

## East Georgia State College Faculty Senate

### Meeting Minutes

December 11, 2015

9:30 a.m. in the Conference Room - Statesboro

Type of meeting: Regular meeting

Meeting Facilitator: Dr. Walt Mason, President

- I. Call to order (9:30 a.m.)
- II. Roll call: Dr. Walt Mason, Dr. John Blackburn, Dr. Breana Simmons, Dr. Reid Derr, Mr. Bob Marsh, Mr. Lindy Blount, and Ms. Jessica Todd.
- III. Greeting of Visitors: Dr. Goodman was present.
- IV. Approval of minutes from October 17 meeting and Adoption of Agenda: A motion was made to approve the Oct 17<sup>th</sup> meeting minutes with the correction to the title of the document from "Agenda" to "Minutes." The motion was approved.
- V. Committee Reports
  1. Faculty Senate By-Laws – Reid and Bob (pre-meeting)
  2. Committee on Post-Tenure Review: Dr. Breana Simmons reviewed the changes made to the Post-Tenure Review by the Committee based on the May 6, 2015 Memorandum by Dr. Boehmer. Below are the changes she discussed with the Faculty Senate (which were given to the Faculty Senate in a draft document in red to differentiate the changes made). Only the sections that were changed will be listed below with the sections from which they were taken.

#### 7.6 Post-Tenure Review

##### Policy Criteria

East Georgia State College has adopted the following policy for Post-Tenure Review in accordance with section 4.6 of the Board of Regents Academic and Student Affairs Handbook and section 8.3.5.4 of the Board of Regents Policy Manual.

##### Frequency

According to the policies of the Board of Regents, faculty will undergo review every five years after being granted tenure. Deans/department chairs will inform faculty members that they are beginning their year of review by the start of the fall semester.

##### Post-Tenure Review Committee

Post-tenure review dossiers will be reviewed by all the tenured faculty of that division or department (excluding the Dean or department chair) in which reviewed faculty serves. The Dean/department chair shall convene the committee; the committee will elect its chair. Review committees must have a minimum of three members; if the division/department has fewer than three tenured faculty, the committee will be expanded to three according to the rules expressed in section 7.5, Review Committees for Promotion/Tenure. Faculty may be excused from serving on a post-tenure review committee at the discretion of the Dean for reasons including but not limited to a heavy teaching load, service on one or more simultaneous review committees, or a conflict of interest.

##### Administration/Dossier

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Faculty members who have received at least four satisfactory supervisory evaluations over the five-year period will submit an abbreviated dossier composed of a letter from their supervisor attesting to their

professional performance over the past five years, a current curriculum vitae, and a two-year development plan.

#### Appeals

A faculty member has the right to appeal the decision of the review committee to the Post-Tenure Review Board, which is composed of all tenured faculty. The appeal may encompass any action, review, or evaluation that is relevant to the post-tenure review. The appellant will submit a letter of appeal along with his/her post-tenure review dossier to the president of the faculty senate who will make the appeal materials available to tenured faculty on all campuses. The faculty senate will conduct a vote of all tenured faculty no later than thirty days after the appeal is submitted to the faculty senate; a two-thirds vote of all tenured faculty will be required for an appeal to succeed. The faculty senate president will inform the college president of the result of the vote. The college president shall review the decision by the Post-Tenure Review Board and inform the appellant and the appellant's supervisor of his/her final decision within fifteen days of receiving the post-tenure review board's vote. In accordance with Board of Regents policy, any employee in the University System aggrieved by a final decision of the president of an institution may apply to the Board's Office of Legal Affairs for a review of the decision (BoR Policy Manual 8.6).

After Dr. Simmons outlined the above changes, there was a note to change the wording in the Post-Tenure Review Committee section from division to school: if the division/department has fewer than three tenured faculty. Dr. Blackburn also raised the question regarding the location and stage of the revised version of this policy that he and Dr. Brasher submitted to Dr. Boehmer. The revised version of this Post-Tenure Review Policy is different than this older version, which has been revised by Dr. Boehmer and the Post-Tenure Review Committee.

There was a motion to approve the changes proposed to the Post-Tenure Review Policy based on the May 6, 2015 Memorandum from Dr. Boehmer. The motion was approved, seconded, and passed.

#### VI. Unfinished Business

1. Faculty Leave Policy: Ms. Todd was asked to check the past FS meeting minutes or with Ms. Pat Homer in regard to the Faculty Leave Policy.
2. Academic Freedom Policy: Dr. Derr and the committee (Dr. Pittman, Dr. Boudreaux) are working on the Academic Freedom Policy. Dr. Derr will report in February 2016 on the committee's progress.
3. Academic Honesty Policy: Ms. Todd was asked to check on the April 11<sup>th</sup> meeting minutes to find the most recent changes to the policy and the latest approved copy of the Academic Honesty Policy.

#### VII. New Business

1. Resolution of Recognition and Thanks to Registrar Janet Stracher: Dr. Derr recommended that Janet Stracher be commended for her service to the college with a public award at our Faculty/Staff Award ceremony. The FS agreed that this award should take place at the 2016 Annual Faculty/Staff Award ceremony (instead of Spring 2016 Commencement).
2. Report from Faculty Council: Mr. Marsh outlined the USGFC Meeting, which took place on Oct 24<sup>th</sup>, 2015. He discussed the points Chancellor Huckaby made concerning the FY2017 Budget (we are not allowed to ask for salary increases, but were told that the governor will be recommending a 3% salary increase).
3. Proposed Changes in Accepting College Credit from outside agencies for 1<sup>st</sup> Aid: Dr. Mason informed the FS about changes in the acceptance of College Credit for First-Aid; these proposed changes are being sent to the APC.
4. Compliance: It was reiterated that Compliance training required too much of faculty/staff in a short amount of time; suggestions concerning limiting the amount, increasing the time frame for submissions, and updating the modules were also discussed with Dr. Goodman.

5. Academic Policy material- Dr. Goodman

- a. Regents' Testing Exemption Policy: There was a motion to approve this policy; it was approved. Note: 2 committee members abstained from voting, 1 vetoed it, and 4 members voted to approve.
- b. Procedure for Assigning Courses for Summer School for Full-Time Faculty: There was a motion to approve; it was seconded. There was a call for discussion. It was noted that the efficacy and fairness of this policy was dependent upon the Deans of the schools. Dr. Simmons asked to whom should a faculty member go to if the assigned courses did not seem fair. Dr. Goodman encouraged the faculty to come to him if they perceived that the courses assigned for summer were not fair. There was a call to question and the policy was approved.
- c. New Syllabus Template: There was a motion to approve, it was seconded, and passed. Note: Dr. Goodman asked for a copy of the Critical Thinking Syllabus to be sent to him if anyone had it; it was the section Mr. Homer sent out to all faculty a few years ago, which showed support of the QEP related to Critical Thinking.
- d. Salary Determination for Summer School Faculty: The FS accept this as information.
- e. Procedure for Merit Salary Increases: There was a motion to approve, it was seconded, and approved.
- f. Procedure for Faculty Evaluation: Dr. Goodman noted that this procedure follows BOR guidelines. There was a motion to approve, and it was seconded. There was a call for discussion. It was noted that the intranet needed to be stricken from the wording since it is obsolete now. In addition, it was noted to amend the section concerning checking the Faculty Handbook for copies of the forms. There was a motion to accept this policy with the amendment. The motion was seconded, and approved.
- g. Course Maximums and Overrides: It was noted that the instructor of the course has to be notified and approve overrides. If the instructor does not respond to a request for an override, then only two people have the power to grant an override: the Dean of the school (of which the instructor belongs) and Dr. Goodman. Faculty were strongly encouraged to check their emails and respond to requests for overrides, so that students did not have to approach the Deans or Dr. Goodman. There was a motion to approve this policy, it was seconded, and approved.

6. Standing Committee changes: There was a motion to approve and it was seconded. There was a call for discussion in regard to the IT Committee. It was recommended that at least 2 Faculty members who were not technical or computer experts represent the Faculty on this committee. There was a motion to accept the changes to the standing committees with the recommendation that 2 Faculty members who are not computer gurus be on the IT Committee.

VIII. Adjournment- 11:01 am. Next meeting will be on January 8<sup>th</sup> at 9:30 am.