Faculty Senate Meeting

Minutes from Meeting on Friday, Sept 25, 2015

Call to Order:

Faculty Senate meeting was called to order by Christina Dent, President, at 2:03 pm

Members Present:

Jeannie Paulk (Nursing), Shawn Seat (Science), Abul Sheikh (Business), James N. McCrimmon (Agriculture), Anthony Fitzgerald (Human Sciences), Russell Pryor (Liberal Arts), Brian Yost (Liberal Arts), Amanda Urquhart (Mathematics), Jason Scott (Forest/Wildlife), Steve Janousek (Human Sciences), Chrissy Dent (Nursing), JoAnn Brannen (Business).

Presentation of Minutes:

Sen. Pres. Christina Dent presented the minutes from the meeting of Friday, August 31, 2015. Edits to the prior minutes were misattribution of student cheating (corrected to Sen Scott), the discoverer of a typographical error in the advising assessment should have been Sen. Yost and the contact person for 10-month versus 12-month payout of salary is Deirdre Jackson. Sen. Scott made a motion to accept the minutes with revisions; Sen. Sheikh seconded. Minutes of Friday, August 31, 2015 accepted unanimously with revisions. Revised minutes posted electronically on October 22, 2015.

Old Business:

1. Office Hour Requirements:
   a. Sen. Fitzgerald suggested that it is difficult on new faculty to have 10 hours/wk as a requirement. Incoming faculty report other institutions permit as little as 3 hr/wk and as we become increasingly a 4-year institution we should start to align with similar institutions.

   b. Sen. Urquhart mentioned a requirement by the Department of Mathematics to have offices open outside of office hours if faculty are present. Sen. Sheikh noted that this is not the policy of the School of Business and Sen. Brannen said that students could knock on an office door under those conditions instead. Sen. Urquhart preferred there to be a consistent rule across all schools.

   c. Sen. Seat reprised the information collected from other institutions in the same classification by a USGFC listserv request last year; more than ¾ of the State Colleges in Georgia require 10 hours per week. Sen. Fitzgerald said our emphasis should be on 4-year programs, and if we want to retain new PhD faculty to stay we should allow for a mixture of face-to-face availability and availability by email, particularly if they are performing research. Sen. Pryor said that that numbers of office hours might be a topic for negotiation for new faculty rather than being a fixed quantity.
d. Sen. Urquhart said that if she closed her door after ten hours, she would suffer consequences, and Sen. Scott agreed that there should be a policy in place. Sen. Fitzgerald said this should be a policy determined by the faculty as part of shared governance. Sen. Urquhart mentioned that the 10 hour requirement is in the Policy Manual. Sen. Scott proposed a four hour requirement and Sen. Fitzgerald proposed sending this to the administration. The motion passed with 8 votes in support, 2 abstentions (Dent, Sheikh; asked to be named in minutes), 1 opposed (Scott, asked to be named). Sen. Seat was furiously trying to record and did not give a vote.

2. Deferred salaries for 10 month employees:
   a. Sen. Dent said Deidre Jackson responded to the request for an option for 10-month faculty to have their salaries paid over a 12 month period. She said it is under a USG shared services contract, and they requested guidance from the System office. There will be a pilot program in Jan 2016 that will change from ADP.
   b. Sen. Seat mentioned that this has been a topic of discussion at USGFC for the last year and the Chancellor has said that ADP claims it would be infeasible to offer salaries on a ten-month basis. The System has said there are serious problems in accounting for faculty leaving between Fall and Spring and with proper payment of benefits if there are adjustments in this way.
   c. Sen. Fitzgerald did not believe it should be difficult because K-12 has pro-rated salaries, and Sen. McCrimmon added that it was unreasonable that K-12 could do it and not the USG. He mentioned that at the University of Missouri this was available in an ADP system. Sen. Scott said that it might be refused out of inertia. Sen Pryor wanted the Senate to find out what other institutions are doing. Sen Fitzgerald mentioned that there seemed to be no difficulty in moving faculty from 10-month to 12-month contracts, so it seems absurd that they cannot find a way to make it work. Sen. Dent mentioned that there were few faculty who wanted to become 12-month faculty.
   d. Sen. Dent suggested forming a subcommittee on 10/12 composition. Action Item: Sens. Pryor and Fitzgerald are on this committee. Action Item: Senators are asked to poll their constituents to determine how many would like the option to be paid over 12 months instead of 10. Sen. Fitzgerald wants to address Deirdre Jackson to see if it is available when the platform changes from ADP.

3. Promotion and Tenure Guidelines:
   a. Sen. Yost performed the electronic comparison of the new P&T Guidelines with the old set. Action item: Sen. Yost said he would look over the data produced by the next meeting and give a summary of the changes.
   b. Sen. Yost mentioned that so far there is one editorial issue; page 10 changes advising so that “student evaluations [are] to determine advisement” effectiveness. Sens. Fitzgerald and Urquhart mentioned that the form did not yet exist so it could not be implemented. Sens. Pryor and Yost added that this could be used to the detriment of faculty.
   c. Sens. McCrimmon and Janousek mentioned that students are sometimes motivated to cast faculty in an unfairly negative light.
4. **Retired Faculty:**
   a. Sen. Pres. Dent spoke to Janet Haughton about the transition for retiring faculty with respect to email. Ms. Haughton said that policy is that the email password is reset at the end of the first day of official retirement and the data stays on the server for 30 days before it is deleted. Sen. Dent will contact her after Sep. 21 for a follow-up to find out if there is a way that retiring faculty could get more time to access email.

5. **Catalog and Handbook**
   a. Sen. Pres. Dent said that acting VPAA Dr. Dillard will post the new catalog within a week or so of this meeting. They are working on policies on both cheating and advising. Sen. Pryor will be able to attend a conference which may address concerns on student cheating.
   b. Sen. McCrimmon suggested that the administration should finish the catalog before the P&T Guidelines since parents of new and prospective students are looking for it. Sen. Scott mentioned a problem with advising that resulted because a parent did not think courses that are now required could be necessary since it was not in the most recently published catalog.

**New Business:**

1. **Treatment of extended leave in Promotion and Tenure:**
   a. Sen. Pres. Dent was asked by Dr. Dillard to address the inconsistency in the way educational or other leave is treated with regards to the standard timeline for promotion and tenure.
   b. Sen. Yost asked if the time period of the leave was taken into account to determine when promotion and tenure actions are to happen. Sen. Pryor noted that there may need to be a difference for faculty who have sick leave.
   c. Sen. Dent added the question on whether faculty who would be eligible for P&T immediately on return to ABAC should get a year to collect documentation. Sen. Sheikh said a member of his School was discouraged from applying because of academic leave taken just prior. Sen Mc-Crimmon asked if there should be a distinction between this for tenure versus promotion. Although Sen. Sheikh said that the academic output should favor application immediately, Sen. Scott noted there would be no service to ABAC to include. Sen. Sheikh added that there is a provision in current guidelines that academic leave can count toward P&T time.
   d. Sen. Sheikh mentioned there would be a substantial difference between two years of leave due to illness rather than pursuit of a PhD. Sen. McCrimmon said any candidate who did try to submit should know there is a risk it would fail to go through. Sen. Fitzgerald gave one example of a faculty member who is likely to leave ABAC if she could not apply for tenure on return from completing a PhD. Sen. Sheikh noted that she would have to reimburse ABAC if she did so, but Sen. McCrimmon said that salaries are low enough here that the other institution may cover the expense.
   e. Sen. Pryor added that we should not punish people for pursuing their terminal degrees, and Sen Scott gave the suggestion that if a faculty member was out for two
years of academic leave they might be credited with one year at ABAC. Sen. Fitzgerald asked if evidence of service to a school could count if it was served for the other institution, and Sen. Pres. Dent said she did not know the answer.

f. Sen. Fitzgerald suggested teaching and service at other institutions on academic leave should count for an ABAC portfolio. Sen. Yost suggested looking at how other institutions address this question. Sen. McCrimmon noted that on academic leave class development, professional meetings and other things would be directly germane. Sen. Dent said she could check to see how other institutions handled this question. Sen. Fitzgerald suggested the research include R1 and R2 schools, not just state colleges. **Action item:** Sen. Pres. Dent said she would research what other institutions do about this issue.

2. **Provisions for Faculty Senate in the summer semester**
   a. Sen. Fitzgerald noted s parliamentarian that the constitution as written permits assignment of a president pro tem if neither the President nor the Vice-President of the Faculty Senate is available, and proxies can be assigned, so there should be no reason meetings could not take place in summer. As a Senate we should decide the frequency of meetings; it is advisable to meet after New Student Orientations. As a precautionary measure, a provision could be added to the Constitution that no bylaws nor the Constitution itself could not be modified in a summer meeting.

b. Sen. McCrimmon said this would encourage the administration to send P&T revisions to the Faculty Senate in a timely way. Sen. Fitzgerald wanted to be certain that there was no restriction on topics of discussion in the summer

c. Sen. Brannen noted the necessity of an emergency meeting concerning the summer pay change in May 2014.

d. **Action item:** Sen. Fitzgerald will draft a set of amendments to the Senate Constitution to provide for meetings to occur in the summer semester and that the president pro tem should be an elected member of the Senate.

A motion to adjourn was made by Sen. Janousek and Sen. Dent seconded the motion. The Senate adjourned at 3:57 p.m. The next meeting will be held October 30, 2015.