

Clayton State University – Minutes of the Faculty Senate
Monday April 2, 2012 (11:00 a.m. – 12:15 p.m.)
University Center Board Room (UC 260)

Members Present: Antoinette Miller (Chair), Jim Keebler (Vice Chair), Maria Bullen, Jennell Charles, Kathryn W. Kemp, Scott Butterfield, Rosemary Fischer, Scott Janke, Katherine Kemp, Barbara Musolf, Muhammad Rahman, Katherine Ott, Terri Summers, Susan A. Walsh.

Non-Members Present: Dr. Tim Hynes, President, Robert Vaughan, Academic Affairs, Jim Braun.

Faculty Senate Chair Miller called the meeting to order at 11:01 a.m. with a quorum present.

A. Approval of Minutes

1. March 19, 2012
 - a. Motion to accept the minutes as written.
 - b. Motion seconded.
 - i. Minutes accepted unanimously.

B. Reports

1. President's Report (attachment)
 - a. End of the General Assembly Session
 - i. Two members of the Clayton County delegation have announced they are not seeking re-election.
 - ii. The science building did not make it out of committee but it is on the regent's list for next year.
 - a). Dr. Hynes is planning meetings to promote our need for the building.
 - iii. Legislature about concealed weapons on campus did not make it out of committee.
 - iv. Formula funding was approved.
 - a). The amount of formula funding available to us is not known now.
 - b). Dr. Hynes will share the budget linked to his web page.
 - c). An open meeting will be held towards the end of this month.
 - b. The Planning and Budget Advisory Committee will meet this week to review funding proposals.
 - i. A description of how the budget is formed and the assumptions in its continuation, distinctions between fee and auxiliary operations money, and one time vs. other funds is on the Budget Page for CSU.
 - c. Candidates for VP of External Relations are being interviewed.
 - i. Two more candidates will be interviewed next week.
 - ii. Following the interviews the search committee will make recommendations.
 - a). Filling this position is an item identified by the Strategic Planning Committee as an item to be accomplished this year in the Strategic Plan.
 - i) Dr. Hynes stated that CSU accomplished its Strategic Plan goals for this year.

- d. Dr. Hynes will host a reception for members of the Faculty Senate on April 24.
 - i. The reception is a small token of appreciation for the senate's dedication for the year in assisting to move the institution forward.
 - e. Dr. Hynes solicited questions.
 - i. Chair Miller asked if we will see an announcement regarding the end of semester faculty meeting.
 - a). The date is May 1 at 2 p.m. in Arts and Sciences room 132.
 - b. Senator Musolf asked the funding amount which will be requested for the new science building.
 - i. Between 28 and 29MM USD.
 - a) 9.9 MM was vetoed last time as it was less than half.
 - c. Senator Charles commented that new representatives from Clayton County may offer new opportunities for CSU.
2. Academic Affairs Robert Vaughan
- a. The process of implementing Degree Works has begun.
 - i. Information is needed from faculty and department chairs/coordinators.
 - a). Each coordinator must review and authenticate degree requirements.
 - b). For example, if the degree states a 3000 level business course is required, then all eligible courses will have to be listed, even if given in the past.
 - i) Senator Kemp asked about old course numbers which were converted to new course numbers will be handled.
 - (a). Dr. Vaughan stated they will be following up on the translation
 - (b). Dr. Vaughan asked that degree requirements match what is in the school Catalog; if they do not match the discrepancy will need to be addressed by UPC which has one meeting left for this semester.
 - ii. A team for Clayton will be going to be trained in the program.
 - a). SunGard provides a scribe but will also train a scribe so that Clayton will have one in residence.
 - b). There is an internal deadline of June 4 to meet SunGard's deadline of June 14.
 - (i).The deadline for department head/program coordinator responses is April 27.
3. Faculty Affairs Committee (FAC) Jim Braun (attachments - 2)
- a. The Promotion and Tenure (P&T) revisions for the Faculty Handbook will be brought to the Faculty meeting on May 1, if passed.
 - i. The FAC urged that any changes to the P&T guidelines be made in the senate rather than be returned to the committee.
 - a). Chair Miller recognized the work of the committee.
 - ii. Jim Braun stated the guidelines were based on feedback from a several faculty forums.
 - a). An umbrella approach was used which identified basic areas of achievement; however each academic unit should decide specific criteria.
 - i). Four areas of achievement were identified 1) appropriate degree, 2) teaching, 3) service, professional development, and 4) scholarship.
 - ii). Each unit will be given a year to define P & T guidelines.
 - b). The Board of Regents (BOR) indicates for tenure review that faculty does not need to exceed expectations in all areas, but to exhibit exemplary behaviors in at least two areas.

- iii. Post tenure review is handled differently than pre-tenure review.
 - a). Post-tenure review should be less time-consuming.
 - b). Post-tenure review can be abbreviated to the last 5 years' annual review by department head, or a much larger portfolio to be evaluated by the committee.
 - c). Post tenure review is now in January.
- iv. Jim Braun solicited questions.
 - a). Vice chair Keebler asked how senior lecturers will be handled?
 - i). Emphasis will be on teaching and must exceed expectation.
 - ii). Mandatory requirements for publishing or committee service have been removed.
 - b). Senator Musolf enquired if student evaluations will be required.
 - i). Student evaluations will be required for pre-tenure but not post-tenure review.
 - ii). Chair Miller asked if departments were going to urge faculty to include student evaluations in post-tenure review.
 - (a). Perhaps, but it should be left up to the departments.
 - (b). Senator Janke asked if this applied to annual evaluations.
 - (i). Jim Braun stated, 'No'.
 - c). Departments will have to form their own requirements and change evaluation forms to align with the new P & T standards.
 - i). Chair Miller asked if making new forms would have to occur within the one year time frame.
 - (a). It depends upon the department.
 - d) Jim Braun noted they are aware that the numbering is eccentric in the document because it made to create a clean document .
 - (a). Whoever creates the final document will reformat numbering.
 - e) Jim Braun asked that an official P & T website be created and maintained annually to house current P & T documents.
- v. Review of section 205 Clayton State Policy on Tenure.
 - a). Motion to accept section 205. 01 as written by Vice-Chair Keebler, second Butterfield.
 - i). Motion passed unanimously.
 - b). Section 205.02.1 Definition of Tenure.
 - i). President Hynes affirmed that tenure is approved by the President.
 - ii). Motion to accept the section by Senator Rahman, second by Musolf.
 - (a). Motion passed unanimously.
 - c). Motion to accept section 205.02.2 Obligations and Responsibility of Tenured Faculty as written by Senator Ott, seconded by Rahman.
 - i) Motion passed unanimously.
 - d) Section 205.02.3 Eligibility for Tenure
 - i). Senator Charles asked if faculty who become administrators would have post-tenure review placed on hold.
 - (a). Robert Vaughan stated, 'Yes' until the administrator resumes a faculty position which restarts the clock.
 - (b). Jim Braun stated that if hired as an administrator without tenure, the

- a. Senator Ott asked if faculty hired during part of a year have it counted as a whole year.
 - i). Dr. Hynes stated that the appropriate department must state whether it counts as a whole year or not, and for faculty hired in January a declaration must be made at hiring.
 - ii). Jim Braun noted that giving credit towards tenure for candidates may not be an advantage as it shortens the amount of time for achievement.
 - iii.) Discussion regarding how to add language to the document.
 - a). A senator will draft the change and present at the next meeting.

C. Announcements

- 1. Meeting schedule.
 - a. The Faculty Senate will meet on April 23.
 - b. On April 30 new officers will be elected.

D. Adjournment.

- 1. Motion to adjourn with second.
 - a. The meeting was adjourned 12:20 p.m.
 - b. The next meeting is April 16, 1100-1215.

Submitted by: S. Walsh Secretary, Approved by the Faculty Senate 4-16-12