

Minutes of Faculty Senate, Regular Meeting, January 25, 2016, 11:05 a.m.

Members: Randy Gooden, Celeste Walley-Jean, Kathryn Pratt Russell, Kathryn Kemp, Barbara Musolf, Debra Cody, Chris Pitsikoulis, Marci Butler, Laura Herndon, Adam Kubik, Craig Hill, John Mascaritolo, Gail Barnes, Junfeng Qu, Chris Raridan, Charlotte Swint, Catherine Matos, Muhammad Rahman, Reza Kheirandish

Non-Members: Tim Hynes, Kevin Demmitt, Karen Jones, Allen Ward

I. Reading and Approval of the Minutes

A. The minutes of the regular meeting of January 13 were approved by unanimous consent.

II. Reports of President, Provost and Standing Committees

A. President's Report

President Hynes included the following language in his written report on the legislature and the budget: "The request for \$13.1 m to upgrade the academic core was not included in the governor's budget. The USG capital budget forwarded by the governor was significantly less than previous years (but almost entirely found with a commensurate increase in transportation capital recommendations for bridges and roads, consistent with transportation investment directions from the last legislative sessions). We continue to work with our delegation to attempt to have some or all of the request restored in the legislative request." Dr. Hynes added that he was meeting with many people to try to get some of the budget restored. Upon being asked to give details, Dr. Hynes explained that the \$13.1 million that Clayton State had requested was largely for building improvements, including air conditioning, roof, and theater renovations. Dr. Hynes also informed the senate that the University of Georgia system is currently reviewing student discipline and community standards policies, and Clayton State will be doing so as well, with an eye to making sure an appeals process is in place. Dr. Hynes also addressed the recent campus closure and thanked those staff including Jill Lane who worked to find solutions to the classroom issues. When the provost asked senate members whether they thought email was an effective way to reach students in the event of campus closures, several faculty suggested text messages, including information on course syllabi, and other ways of reaching students.

B. Provost's Report

Provost Demmitt gave a report on enrollment statistics. He volunteered that one smaller enrollment population a couple of years ago decreased the overall size of the enrollment pool, but that pool is growing again. Dr. Demmitt's goals for enrollment growth include increasing international recruitment, focusing on two-year transfers, focusing on Latino enrollment, trying to fix financial problems with students claiming loans, and also improving the helpfulness of DegreeWorks. Barbara: where will we get the data to improve retention? Demmitt: DegreeWorks can help us inform students if their grades will not make them successful in a particular major. Dr Kheirandish suggested the possibility of ceasing to count "W"s (withdrawals) as a strike against students in terms of course repetition. The provost replied that Steve Shultz is going through and looking at policies that might be deleterious to enrollment, if they have no positive results in other areas.

III. Reports of Special Committees

- IV. Special Orders
- V. Unfinished Business and General Orders
- VI. New Business
 - A. Motion to Approve Revisions Governing Senate Representative Vacancies, As Approved by the Faculty Affairs Committee. Dr. Musolf moved to approve. After an editorial change was made, the motion was unanimously approved.
 - B. Motion to Approve Revisions Governing Removal of a Senator for Failure to Adequately Represent the College, As Approved by the Faculty Affairs Committee. Dr. Musolf moved to approve. Discussion ensued. The collective opinion of the senate seemed to be that the procedure for establishing recurring absences, and other procedural issues (replacement of absentee senators), needed to be finalized before the original motion could be considered. Dr. Rahman moved to send the motion back to the FAC for revision. Dr. Cody seconded the motion. There were 14 votes in favor of Dr. Rahman's motion, and 4 abstentions. The original motion was returned to the FAC.
 - C. Motion to Approve a Change to Committee Chair Elections, As Approved by the Faculty Affairs Committee on November 2, 2015. Dr. Musolf moved to approve. There was discussion of whether the new committee members (those joining the committee in the Fall) should have a right to choose the leadership. Dr. Kheirandish asked if we could consider holding the committee meetings in the previous Spring, but inviting new committee members to vote at that time. Dr. Musolf indicated that this could be done with a Handbook revision. Vote on this motion: Aye, 4; Nay, 6; Abstain 7.
 - D. Motion to Approve Legal Studies Program Modifications, As Approved by the Undergraduate Curriculum Committee on January 15, 2016. This discussion and vote was postponed.
- VII. Adjournment. Dr. Rahman moved to adjourn, and Dr. Butler seconded. The meeting was adjourned.

VI. A. Motion to Approve Revisions Governing Senate Representative Vacancies, As Approved by the Faculty Affairs Committee (provided by Dr. Musolf)

Original passage passed by FAC on Governing Senate Representative Vacancies

“A senator’s actual or anticipated absence from the senate for one semester or longer will be render the seat vacant. Replacements will be elected by the College of the absent senator to serve during his or her absence. The new senator elected to serve as a replacement will be eligible to be nominated for a full term service when the next regular election is held.”

Revisions Governing Senate Representative Vacancies

A new section will be added as V.B.3.a. and will read as follows:

“When a senator or senator-elect anticipates being absent from the senate for one semester or longer, an election should take place to ensure continued representation of the College. Within two weeks of the notification of absence, the College of the absent senator should arrange to elect a representative to serve during the original senator’s absence and may serve, if needed, the remaining term of the senator he/she replaced. The new senator elected to serve as a replacement will be eligible to be nominated for a second term following completion of the replaced term.”

Revision by Randy Gooden

VI. A. Motion to Approve Revisions Governing Senate Representative Vacancies, As Approved by the Faculty Affairs Committee on November 2, 2015

A new section will be added as V.B.3.a. and will read as follows:

“A senator’s anticipated absence from the senate for one semester or longer will be render the seat **temporarily** vacant. Replacements will be elected by the **faculty of the** College of the absent senator to serve during his or her absence. The new senator elected to serve as a replacement will be eligible to be nominated for a full term service when the next regular election is held.”

VI. B. Motion to Approve Revisions Governing Removal of a Senator for Failure to Adequately Represent the College, As Approved by the Faculty Affairs Committee (provided by Dr. Musolf)

Revisions Governing Removal of a Senator for Failure to Adequately Represent the College

A new section will be added as V.B.3.b. and will read as follows:

“When a senator fails to attend greater than 50% of the meetings during a semester, an election should take place to ensure continued representation of the college. In the two weeks prior to the end of the semester, the college of the absent senator should arrange to elect a representative to serve the remaining term of the senator he/she replaced. The new senator elected to serve as a replacement will be eligible to be nominated for a second term following completion of the replaced term.”

VI. C. Motion to Approve a Change to Committee Chair Elections, As Approved by the Faculty Affairs Committee on November 2, 2015

Update the section on electing Committee Chairs (V.D.1.c; **changes in bold**, *additions in italics*) to read:

Chairs will be elected by the respective committees by the **end of Spring** semester, and shall serve *for a one-year term*. There is no limit on total years of service as chair, but no individual shall serve more than two consecutive terms in that position. *Before the end of the spring semester, a meeting of the committee members shall be convened by the out-going committee Chair for the purpose of electing a chair and secretary from the membership of the respective committees for the following school year. The chair shall be elected first. Election is by majority vote of those present and voting, presuming a quorum.*

VI. D. Motion to Approve Legal Studies Program Modifications, As Approved by the Undergraduate Curriculum Committee on January 15, 2016

MEMORANDUM

TO: UCC

FROM: Dept. of Social Sciences

RE: Legal Studies Program Modifications

DATE: September 15, 2015

While performing an internal audit of our Legal Studies program, we discovered the need to update prerequisites for certain courses. We are also submitting this proposal to create a new major code (LGST) for our 4000-level courses and to make several other catalog changes.

Modification of PARA 1101 Prerequisite for Certain Courses

A minimum grade of C in PARA 1101 Introduction to Law & Ethics is intended as a required prerequisite for all program courses. Two courses need to be fixed to bring them into alignment with the rest of the program. In addition, to accommodate students in the proposed Pre-Law Minor, we need to expand the prerequisites for PARA 2205 Legal Research & Writing.

<u>Course</u>	<u>Current Prerequisite(s)</u>	<u>Proposed New Prerequisite(s)</u>
PARA 2223 Wills, Trusts and Probate Law	PARA 1101 with a min grade of <u>D</u> , and PARA 2203, PARA 2205 and PARA 2209 with min grades of D	PARA 1101 with a min grade of <u>C</u> , and PARA 2203, PARA 2205 and PARA 2209 with min grades of D
PARA 2225 Family Law	PARA 1101 with a min grade of <u>D</u> , and PARA 2203, PARA 2205 and PARA 2209 with min grades of D	PARA 1101 with a min grade of <u>C</u> , and PARA 2203, PARA 2205 and PARA 2209 with min grades of D
PARA 2205 Legal Research & Writing	PARA 1101 with a min grade of C	PARA 1101 with a min grade of <u>C or CRJU 1150 with a min grade of D or POLS 2101 with a min grade</u>

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Creation of LGST prefix

In order to more accurately reflect the nature of work being performed in our 4000-level courses, we propose to create a major code (LGST) that moves away from the more applied PARA prefix. As Legal Studies majors continue to pursue law school and other graduate schools, we also think it is a disservice to them if we only have PARA prefixes on their academic transcripts when they are, in fact, performing high order work, such as legal theory, advanced legal research and writing, and complex case analysis. We have already discussed this proposal with Becky Gmeiner and received her support.

Modification of Prefix and Course Names for 4000-level Courses in the Legal Studies Major

We propose updating the prefix of our 4000-level courses and revising some names:

<u>Current Course Prefix/Name</u>	<u>Proposed New Course Prefix/Name</u>
PARA 4020 - Advanced Civil Litigation	<u>LGST</u> 4020 - Advanced Civil Litigation
PARA 4030 - Advanced Legal Research	<u>LGST</u> 4030 - Advanced Legal Research and Writing
PARA 4098 - Paralegal Practicum	<u>LGST</u> 4098 – <u>Legal Studies</u> Practicum
PARA 4850 - Paralegal Capstone Course	<u>LGST</u> 4850 – <u>Legal Studies</u> Capstone

(Note to curriculum committee: In a separate Selected Topics memo, we are also proposing to create a new course, LGST 4800 Selected Topics in Legal Studies)

In addition, we propose prerequisite changes as follows:

<u>Course</u>	<u>Current Prerequisite(s)</u>	<u>Proposed New Prerequisite(s)</u>
PARA 4030 Advanced Legal Research (which will become <u>LGST 4030 Advanced Legal Research and Writing</u>)	PARA 1101 with a min grade of C, and PARA 2203, PARA 2205 and PARA 2209 with min grades of D, and ENGL 1101 and ENGL 1102 with min grades of <u>D</u>	PARA 2205 with a min grade of D, and <u>(PARA 1101 with min grade of C or POLS 2101 with a min grade of D or CRJU 1150 with a min grade of D)</u> , and ENGL 1101 and ENGL 1102 with min grades of <u>C</u>
PARA 4098 Paralegal Practicum (which will become <u>LGST 4098 Legal Studies Practicum</u>)	PARA 4020 and PARA 4030 with min grades of D, and Approval of the Paralegal Studies program coordinator and the Office of Experiential Learning	PARA 4020 <u>(LGST 4020)</u> or PARA 4030 <u>(LGST 4030)</u> with min grade of D, and <u>Approval of Program Coordinator</u>
PARA 4850 Paralegal Capstone Course (which will become <u>LGST 4850 Legal Studies Capstone</u>)	PARA 4020 and PARA 4030 with min grades of D	PARA 4020 <u>(LGST 4020)</u> or PARA 4030 <u>(LGST 4030)</u> with min grade of D

The prerequisite of 4020 **and** 4030 in 4098 and 4850 is problematic for students and faculty from a practical standpoint, since each 4000-level course is only offered once/year and the rotations

don't always line up for students. Therefore, a student who has taken either 4020 or 4030 should be permitted to enroll in 4098 and 4850, and as a result, we currently have to perform manual overrides to register these students.

Modification of Course Descriptions

The course descriptions for the following courses should be revised accordingly to more accurately reflect content (a comparison of the original description with the proposed update is contained in the banner action form for each course):

LGST 4020 Advanced Civil Litigation

This course builds upon litigation skills acquired in other courses by allowing students to actively participate in the preparation necessary for trial with an emphasis on complex litigation.

LGST 4030 Advanced Legal Research & Writing

This hands-on course will allow students to use the skills acquired in lower division coursework to prepare and review more sophisticated and complex legal documents. Special emphasis will be placed on the process of analyzing legal documents. Students will gain additional expertise in electronic legal and factual research. The course culminates with the preparation of a research paper by the student on a topic chosen by the student and instructor. This course requires extensive out-of-class research time.

LGST 4098 Legal Studies Practicum

Constitutes an independent (individual or small group) internship which will allow students to simultaneously experience the "real-world" application of law and to apply legal methodology, research, and analysis to actual law office or law-related applications. The student will prepare and submit a significant law-related paper and/or project. Requires approval of the Program Coordinator.

LGST 4850 Legal Studies Capstone

This course will provide an opportunity for students to review the major legal concepts taught in the Legal Studies program. It will allow students to see how these different legal practices and theories coalesce into a single legal system.

In addition, minor course description edits (in the BAFs) and the addition of an undergraduate classification code are proposed for the following courses to make the descriptions consistent with information contained in the academic catalog:

Minor course description edits:

PARA 1101	Introduction to Law and Ethics
PARA 2207	Criminal Litigation
PARA 2209	Business Organizations
PARA 2211	Computers in the Law
PARA 2213	Real Estate Law
PARA 2231	Administrative Law
PARA 2235	Law Office Skills

Other Catalog Changes

a. *B.S. degree in Legal Studies – revisions to Upper Division Required Courses*

We updated the LGST prefixes and made revisions to other courses to account for changes in other programs. We also added ENGL 3210 and ENGL 3220.

b. *B.S. degree in Legal Studies - revisions to Upper Division Electives*

We propose moving away from a comprehensive list of Upper Division Electives toward a prefix model. This will allow students greater flexibility in course schedule planning and reduce the number of course substitutions that are needed. We also added AFAM, FREN, HSEM, LGST, SOSC, SPAN, STAB, and WST to the list of allowable prefixes.

c. *Minor in Legal Studies (being changed to Minor in Pre-Law)*

In a separate memo, we propose to revise the name and some content of the minor to make it more accessible to students in other majors, such as ENGL, POLS, and CRJU.

d. *A.A.S. degree in Paralegal Studies*

We propose to re-order the list of courses under the Core Curriculum to be consistent with the order of the areas of the core. We are not making any substantive changes.

Revised Catalog Pages with Track Changes - Included