**Minutes**

**Savannah State University Faculty Senate**

**October 4, 2011, Jen Auditorium, Whiting Hall**

Senators present: Chambers, Metts, Yount, O’Brien, Kawasha, Jamison, St. Mark, Stewart, McClain, Bentley, Franklin, Arora, Dowling, Yoon, Andreou, Taylor, Tessema, Sivapatham, Dolo, Singh, Cox, Sajwan, Sarhan, Harris-Murphy, Warren

Senator excused: Faries

Senators absent: Silberg, Ide, Reddick, Alemayehu, Smith, Johnson

Visitors: Anderson, Stokes, Myers, Dunn, Schroeder, Fayoyin, Wyche, Jordan, Adeyemo, Gardner-Martin, Agata

1. Call to Order- The meeting was called to order by Vice-Chair Dr. Dowling at 4:08 PM.
2. Approval of Agenda- The item of the handbook was moved ahead of the Executive Committee report. The agenda was then approved.
3. Approval of Minutes (September 6, 2011)- The name of Dr. Chambers was added to the attendance list. The minutes were approved.
4. Handbook- **The Faculty Handbook was approved as amended.** The Senate applauded Dr. Myers, Dr. Park, Ms. Fayoyin, Dr. Jamison, and Mr. Steffen for their hard work on the handbook during the past two years.
5. Executive Committee Report
6. The Executive Committee wants to set a positive tone for the year and does not want to engage in blaming or pointing fingers. The Faculty Senate should be a working body for the betterment of the faculty and the university.
7. Faculty Workload and Leave Issues- The Executive Committee will ask Faculty Affairs to review faculty workload issues including overload, student credit hours taught, etc.
8. Pay Cycle- Some faculty have asked about the possibility of being paid on a 12-moth basis rather than that currently used. This matter will be referred to the Planning and Budget Committee.
9. Course Buyout Policy for Grants- Current practice for faculty involved in administering grants is for a faculty member to be allowed to have reassigned time for one semester. If the grant is a multiple year project, there should be further released time. This matter will be sent to the Planning and Budget Committee.
10. A letter from Dr. George Tessema to the Executive Committee was discussed. In the letter Dr. Tessema asked:
11. Is it appropriate to offer Freshman Year Experience as an on-line course?
12. Are all assessments of an on-line course, including the final exam, unsupervised?

Dr. Tessema’s questions will be sent to the New Programs and Curriculum Committee.

1. Distribution of Senate membership- With the addition of the University College and the School of Education, Senate membership needs to be properly distributed proportionally and all units should be represented, including the Library. This issue will be referred to the Faculty Affairs Committee.
2. Activating Committees- Once the committees are determined by the Committee on Committees, a member of the Executive Committee will convene the first meeting of each committee and will give the committee their charge.
3. Policy on Minutes- The minutes of Senate meetings will be posted within one week of the Senate meeting. Faculty will have approximately one week to review the minutes and make necessary corrections. The minutes as corrected will then be presented again to the faculty. At the Senate meetings, an up or down vote can then be made on the corrected minutes.
4. Meetings with the President- The Executive Committee will seek periodic meetings with the President to establish clear lines of communication between the Faculty and the President.
5. Meeting times- Tuesdays and Thursdays from 4-5 are supposed to be reserved for meetings. However, some faculty have classes at that time. Faculty were urged to call administrative attention to classes scheduled in this time slot.
6. Service- We are late starting committees this year and have found a problem of a lack of willingness to serve on committees. Our knowledge, skills, and expertise are needed to serve the students, community, university, and our disciplines that we teach. Please try to serve on committees when asked.
7. Call for the President to move the Registrar’s Office from Student Affairs back to Academic Affairs- One rationale for this decision is that catalog changes made over the last 18 months which were sent to the Registrar’s Office were never entered into the system.

**The Senate approved a motion to call for the President to move the Registrar’s Office back to Academic Affairs.**

1. Faculty Salary Study- A call was made in the last two years for Institutional Advancement to conduct a faculty salary study but nothing was done.

**The Senate approved a motion to have the President direct the Office of Institutional Research, Planning, and Assessment do a study on salary equity, compression, and parity.**

A question was asked about what we will do with the outcome of the study. Dr. Dowling responded that if a pattern of inequity were discovered, the Faculty Senate would issue a call to the Administration to present a plan to eliminate it.

1. NPCC Committee- The New Programs and Curriculum Committee needs to be named as soon as possible to handle an array of new courses and number changes. The Committee on Committees will not be functional until late October and will not be able to determine the NPCC members until that time. Dr. Dowling asked the Senate for special permission to have the Executive Committee appoint the NPCC, which will consist of the Chair of each college’s Curriculum Committee and one other faculty member from each college’s Curriculum Committee.

**The Senate approved a motion to make a one-time exception to allow the Executive Committee to name the NPCC pending a online vote by Senators.**

As part of a continuing discussion on committees, Dr. Singh suggested that the Executive Committee send a list of committees to faculty so that they can express interest in serving on specific committees.

Dr. Myers asked that the NPCC consider that, if we receive a mandate from the Board of Regents to make curriculum changes, we should just present these changes as a point of information. If it is a true mandate from the BOR, a lot of time will be spent sending these through the entire curriculum process. Dr. Dowling responded that the By-Laws call for the faculty to be the final arbiter of the curriculum. To that end, if there are changes that must be made to the curriculum for any reason, then it is up to the Faculty Senate to ratify those changes. This matter was referred to the NPCC for further discussion.

1. Graduation- Dr. Stokes, representing the office of the VPAA, requested that the faculty Senate adopt a policy such that students completing their degree requirements during the summer school terms ending in August would use the date of the final exam for that period as the date listed for completing the degree requirements. There was discussion that this would be of benefit to students seeking jobs and admission to graduate school as well as benefiting the university in raising its cohort graduation rate.

**The Senate approved a motion to have the last day of final exams for the summer session as the date listed as the Degree Awarding Date on the transcript for students who fulfilled their degree requirements in the summer.**

A question arose regarding participation in graduation exercises. Dr. Stokes pointed out that those students completing their degree requirements during the summer would be allowed/expected to participate in the following December Graduation Exercise.

1. Student Evaluations- A request was made to the Faculty Senate from the Office of Vice President for Academic Affairs that the recently approved Student Assessment of Instruction Instrument be administered online rather than using the traditional process of having students complete the document on paper. Dr. Dowling distributed a note from Dr. Michael Crow, Director of Institutional Research, listing the advantages and disadvantages of the proposal.

Dr. Tessema said that there would be a decrease in student participation in on-line evaluations.

Dr. Cox said that all faculty should be able to voice their opinions and concerns about on-line evaluations before this process is implemented and, if the Faculty Senate were to act on the proposal today, this would deprive colleagues of the opportunity to have input.

During the ensuing discussion, it was pointed out that the current evaluation process does not allow for 8 week courses to be assessed.

A question was asked about whether faculty could choose between online and paper evaluations. During the lively discussion that followed, the Vice-Chair pointed out that, to the best of his knowledge, the new evaluation instrument had not bee reproduced for use during the fall and, in fact, there are no printed evaluations available. After further deliberation, there was a consensus opinion that perhaps a trial run was appropriate but there was still the obligation to seek input from colleagues. To that end, the Senate agreed to conduct a vote via e-mail after a 10 day period to allow discussion with colleagues of the following motion.

**The Senate approved a motion to conduct an online vote of Senators regarding a one semester trial of online student evaluations of faculty.**

1. Announcements
2. Security- Keep all valuables in a safe place. Theft is an ongoing issue. In the context of discussion security, Dr. Gardner-Martin pointed out that there is a drug rehabilitation house a few feet from the Jasmine gate. A question was made about the possibility of restricting access of non-students to the campus. Several Senators made the point that this is a public campus. We cannot prevent people from coming onto the campus. Lastly, with respect to this issue, Dr. Jordan reminded everyone not to take security issues lightly as we are fortunate that there have not been fatalities to this point in time.
3. The Executive Committee will meet with Dr. Dozier to readdress spending patterns of the university. Resources for instruction have been diminishing while administrative expenditures have increased.
4. Dr. Myers announced that a memorial service would be held at 7:46 for our student who has passed away.
5. Adjournment- The meeting was adjourned at 5:10 PM.

Respectfully submitted,

Kevin O’Brien- Recording Secretary