

Faculty Senate Meeting Minutes

February 27, 2017

Recorded Attendees

Senate Members: Randall Gooden (Chair), Kathryn Pratt-Russell (Vice Chair) (additionally proxy for Eugene Ngezem), Seth Shaw (Secretary), Gail Barnes, Marcy Butler (additionally proxy for Kendolyn Smith), Debra J. Cody, Craig Hill, John Mascaritolo, Keith Miller, Junfeng Qu, Meri Beth Stegall, and J. Celeste Walley-Jean.

Guests: Tim Hynes and Michelle Furlong.

Minutes

- I. Reading and Approval of the Minutes
 - a. February 13, 2017 Minutes approved with no objection
- II. Reports of the President and Provost
 - a. President's Report (see appendix A for prepared comments)
 - b. Provost's Report (absent)
- III. Reports of Special Committees
- IV. Special Orders
- V. Unfinished Business and General Orders
- VI. New Business
 - a. Motion to Approve Changes to BS in Political Science, As Approved by the Undergraduate Curriculum Committee on February 10, 2017. *Butler moved, no discussion, the motion was carried.*
 - b. Motion to Approve Catalog Changes for BAS Eligibility and Career Credit Block, As Approved by the Undergraduate Curriculum Committee on February 10, 2017. *Stegall moved, no discussion, the motion was carried.*
 - c. Motion to Approve Change to College of Business Admission Requirements, As Approved by the Undergraduate Curriculum Committee on February 10, 2017. *Butler moved, no discussion, the motion was carried.*
 - d. Motion to Approve Accounting and Business Program Modification, As Approved by the Undergraduate Curriculum Committee on February 10, 2017. *Walley-Jean moved, no discussion, the motion was carried.*
 - e. Guest Speaker: "Annual Evaluation of Department Chairs," Michelle Furlong
 - i. See appendix B for the prepared slides.
 - ii. Mascaritolo recommended the surveys be sent out by the Deans rather than Academic Affairs. Walley-Jean inquired if this applied to rotating chairs. Furlong responded that this aspect was not in their purview. Qu expressed a desire for the department faculty to see the results of these surveys. Walley-Jean noted that this is a tool to assist Deans in evaluating Chairs, not to inform the faculty on how the Chairs are being evaluated. Qu also commented that every two years was not a quick enough feedback loop for effective improvement.
 - iii. Furlong, also representing Strategic Plan Committee charged with developing targeted external grant supports, began a secondary discussion (unrelated to the presentation)

concerning counting grants as publications. (See appendix C.) Pratt-Russel noted that publication requirements are set by the departments. She inquired why this issue needed to be addressed. Furlong indicated that a department had tried to do so but was instructed they could not add this provision. Walley-Jean noted that promotion and tenure requirements are supposed to “bubble-up, not trickle down” and inquired if Deans are able to instruct departments on what they can or can not do.

VII. Motion to adjourn by Mascaritolo. Adjourned at 11:39 am.

Appendix A

President Hynes' Prepared Report

President's Report

Faculty Senate

February 13, 2017

- **The need to be constantly intentional in learning** our strategic plan as well as other campus discussions have highlighted the value of liberal arts learning. We have also highlighted the requirement for us to evaluate the success of such student learning, and the required assistance to students by us to enable them to articulate those learned abilities. The attached essay provides one framework for adapting to an exciting but often daunting changing environment for higher education. But as the author observes: "The hallmarks of a liberal education — building an ethical foundation that values the well-being of others, strengthening the mental muscles that allow you to acquire new knowledge quickly, and developing the skills to apply it effectively in rapidly shifting contexts — are not luxuries but necessities for preparing professionals for the coming transformation of knowledge work to relationship work." <http://www.chronicle.com/article/How-Robots-Will-Save-Liberal/239113>
- **Budget issues** the planning and budget advisory council meets Friday. That session will review current fiscal year budget issues, including estimates of available one time dollars and discussion of use of such funds prior to June 30, 2017. There will also be review of issues in anticipation of the 2018 FY budget, which at this point includes a state allocation for 2% average salary increase for faculty and staff, and some dollars to support projected increases in health care costs beginning January 2018. The state budget currently includes \$6.9 million to support the next stage of the Academic Core upgrades. The minutes of that meeting will be shared early next week—Dr. Gooden serves on the planning and budget advisory committee.
- **Athletics** the highest number in campus history, 75 student athletes exceed 3.0 GPA Fall semester, including a likely academic all American basketball student athlete, whose 4.0 in our MBA program is one manifestation of real progress in academic support and culture at CSU.
- **Legislative session** there are several matters before the general assembly that continue to be of interest to our campus and others within the university system of Georgia. There are several versions of Campus Carry that have been advanced in the Georgia House of Representatives. Legislation aiming to require campus events potentially subject to felony charges must be initiated in the local criminal jurisdiction has also received considerable public attention <http://www.legis.ga.gov/Legislation/en-US/display/20172018/HB/51> we will continue to follow this legislation. There is also legislation (Chancellor Wrigley spoke on this bill last week) that would limit the ability of the Board of Regents to increase tuition beyond average rate of inflation without legislative approval. <http://www.legis.ga.gov/Legislation/en-US/display/20172018/HB/229>
- **Questions, and thanks for your continued good work**

Appendix B

“Annual Evaluation of Department Chairs”

Michelle Furlong



Chair Evaluation Committee

Recommendations

Current

- Purpose of the evaluation
- Importance of the evaluation
- Issues with current instrument
 - Long
 - Repetitive
 - Confusing
 - Completed every year while deans are evaluated every 3 years.
- Our charge

Revise the Evaluation Form

- Questions should map to the chair's actual responsibilities
- We have defined those responsibilities and have received Deans Council Approval
 - See handout 1
- Questions should be easily understood
- There should be no repetition
- The instrument should not take more than 10 minutes to complete!
- Chairs and their deans should have the ability to add custom questions if there is a specific “special” area they want to evaluate.

Revise the Process

- Our committee recommends that assistant and associate deans create their own evaluation form
 - Their duties are different than chairs
 - In some cases (CAS) faculty don't have direct interaction with them; Chairs should evaluate them in CAS

Revise the Process

- The evaluations should be conducted each fall instead of each spring
- Deans should go over the results with the chair during their annual review and address any issues
- Chair should be given a year to make improvements before the next evaluation
- Conduct them every other year if your previous evaluation was good.
- If anything stands out that needs to be improved the dean could ask that the evaluation be done the following year.

Introducing the New Instrument

- See handout 2
- Includes an introduction
- 1-8 routine responsibilities
- 9-18 responsibilities assisting faculty
- 19-20 overall satisfaction
- Each section has a place for overall comments
- 20 questions instead of 42!

THOUGHTS, COMMENTS AND SUGGESTIONS?



Summary of Committee Recommendations

- Use new instrument created by committee, edited after receiving feedback from department chairs, faculty, faculty affairs and faculty senate.
- Use the new instrument Fall 2017 and not administer an evaluation Spring 2017
- Evaluations should be conducted every other year
- Chairs/deans can add custom items on the evaluation if they took part in a special project or would like to evaluate a specific area.
- New chairs will not be evaluated their first full year
- Dean's will need to keep track of who needs to be evaluated each year since not everyone will be on the same schedule.
- Each Dean will administer the survey themselves

Department Chair Role

Department chairs report to the dean and serve as the administrative and academic head of the department. Department chairs are appointed annually and serve at the pleasure of the Dean.

Department Chair Core Job Responsibilities:

Specific Concrete Tasks

1. Manage the budget for the department, as appropriate.
2. Prepare and manage the schedule of courses offered by the department.
3. Prepare the academic catalog descriptions of the department's offerings.
4. Evaluate the performance of faculty and other personnel in the department annually and as requested.
5. Hold regular departmental faculty meetings.
6. Prepare the Comprehensive Program Review reports for department disciplines.
7. Prepare department-specific accreditation/certification/annual survey documents and site visits.
8. Mediate concerns and issues of students regarding faculty and University processes, as appropriate.
9. Set priorities for the purchase of new equipment and the use of travel fund
10. Manage the department record keeping system
11. Oversee those responsible for managing the department's physical resources including clinical/lab facilities and supplies.
12. Represent the department with relevant institutional, professional and community bodies including alumni.
13. Participates in strategic enrollment management activities related student success (i.e. recruitment and retention events and activities).
14. Carry out other duties as assigned.

Specific to Assisting Faculty

15. Coordinate the preparation of the departmental mission and goals in concert with the strategic plan of the University and College.
16. Supervise department faculty and staff.
17. Manage and participate in the recruitment and hiring of new faculty.
18. Provide leadership in the department's program/curriculum development and evaluation processes.
19. Coordinate the department's participation in institutional initiatives.
20. Coordinate department-specific activities related to student success such as, but not limited to recruitment, advisement, mentorship and/or retention activities.
21. Provide leadership in departmental faculty development.
22. Facilitate departmental faculty participation on department, College and University committees.
23. Ensure that campus policies of the institution are correctly implemented and carried out by the department.
24. Articulate the needs of department members to the administration.
25. Coordinate internal and external funding opportunities with faculty and other offices on campus.
26. Carry out other duties as assigned.

Default Question Block

Department Chair Evaluation

Thank you in advance for providing your feedback on the performance of your department chairperson. The purpose of this evaluation is to provide your department chair and dean of your college honest feedback about the leadership skills of these individuals so he/she can better meet your expectations in the future. Please offer your feedback with the past year of your chairperson's performance in mind, drawing on your personal perspective and experience. Every member of your department will have the opportunity to provide feedback; rather than providing your impression of what others think, please respond from your own experience in the past year. In recognition that some respondents may not have knowledge of or experience with every area addressed below, each question includes a "not observed" option.

Prior to completing the evaluation please familiarize yourself with the role of the department chair found at this link. (To be provided)

Rate agreement or disagreement with these descriptions of your department chair with regard to **his/her specific (routine) responsibilities**. My department chair:

	Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree	Not observe
1. Effectively manages the departmental budget and appropriately sets priorities for the purchase of new equipment and the use of travel funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Effectively prepares and manages the schedule of courses offered by the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Appropriately evaluates the performance of faculty and other personnel in the department annually and as requested	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Holds regular departmental faculty meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Prepares institutional/accreditation/external reports, such as the Comprehensive Program Review when necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Effectively mediates concerns and issues of students regarding faculty and university processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree	Not observe
7. Effectively manages the department record keeping system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Effectively oversees those responsible for managing the department's physical resources including clinical/lab facilities and supplies if applicable and when necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participates in strategic enrollment management (i.e. recruitment and retention events and activities).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments.

Rate agreement or disagreement with these descriptions of your department chair with regard to his/her responsibilities assisting faculty. My department chair:

	Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree	Not Observed
9. Effectively coordinates the preparation of the departmental mission and goals in concert with the strategic plan of the university and college	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Appropriately supervises department faculty and staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Effectively manages and participates in the recruitment and hiring of new faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Provides effective leadership in the department's program/curriculum development and evaluation processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Disagree	Somewhat Disagree	Agree	Somewhat Agree	Strongly Agree	Not Observed
13. Effectively coordinates department-specific student recruitment, advisement, mentorship and/or retention activities						
14. Provides support and opportunities in departmental faculty development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Facilitates departmental faculty participation on department, College and University committees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Ensures that campus policies of the institution are correctly implemented and carried out by the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Advocates for the needs of department members to the administration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Strongly Disagree Somewhat Disagree Agree Somewhat Agree Strongly Agree Not Observed

18. Coordinates internal and external funding opportunities, such a grants, with faculty and other offices on campus as appropriate

Please provide comments.

What is your overall satisfaction with:

Very Dissatisfied (1) (2) Satisfied (3) (4) Very Satisfied (5)

	Very Dissatisfied (1)	(2)	Satisfied (3)	(4)	Very Satisfied (5)
19. your department chair's management with the department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. your department chair's individual interactions with you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide comments.

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Summary of Committee Recommendations

- Use new instrument created by committee, edited after receiving feedback from department chairs, faculty, faculty affairs and faculty senate.
- Use the new instrument Fall 2017 and not administer an evaluation Spring 2017
- Evaluations should be conducted every other year
- Chairs/deans can add custom items on the evaluation if they took part in a special project or would like to evaluate a specific area.
- New chairs will not be evaluated their first full year
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Appendix C

Recommendations from the
Strategic Plan Committee: Grow Grants;
Developing Targeted External Grant Supports
for Sponsored Research and Programs

Recommendations from the Strategic Plan Committee: *Grow Grants; Developing Targeted External Grant Supports for Sponsored Research and Programs*

Preamble: The Strategic Plan Committee charged with developing targeted external grant supports for sponsored research and programs conducted a study on the promotion and tenure guidelines of two colleges and eight departments in the College of Arts and Sciences (see appendix A). Our goal was to determine how and if grant writing and/or receipt of grant funding counted toward tenure and promotion. We concluded that seven out of ten of the promotion/tenure guidelines we reviewed do allow grants to count as publications. There is variability in how they count as determined by the dean of each college. We also concluded that nine out of ten P&T guidelines allow candidates to get credit for writing external grant proposals for credit in scholarship even if they have not been funded prior to the P&T review (not for a publication, but for a separate scholarship credit). Many individuals on campus indicated that they wished there was a little more uniformity in the various promotion and tenure guidelines when it comes to counting grant writing and/or receipt of grant funding. Our committee decided to develop some recommendations to present to the deans of each college to consider for their P&T criteria such that if each college adopted them there would be more uniformity in how these items count toward P&T. Below is a listing of our recommendations.

Recommendations:

1. A faculty member who receives funding for a grant proposal should be given credit in either the area of publication or in the area of receipt of competitive awarded grants, contracts, or fellowships, if credits in publication are not needed.
 - a. Rationale: Faculty in many disciplines require funding before they can conduct effective research that will lead to publication. Since proposals are reviewed for excellence (as manuscripts) and obtaining successful funding is often competitive it seems that successful proposal writing should be an option for the required category of publication.
 - b. Note: It is up to the Department Chair of the program and the Dean of the College to determine which types of grants fall into this category of being acceptable for publication and how much credit is given for various grants.
2. Grant proposals that are written and submitted may receive credit in scholarship whether it is funded or not.
 - a. Rationale: This will help to encourage faculty to try to submit a grant. If you give no credit at all for an effort this is discouraging.
 - b. Note: It is up to the Department Chair of the program and the Dean of the College to determine how much credit is given for written grants. If the grant is funded then that should be separate credit for the funding of the grant (see above).
3. The administration of a funded grant should receive some credit in the area of scholarship and professional development.
 - a. Rationale: Administering a funded grant as a PI is extremely time consuming; therefore, this work should be recognized and count for P&T.
 - b. Note: It is up to the Department Chair of the program and the Dean of the College to determine how much credit is given for this work.