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## Dalton State Faculty Senate: Minutes of March 8, 2018, Meeting

### Members Present:

Susan Burran, Tammy Byron, Jenny Crisp, Cecile de Rocher, Norm DesRosiers, Garen Evans, Carl Gabrini (proxy), Nick Gewecke, Baogang Guo, Kent Harrelson, Bob Haverland, Tim Hawkins, Matt Hipps, Cathy Hunsicker, Jean Johnson, Ben Laughter, Annabelle McKie-Voerste, Sarah Mergel (Senate President), Gene Mesco, Lisa Peden (proxy for Donna Bledsoe), Lydia Postell, Vince Postell, Gene Powers, Deb Richardson, Gail Ward, Chris Wozny; Pat Chute (Provost), Margaret Venable (DSC President). Guests present: Michael Hoff, Katrina Autry

### Call to Order and Approval of Minutes

Senate president Sarah Mergel called the meeting to order at 3:17 and established that a quorum was present. She asked for approval of the minutes of the February 8 meeting; Ben Laughter moved to approve the minutes. The motion was seconded; the minutes were approved by voice vote.

### Statutes

On behalf of the Welfare Committee, Sarah moved to approve the most recent revision of the statutes. Chris Wozny said that this revision represents the best possible compromise on the wording of the statutes. Ben Laughter asked about the specific changes that had been made

since the last senate meeting. Sarah said that the Welfare Committee made minor changes in wording to the section on institutional governance and to the policy and procedures manual.

Committee chair Matt Hipps said that the committee had a list of concerns from students and staff; he will attend meetings of the SGA and the Staff Council to discuss these concerns. Ben Laughter asked whether the revised statutes, if approved by the senate, would be sent to the faculty. Sarah said that they would be sent to Dr. Venable with the request that if she does not intend to present them to the faculty for a vote at the April faculty meeting, she will notify the senate.

There being no further discussion, Sarah asked for a vote on the question.

**The motion to approve the revised statutes and send them to Dr. Venable was carried by a unanimous voice vote.**

Ben Laughter commended the Welfare Committee on a job well done.

#### [Ad Hoc Exam Policy Committee](#)

Nick Gewecke moved that the senate approve the final exam policies as presented by the committee; the motion was seconded and discussed. Sarah Mergel said that the existing policies regarding final exams had been lost with the M drive.

Regarding the issue of a student having three exams on the same day, Matt Hipps asked whether a course instructor would be required to move the final. Chris Wozny suggested a change in wording to have the final decision made by a chair or dean. Michael Hoff said the requirement for a student to request an accommodation two weeks before the final was unrealistic; instructors should be able to resolve an exam conflict at the last moment. Bob Haverland said that previously, the exam schedule included a day to resolve exam conflicts. Matt Hipps said that conflicts typically arise when faculty members move their exams from the day and time in the exam schedule.

Sarah said that the discussion seemed to lead toward two modifications of the proposed policy: moving the deadline closer to the exam period, and requiring instructors to work with their department chairs in resolving conflicts. Ben Laughter said that he was opposed to the first change; faculty need time to make arrangements with the Testing Center. Chris Wozny said that one week before exams would be a reasonable deadline. Jenny Crisp moved to change the deadline from two weeks to one week. The motion was seconded and discussed; it was carried by a voice vote. Sarah moved to add wording requiring instructors to contact their department chairs if they cannot agree on an accommodation for a student with conflicting exams. The motion was seconded and discussed; it was carried by voice vote.

There being no further discussion, Sarah asked for a vote on the amended exam policy.

**The motion to approve the policy on final exams was carried by voice vote.**

Please see the Appendix for the final wording adopted by the senate.

### Committee Reports

Jenny Crisp reported that the Strategic Plan Monitoring Committee discussed the Momentum Year as it applies to the strategic plan.

### New Business

#### Admissions Policy for Student Protestors

Matt Hipps presented a draft of a motion on admissions policies for students who have participated in protests against the wishes of their high schools. The intent of the motion is to ensure that in the admissions process, students' participation in protests will not be held against them. Matt moved for the policy's approval. The motion was seconded and discussed.

Bob Haverland asked how the Admissions office would know about high-school issues such as protests; Jenny Crisp asked how the college would know whether issues such as student

absences were related to student protests. Baogang Guo asked whether the policy would apply to our current students as well as prospective students—would Dalton State students be excused from classes to participate in protests?

Matt Hipps moved to refer the motion to an ad-hoc committee. The motion was seconded and discussed.

**The motion to refer the question of admissions policies for students who have participated in protests to an ad-hoc committee was carried by voice vote.**

#### [Nominations for Senate Offices](#)

Sarah Mergel reminded the senate that nominations for the senate executive committee must be made by April 1. The offices of President-Elect, Secretary, and Parliamentarian are all up for election. Nominees do not necessarily have to be current members of the senate.

#### [Commendation of Promotion and Tenure Committee](#)

Dr. Chute expressed her appreciation for the Promotion and Tenure Committee's hard work this year.

#### [Adjournment and Next Meeting](#)

There being no other business, the meeting adjourned at 4:15. The next senate meeting is scheduled for April 12.

Respectfully submitted,

Kent Harrelson, Senate secretary

## Appendix: Policy on Final Exam Conflicts

Approved by the Faculty Senate on March 8, 2018

A student is considered to have a conflict in the following cases: two of the student's courses have their Final Exam Periods scheduled at the same time on the same day, and/or three or more of the student's courses have their Final Exam Periods scheduled for the same calendar day.

To resolve such conflicts, the student must contact the instructors of the affected classes at least one week before the first day of Final Exams for the semester, as indicated on the Academic Calendar, to identify alternate accommodations. If no accommodation can be reached, instructors must contact their chairs to resolve the issue. If a student fails to initiate contact before that deadline, alternate accommodations will be at the instructors' discretion.

If a Final Exam period is moved by an instructor with permission from Academic Affairs, but this alteration creates a conflict (as defined above) for a student, that instructor is obligated to provide alternative accommodations for that student, due to that instructor's creating the conflict.