Faculty Senate Meeting
Minutes: September 27, 2013

Faculty Senate meeting was called order by President Amanda Urquhart at 2:12 pm.

Members present and actively participating were JoAnn Brannen (Business), James H. Galt-Brown Liberal Arts, Donna Campbell (Human Sciences), Heather Cathcart (Science), Chrissy Dent (Nursing), James McRimmon (Ag), Susan Roe (LA/Music), Doug Waid (Ag/ForResDept), Amanda Urquhart (Science/Math).

President Urquhart presented the Minutes from August 30, 2013 to be accepted. Sen. Galt-Brown made the motion with Senator McCrimmon supporting the motion. Motion carried.

Old Business:

1. President Urquhart referred to item number 5 in the previous minutes pertaining to Honor’s Day which was tabled at the last meeting. Each Senator relayed their findings from their schools as to the preferences of days and times for Honor’s day event. Evening, afternoons and separate events were discussed for faculty and student recognition. Sen. Galt-Brown made a motion to have the Administration prevail by creating two separate events. Sen. Waid seconded the motion and it was carried unanimously.

2. The bookstore issue of not ordering enough books was called to attention by President Urquhart. Member of the senate also acknowledged that they had issues with books not arriving until weeks 6 & 7 of the semester. Senator Dent also stated that she was lacking clickers for each student. Senator Brannen stated that she was told by the bookstore that they only ordered 180 of the 270 custom e-book bundles needed. It was week 6 before all students had e-books and testing software codes. President Urquhart suggested that we table the issue until we get more information from Tracy Dyal, bookstore manager and all members with bookstore issues should send e-mail Doug Waid, bookstore issue committee chair, appointed by President Urquhart.

New Business

1. Senator Galt-Brown states that there is an issue with the wording in the new Guidelines for Appointment, Promotion, and Tenure manual. He stated that the new wording in the manual was not approved by the Faculty Senate. The following items were recognized.
   a. Page 8; the word “Advising” was added to the side heading A. “Contributions to Teaching and Advising”. Senator Waid made the motion to remove the word “Advising” restoring the wording to the previous manual on page 9. The motion was seconded. The evaluation forms on page 36, 38, & 39 would also need editing to reflect the change. The motion was carried unanimously.
President Urquhart noted in the new manual, page 12, the word “actively” was added to Professional Services also includes, but not limited to, actively participating in departmental, school/College committee work and/or governance; ... She would like to know who determines if the person was “active” or not active in the committee work. A discussion followed. Senator Galt-Brown noted that he has Senator Roe’s proxy as she exited the meeting at 3:00pm.

c. The item numbering on page 15 is incorrect. A motion was made and passed to correct the item numbering.

d. There was discussion on how to approach the administration on the procedures for updating the promotion and tenure manual. Faculty Senate sends approval changes to administration, however, when administration make changes, there has been occasions when no approval is sought from Faculty Senate. It appears that changes were made during the summer months when Faculty Senate does not meet. President Urquhart made a motion to adjust the procedure of updating the promotion and tenure manual to allow both Faculty Senate and Administration to both be aware of changes made to the manual. The motion was seconded by Senator Galt-Brown. Motion passed unanimously.

2. Senator Cathcart noted an issue with D2L. She stated that files were not opening due to session being rolled over. Each senate will poll their faculty members to see if others are having problems to determine if those mentioned are isolated cases.

3. Senator Dent discussed the USGFC meeting minutes. A copy of the minutes were distributed. She noted that Dr. Davis noted that a 1% increase in pay for all state of Georgia employees would cost $140 million. Some merit raises are being giving at the individual institution’s discretion.

4. No more new business noted. Meeting adjourned at 3:50 pm. Next meeting is October 25th.

Respectfully submitted,

JoAnn Brannen, Assistant Professor of IT
Stafford School of Business
October 4, 2013