

Contents

Dalton State Faculty Senate: Minutes of April 23, 2020, Meeting	2
Members Present:	2
I. Call to Order and Approval of Minutes.....	2
II. Formal Welcome	2
III. Committee Reports.....	3
IV: Old Business.....	4
V. New Business	4
VI. Adjournment.....	9



Dalton State Faculty Senate: Minutes of April 23, 2020, Meeting

Members Present:

Matt Hipps (Senate President), Karen Bennett, Samantha Blair, Donna Blesdoe, Alicia Briganti, Amy Burger, Susan Burran, Nick Gewecke, Tom Gonzalez, James Gordon, Christian Griggs, John Gullledge, Mike Hilgemann, Cathy Hunsicker, Jean Johnson, Victor Marshall, Amy Mendes, Hussein Mohamed, Lydia Postell, Tammy Rice, Deb Richardson, Lorena Sins, Sharlone Smith, Jeff Stanley, Tami Tomasello, Megan Vallowe, Margaret Venable (*ex officio*), Bruno Hicks (*ex officio*), Logan Huggins (guest), Katrina Autry (guest), Mary Nielsen (guest), Lori McCarty (guest)

I. Call to Order and Approval of Minutes

The meeting of the Senate was convened remotely due to the closure of Dalton State College during the pandemic. Senate President Matt Hipps called the meeting to order at 3:03 pm and established that a quorum was present. He asked for approval of the minutes of the January 16, 2020 meeting. A motion to approve the minutes was made and seconded. The motion to approve the minutes was passed by written response. Matt Hipps reminded the Senate that there had been no meetings in February and March due to different causes.

II. Formal Welcome

Matt Hipps welcomed Dr. Bruno Hicks as the new Provost/VPAA. He recognized the bizarre circumstances under which Dr. Hicks has taken up his appointment and wished him well in the

new position. He thanked Dr. Hicks for his flexibility and leadership through the difficulties of the pandemic closure.

III. Committee Reports

- a. Academic Conduct. No report for this meeting.
- b. Advising, Academic Excellence, International Education, and Student Transitions. No report for this meeting.
- c. Assessment. The committee submitted a proposal for the new Assessment Manual, to be discussed during New Business.
- d. Faculty Development. The committee has conducted a survey of deans and chairs regarding faculty needs. This information is being studied. The Bold Talks conference was canceled due to the coronavirus and will be rescheduled at a new time in the next academic year.
- e. Faculty Evaluation. The committee has submitted a proposal for changes to the evaluation manual which will be covered during New Business.
- f. Faculty Resource. Amy Burger reported that the committee has submitted two documents for consideration during New Business.
- g. Faculty Welfare. No report for this meeting.
- h. Strategic Plan Monitoring. Nick Gewecke reported that the committee met in late January to discuss the shortcomings of the Strategic Plan document. They passed their concerns to the new committee working on the new strategic plan. The greatest concern was the implementation of action plans related to the strategic plan goals.
- i. Tenure and Promotion. Matt Hipps reported that this committee met on Jan 16, 2020 to consider the complete portfolios they received. Their recommendations were sent to the VPAA.
- j. Committee on Committees. No report for this meeting.

IV: Old Business

Matt Hipps discussed the latest information he had as a member of the new Core Curriculum Implementation Committee. The new core will not go into effect at the projected date. The new date will be determined based on the reopening of schools in the system and the resumption of normal business in the state. Matt wanted to make sure that anyone who wishes to make their concerns about the new core known to the committee should contact him.

V. New Business

a. Senate Voting. Due to the format of remote meeting, no votes on the proposals will occur at this meeting. A Google form will be emailed to all Senators for voting. Matt Hipps asked that due to the difficulties of this meeting format, that everyone keep their questions pertinent to the business at hand and keep discussion to a minimum unless they have serious concerns about the proposals.

b. USG Faculty Council Update. Matt Hipps gave an overview of the latest from the USG Faculty Council. Naturally, the main topic of discussion was the situation regarding covid-19 and the issues revolving around the closure of campuses across the state. Essentially, everything is up in the air at this point. The system is planning to return to face to face classes in Fall 2020 but that could still change. The Gen Ed revisions will be pushed back at least to Fall 2022.

The system is discussing how to reopen campuses in a safe way. Courses having a count of 50 or more students may have to be rescheduled with fewer students. The possible ways to set up classes safely is an important consideration if social distancing is a requirement into the future. The system is adamant that the whole USG system follow the same guidelines. No schools in the system will be treated differently.

The budget was naturally an important concern. The budget will be down \$350 million. The state of Georgia will be unable to supply any help as the state revenues have been drastically reduced due to the shutdowns. Matt suggested that one way we can help is to work on increasing enrollment and making sure current students are being advised and registered. Construction funds for current projects on campus should be able to continue as the money for

the construction has already been allocated. Federal aid is possible, but there are no details on this. Furloughs in the coming academic year or two are possible. There will certainly not be any raises. Possible disruptions on all levels of campus operations are possible for the next 12-18 months.

Evaluation, tenure, and promotion are within the purview of each campus and will continue as always.

The Chancellor stated that shared governance is still important, but in this crisis, decisions may have to be made quickly, so there may not always be time for formal discussions of new policies.

The change to all online instruction was swift and brutal for all involved. The system is doing the best it can but wants to make sure faculty have the resources they need to teach under whatever conditions will be in effect in the fall. Megan Vallowe asked if instruction will be online in the fall. Matt said he is only guessing that we all need to be prepared for that possibility. Currently, there is no time frame for reopening. Decisions will be made from recommendations of public health officials. Tom Gonzalez asked if proctoring of online exams will be possible. Matt replied that the system is looking into the possibility.

The use of Pass/Fail for classes was rejected by the system for a variety of reasons. The system is asking faculty to do the best they can in following their syllabi and adjusting as needed under the situation.

c. Assessment Manual. Megan Vallowe presented the new assessment manual for the committee. The assessment process for classes and programs has been uneven across campus. One of the major issues is “closing the loop” in assessment of programs. The manual is designed to standardize the assessment process wherever possible. The assessment process for programs and general education classes needs to focus on “closing the loop” by tracking action plans. This is a major concern for SACS. There was no further discussion. The new manual was approved by the vote taken the next day through email by 24-0.

d. Nursing Acquisition and Deletion of Library Material Policy. Amy Burger presented the policy for acquisition and deletion of library materials. There was no discussion. The vote taken later remotely was approval of the policy 23-1.

e. Librarian Promotion Policy. Amy Burger explained that USG guidelines make librarians members of the faculty, but up to the present, there has been no policy in place for promotion of the members of the library staff who qualify as faculty. The policy does not include tenure. There was no discussion. The vote taken by email approved the policy 24-0.

f. Faculty Evaluation. Matt Hipps explained the need for a revision of the policy adopted two years ago. Feedback on this policy was mainly negative. Faculty complained that it was difficult for many to get a "4" for evaluation despite the amount of work they may have done. There was a need for equitable implementation of the policy across campus. The changes proposed by the evaluation committee tried to formulate a more holistic approach to the evaluation process, especially for teaching. Faculty who are doing highest level work need to be rewarded for their work.

The changes address the following issues. There is some change in terminology to remove ambiguity. There will no longer be lists that divide activities into level 3 or 4. The lists of activities can be either 3 or 4 depending on the level of work involved. Whether an activity is rated as 3 or 4 will be negotiated between the faculty and supervisor. Some goals can be multi-year projects which have benchmarks that are evaluated each year. Tenured and nontenured faculty will have different processes. Nontenured faculty will set goals in August and meet with their supervisor before the end of September. They will meet with their supervisors again in April for evaluation. Tenured faculty will have a less formal process. They will not be required to set goals in August or meet with their supervisors until March when they submit their reports on what they have done. The process of setting and evaluating goals for teaching will be more holistic. Every instructor will have to demonstrate "effective" teaching in whatever manner they determine. Teaching is unique for each person, so each person will have a different way to show effectiveness.

Amy Mendes asked why there will be a difference between tenured and nontenured faculty. Matt Hipps explained that tenured faculty are assumed to understand the process of setting and reaching goals in teaching, professional development, and service. Nontenured faculty need to have enough supervision to make sure they are making progress toward the goal of tenure.

Megan Vallowe asked if goals for nontenured faculty can change between setting them in August and review in March. Matt Higgs replied yes, the process is intended to be more flexible and holistic. Jeff Stanley asked if the report of activities is going to be a narrative. Matt Higgs said the annual report will be the same. The individual faculty can choose more of a narrative structure or just a list. The purpose is simply to demonstrate effectiveness!

Amy Mendes asked if evaluations will be subject to review by deans. The evaluation committee agreed that deans have a role in evaluation. In general, all evaluations of 4 will be reviewed by the dean of the respective school, except for the School of Education which does not have a chair. Amy Mendes asked whether the dean could dismiss a 4 after evaluation. That is a possibility. Setting a level 4 goal does not guarantee a 4 for evaluation. It is not about the number of activities, but the quality of the work.

There were ten specific changes requiring a vote.

1. The timeline for the evaluation process for tenured and nontenured faculty. This was approved by the email vote 23-1.
2. The change in the timeline for the appeals process and the assessment of goals. This change was approved 23-1.
3. The weighting of the different components of teaching, professional development and/or research, and service. The teaching component will be assessed in the more holistic way described above. For a 4, the faculty must achieve 6 high level goals with at least two in professional development and/or research and two in service. For a 3, the faculty must achieve 4 high level goals with at least one in professional development and/or research and one in service. Nick Gewecke asked if service and professional development goal requirements could be offset by a high teaching load. Matt explained that this is the kind of thing that needs to be negotiated with the chair if possible, with reference to the dean or evaluation committee in cases where agreement cannot be reached. This proposal passed 22-2.
4. Update of language regarding the holistic approach to evaluation of teaching. Proposal passed 23-1.
5. Language updated for lecturers and senior lecturers. Proposal passed 24-0.

6. Revision of general guidelines for using probationary credit toward tenure. Proposal passed 24-0.
7. Language related to grandfathering in previous evaluation results was removed as this process has already concluded. Proposal passed 23-1.
8. Under the timeline for tenure and promotion, candidates will have an extra week for informing the VPAA if they intend to apply for tenure or promotion. It changes the timeline in several ways. Classroom observations must be completed by Oct 1. The campus tenure and promotion committee will have the deadline of Feb 15 in each academic year to make their evaluations and recommendations to Academic Affairs. Hussein Mohamed asked how we are going to do classroom observations in the fall if we are still online. Matt Hipps replied that that was a good question! We may need to come up with an *ad hoc* policy to cover this. The proposal passed 23-1
9. The organization of the portfolio has been standardized. Faculty are responsible for making sure their portfolio contains everything they are responsible for including. If the portfolio is incomplete, it may be rejected. The proposed changes were approved 24-0.
10. Language for the appeals process timeline was revised to match the other timeline revisions. Proposal passed 23-1.
 - g. Coronavirus Contingency Planning. Matt Hipps asked if anyone was interested in helping Dr. Hicks and Dr. Nielsen plan for eventualities for the fall, they should contact Matt.
 - h. Executive Committee Elections. Matt Hipps and the other members of the executive committee of the Senate are rotating off starting in August. Candidates for the positions have been nominated and voting will occur at the same time as all the proposals. One position, the new Webmaster position was not included in the nominations, but Matt asked for any. Amy Burger was nominated and accepted. Tom Gonzalez was nominated and declined. There were no further nominations. Matt Hipps will serve in the new position of Past-President for the next year. Matt thanked the Senate for their work this year and the executive committee, Christian Griggs, Susan Burran, and Jean Johnson. The results of the vote are John Gullledge, President-

Elect, Alicia Briganti as Secretary, Travis McKie-Voerste as Parliamentarian, Amy Burger as Webmaster. Christian Griggs will assume the office of President of the Senate.

VI. Adjournment

The meeting was adjourned at 4:41 pm.

Respectfully submitted,

Jean M Johnson, Senate Secretary