

## Contents

Minutes of Senate Meeting on January 12, 2023 .....	2
Members Present: .....	2
Guests present: .....	2
Call to Order:.....	2
Approval of minutes: .....	2
Committee Reports.....	2
Academic Conduct Committee: .....	2
Academic Programs Committee: .....	2
Assessment Committee: .....	2
Faculty Development Committee: .....	2
Faculty Evaluation Committee:.....	2
Faculty Resource Committee: .....	2
Faculty Welfare Committee: .....	2
Strategic Planning Monitoring Committee: .....	2
Tenure and Promotion committee: .....	3
New Business .....	3
Announcements and Other Business.....	3
Tenure and Promotion Process: .....	3
Class Schedule Proposal:.....	4
WTW Salary Survey: .....	4
Next meeting: .....	4
Adjournment:.....	4



**Dalton State Faculty Senate**

## Minutes of Senate Meeting on January 12, 2023

**Members Present:** Ali Akdeniz, Jacqueline Boals, Susan Burran, Cecile de Rocher, Carl Gabrini, Thomas Gonzalez (Parliamentarian), Kent Harrelson (Secretary), Timothy Hawkins, Brian Hibbs, Bruno Hicks (Provost), Matthew Higgs, Calley Hornbuckle, Leah Howell, Elizabeth Hubbs, Natalie Johnson, Michael Joseph, Clint Kinkead, Jon Littlefield, Nancy Mason, Annabelle McKie-Voerste, Hussein Mohamed (Senate President), Jodie Pack, Jennifer Parker, Jennifer Randall (Senate President-Elect), Deborah Richardson, Patrick Ryle, Jeff Stanley, Laura Tolliver (Webmaster), Margaret Venable (Dalton State President), Lirong Yu.

**Guests present:** Manal Abdelsamie, Katrina Autry, Nancy Avila De Welles, Karren Bennett, Kileen Berry, Alicia Briganti, Heather Brumlow, Tammy Byron, Elizabeth Chadwick, Cindy Davis, Joy Defoor, Chelsi Dill, Mike D'itri, Sarita Gale, Nicholas Gewecke, Jami Hall, Marilyn Helms, Brooklyn Herrera, Sharon Hixon, Kim Horne, Elizabeth Hutchins, Katherine Hyatt, Jodi Johnson, Gina Kertulis-Tartar, Lori McCarty, Sarah Mergel, Holly Miller, Rosalva Moso, Lee Ann Nimmons, Lisa Peden, Courtney Petty, Ailani Pineda, Trish Rafey, Tammy Rice, Andrea Roberson, Amanda Smith, Meagan Standridge, Melissa Whitesell, James Wright.

**Call to Order:** Senate president Hussein Mohamed called the meeting to order at 3:15 p.m.

**Approval of minutes:** Hussein asked for a motion to approve the minutes of the November meeting. The motion was made and seconded. Kent Harrelson moved to amend the minutes; please see Appendix 1 for the changes. The amended minutes were approved.

### Committee Reports

**Academic Conduct Committee:** Nothing to report.

**Academic Programs Committee:** Bruno Hicks said that the next meeting will be held on Feb. 10; any proposals are due to Elizabeth Hutchins by Jan. 27.

**Assessment Committee:** Nothing to report.

**Faculty Development Committee:** Patrick Ryle said that the next meeting will be Jan. 18. The committee discussed CETL and helped organize the call for proposals for the Bold Talks lecture series.

**Faculty Evaluation Committee:** Nothing to report.

**Faculty Resource Committee:** Jennifer Randall said that Melissa Whitesell is working with the business office to arrange use of credit and debit cards in the Library. The committee will be sending a survey to faculty around the end of March.

**Faculty Welfare Committee:** Jacqueline Boals said that the committee met on Jan. 10<sup>th</sup> and is working to be more proactive. Lori McCarty is working on a social event to promote wellness; anyone with suggestions should email Lori.

**Strategic Planning Monitoring Committee:** The committee has not met but is now fully staffed.

Tenure and Promotion committee: Brian Hibbs said that the committee is meeting on Jan. 20<sup>th</sup> and 27<sup>th</sup> to discuss the faculty who are applying for tenure and promotion.

### New Business

There was no new business on the agenda.

### Announcements and Other Business

Tenure and Promotion Process: Sharon Hixon addressed the senate to discuss an issue with the tenure and promotion process. She said that two faculty members in her school were hired with credit toward tenure and promotion; this was stated in their letters offering employment at Dalton State. Both faculty members followed the procedure to receive this credit in their portfolios. The procedure requires the faculty member's department chair and dean to write a letter for the portfolio, but they did not do so. Dr. Hixon said that one of the faculty members, Dr. Melanie Robinson, repeatedly contacted Dr. Hixon and her chair, Dr. Mesco, to remind them to write the letters but received no response. Dr. Mesco told Dr. Robinson that she could move forward with her application; the application was ultimately rejected because of the absence of these letters.

Dr. Hixon said that Dr. Robinson did everything that she was supposed to do; her application was rejected for reasons beyond her control. Sharon attempted to follow up with the Tenure and Promotion committee but received no response. Dr. Hicks told her that he would not interfere with the promotion and tenure process. Dr. Hixon said that she was presenting the matter to the Senate to see if it could do anything.

Matt Hipps stated that while he sympathized with any faculty member whose application does not go forward, there was nothing wrong with the promotion and tenure process; the Senate does not have the ability to amend the guidelines on an individual basis.

Deb Richardson said she knew of several faculty members whose promotion applications were stalled. She said that in the future, the T&P committee could be proactive in encouraging faculty members to obtain these documents as soon as possible.

Michael Joseph said that based on his own experience, faculty members are given an opportunity to upload any missing documents.

Kent Harrelson said that under the current rules, a faculty member cannot appeal the decision of the committee. Matt Hipps asked what the faculty member would be appealing; the current process works as intended. Sharon Hixon said that the appeal would be for extenuating circumstances. Patrick Ryle said that based on his experience as a legal counsel, the current rules do not provide due process for the faculty member under review.

Discussion followed. Hussein stated that the Senate had no authority to intervene in this matter. He thanked Sharon for appealing on the faculty members' behalf and for bringing the matter to the Senate.

**Class Schedule Proposal:** Marina Smitherman said that the ad hoc committee has met; the majority of survey respondents are in favor of modifying the class schedule to allow a fifteen-minute break between classes.

**WTW Salary Survey:** Hussein said that the College expects to receive a draft report from WTW within a couple of weeks.

**Next meeting:** The next Senate meeting is scheduled for Feb. 9.

**Adjournment:** There being no other business, the meeting adjourned at 3:59 pm.

Respectfully submitted by Kent Harrelson, Secretary.

## Appendix 1: Amendments to minutes of the November 2022 meeting

1. Under Guests, replace Alicia Causey's name with Alicia Briganti (her preferred name).
2. Replace the PACE section on page four with "PACE: Brooklyn Herrera said that based on SACS recommendations, the college will be scaling back the number of instruments and measures associated with QEP assessment. The QEP implementation will otherwise remain the same."