included as an agenda item and shall require a two-thirds vote of those present at a meeting of the Faculty Senate.

**SECTION 2.** The president shall call a meeting of the corps of instruction upon a petition of 10% of the members of the corps of instruction to consider proposed revisions to these *Bylaws* or to reverse, rescind, or modify revisions approved by the Faculty Senate.

## Senate Executive Committee Request for Information

### Regional Academic Plan 2017

Submitted by: Ted Brimeyer

3/13/2019

### Question(s):

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Can faculty have access to the full report of the regional academic plan? I assume that the administration on campus has a copy of the full report. I can only find a link to a news release on the USG System page:

[https://www.usg.edu/news/release/higher\\_education\\_regional\\_strategy\\_for\\_southeast\\_georgias\\_workforce](https://www.usg.edu/news/release/higher_education_regional_strategy_for_southeast_georgias_workforce)

I requested a copy from the USG but have not heard back.

### Rationale:

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Based on discussions at the Senate meeting on March 7, 2019 it seems that this plan is guiding University decisions. Faculty should be able to see the direction that has been laid out for the University. This may also assist in explaining/understanding why certain decisions have been made.

### Response:

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# Georgia Southern University

## *Regional Academic Plan*

### Strategic Initiatives

- Regional Higher Education Initiatives

Hinesville-Liberty Campus ***Savannah State taking the lead***

Homeland Security and Emergency Management, Forensic Science  
***Target is to rollout in 2019-2020***

Savannah Business Degree Expansion

Economics

***Will be offering BBA in Economics Fall 2018***

Logistics and Supply Chain Management

***Will be offering BBA in Logistics Fall 2018; looking to collaborate with SSU on Logistics Nexus degrees (target—AY19-20)***

Professional MBA

***Will redesign and move the face-to-face program to be offered only on Armstrong Campus (target—AY19-20)***

Hospitality and Tourism

***Working with SSU to develop a degree program to be offered in Savannah (target—AY19-20)***

Regional Engineering Program Development

Mechanical Engineering

***Will offer the first three years of Mechanical on Armstrong Campus Beginning Fall 2018***

IT/IS

***Discussions under way with USG on the transfer of the WebBSIT to West Georgia and the development of an online business/engineering IT/IS program 2020-21;***

Engineering/Engineering Technology Pathways with SSU

***Continuation of what was being offered***

- Health Science Initiatives
  - Expand Public Health programs to Savannah
    - BS Public Health—Initiated **Fall 2018**
    - Master Public Health and Doctor of Public Health—**begin offering concentrations AY2019-20**
  - Expand Nutrition, Athletic Training, and Sports Management programs to Savannah (**target AY2019-2020**)
  - Explore potential new degree programs-- Occupational Therapy and Audiology Degrees; and discussions regarding the development of a Physician Assistant Program (**AY2020-21; AY2021-22**)
- Education Initiatives
  - Expand MAT Middle Grades Education (**target AY2019-2020**)
  - Expand EdS Educational Leadership (**target AY2019-2020**)
  - Expand BSEd Elementary Education—dual certification (**target AY2020-21**)
- Birth to Kindergarten Program (B-K) (**Fall 2019**)

### **New Programs for Fall 2018**

Existing programs on one of the two campuses being offered on the opposite campus Fall 2018

#### Savannah

BS Sociology  
 BS International Studies  
 BA Philosophy  
 BA Writing  
 Public and Non-Profit Management Certificate (Grad)

#### Statesboro

BS Biochemistry  
 Accelerated BSN (Nursing)  
 BA Music  
 BA Women and Gender Studies  
 MS Criminal Justice and Criminology  
 Neuroscience Certificate

## Senate Executive Committee Request for Information

### Bookstore Markup

Submitted by: Ted Brimeyer  
3/25/2019

### Question(s):

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How much does the Bookstore markup the price of textbooks from the publisher?

### Rationale:

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If faculty are trying to assign affordable books for class, and keep the cost to students at or under \$40, we need to know the amount any book will be increased by the bookstore.

### Response:

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## Faculty's Practical Role in "Student Success"

Submitted by: Dustin Anderson

3/22/2019

### **Subject of Discussion:**

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This is a continuation and development of issues surrounding "student success" and the role faculty play in that process. This discussion should result in a clear, articulate description of what student success means in regards to faculty work and responsibility.

### **Rationale:**

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Based on the brief discussions surrounding the two RFIs from the March 2019 meeting, the Senate should continue its discussion on the practical roles and expectations of "Student Success" initiatives. The Senate invites members of the Student Success Committee to participate in this discussion to share specific measure they've discussed or taken over the course of this academic year. See the March minutes for previous discussion points.

### **Response:**

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