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## Dalton State Faculty Senate

### Minutes of February 8, 2018, meeting

#### Members present:

Donna Bledsoe, Susan Burran, Tammy Byron, Pat Chute (Provost and VPAA), Garen Evans, Lorraine Gardiner, Nicholas Gewecke, Christian Griggs, Baogang Guo, Kent Harrelson, Bob Haverland, Matt Higgs, Lisa Hunt, Jean Johnson, Ben Laughter, Annabelle McKie-Voerste, Travis McKie-Voerste, Sarah Mergel (Senate president), Gene Mesco, Sarah Min, Gene Powers, Deb Richardson, Andrea Ridley, Margaret Venable (Dalton State president), Gail Ward, Chris Wozny.

Guests present: Amy Burger, Michael Hoff, Lori McCarty, Melissa Whitesell.

### Call to order and approval of minutes

Senate president Sarah Mergel called the meeting to order at 3:17 and asked for approval of the minutes of the January 30 senate meeting. Ben Laughter moved to approve the minutes as written. The motion was seconded. The minutes were approved as written.

### OneUSG Connect

Lori McCarty, Director of Human Resources, presented information about the new software that will replace ADP. OneUSG Connect may be accessed on the college webpage via Roadrunner Portal > Departments > Human Resources > OneUSG Connect. She stated that the site features a number of brief how-to videos. The System will become active on March 25; full-time faculty employees of the college will not need to approve their timesheets under the new system. Part-time faculty will still need to approve their time sheet for the ACA hours. Human Resources will be holding workshops on specific aspects of the system.

Michael Hoff asked whether there would be redundancy, with ADP remaining active until the new software is proven reliable. Lori said that Dalton State is in the third cohort of USG schools to adopt the system, so most problems have been worked out by this point. Christian Griggs asked whether there had been any progress on the idea of moving to a twelve-month pay schedule for faculty; Lori said it is currently not being discussed as an option. Dr. Venable stated that she has heard at various meetings that a twelve-month pay schedule is a long-term goal for the university system.

Lori stated that when the new system takes effect, employees' sick leave balance will not appear until after the first paycheck is deposited. She also said that there will be two pilot programs for a well-being credit for employees insured through BCBS. The Naturally Slim program will be limited to the first 1000 applicants; anyone interested in participating should look for an email announcement from the USG on March 5.

### Weather cancellation policy

Dr. Venable addressed the question raised at the January senate meeting of how weather-related college closings are decided. She stated that she consults with local emergency management personnel and the campus police chief, Michael Masters before making a decision to cancel classes. Because of past experiences, she is inclined to be conservative; she noted that our students are inexperienced at driving in ice or snow and that many students and college employees live far away from campus. Michael Hoff asked about the day in January when snow was predicted at 3:00 in the afternoon, but the college was closed all day. Dr. Venable said that she didn't want to run the risk of having everyone on campus when the snow started. She also mentioned that when the local school systems close, students who have children need to arrange for child care.

Michael Hoff asked about the possibility of an attendance-optional policy; he added that emails and Roadrunner Alert phone messages could be worded more clearly to avoid confusing students. Dr. Venable said that the matter of wording has been discussed and that the college is making efforts to word these messages as clearly as possible. Chris Wozny asked about the possibility of using part of the spring break for make-up classes; Dr. Venable said that the college must provide equivalent hours of instruction to satisfy SACS requirements. Chris asked whether the college could have a stated policy on make-up days so that it wouldn't come as a surprise to students. Dr. Chute said that all syllabi should have alternative assignments that aren't just reading assignments. Chris said that alternative assignments can't always be done in advance; they need to be tied to the specific course material at that point in the semester. Bob Haverland said that Dalton State and the local public schools all made the same cancellations and that it is a good policy to spend time with the class early in the semester going over alternative assignments.

### Hardship Withdrawal

Dr. Chute stated that she is changing the hardship withdrawal policy to make it less burdensome for the student; it will be done electronically rather than requiring the student to take the paper form to each course instructor for a signature. Michael Hoff suggested

modifying the wording from “fully documented by a physician” to “fully documented by a physician or licensed therapist.” Ben Laughter asked for clarification of the phrase “official course documents” in the third paragraph; this was a typo for “official court documents.” Ben also asked for the reason behind the statement “A student may not apply for a hardship withdrawal in two consecutive semesters.” Dr. Chute said it is to prevent students from abusing the system. If the problem that caused the first hardship withdrawal recurs, the student should drop prior to the drop date. Annabelle McKie-Voerste said that a student might have a different hardship the second semester. Christian Griggs said that the drop date is fairly late in the semester, and it’s always possible for the instructor to give the student an incomplete for the course.

Ben Laughter moved to approve the policy, with the minor wording changes noted above. The motion was seconded.

**The motion to approve the modified hardship withdrawal policy was carried by a voice vote.**

### Library policies

Library Director Melissa Whitesell discussed the revised Library policies, including new policies that concern community users and donations to the library. The new policies may be viewed at <http://libguides.daltonstate.edu/policies>. Gene Powers moved to accept the new policies; the motion was seconded and discussed.

**The motion to approve the new Library policies was carried by a voice vote.**

### Committee Reports and Announcements

#### Faculty Development Committee

Christian Griggs encouraged faculty to participate in the upcoming teaching symposium; the organizers are looking for proposals from across the campus.

#### Faculty Evaluation Standards

Matt Hipps stated that the college is getting very close to agreement on standards for faculty evaluation.

### Nominations for Senate officers

Sarah Mergel said that the senate is seeking nominations for President-Elect, Secretary, and Parliamentarian. Anyone who will be serving on the senate next year is eligible to be nominated.

### Search for Bandy Center Director

Dr. Chute said that the search for a new director is nearing completion.

### USG initiatives: Academic Mindset, Gateway to Completion, and Momentum Year

Dr. Chute said that the college will be participating in three USG initiatives. The first is the Academic Mindset initiative; representatives will be visiting campus on March 21-22 to meet with focus groups. The second is Gateway to Completion (G2C), which will involve course redesigns for English 1101 and Math 1111. The college will set up a steering committee for the redesigns when more information is available. The third initiative is the Momentum Year, emphasizing the importance of the first year of college for new students. Goals include students completing Math and English requirements early and taking 15 credit hours per semester, including nine credits in major during the first year.

### Adjournment and next meeting

There being no other business, the meeting adjourned at 4:45. The next senate meeting is scheduled for March 8, 2018.

Respectfully submitted,  
Kent Harrelson  
Senate secretary