

Contents

Dalton State Faculty Senate: Minutes of Feb 14, 2019, Meeting.....	2
Members Present:	2
I. Call to Order and Approval of Minutes.....	2
II. Introduction of Jon Jaudon	2
III. Faculty Evaluation and P&T Process	3
IV. Committee Reports.....	4
V. New Business	4
VI. Adjournment and Next Meeting	6



Dalton State Faculty Senate: Minutes of Feb 14, 2019, Meeting

Members Present:

Andrea Ridley, Matt Hipps (Senate President), Gene Powers, Deb Richardson, Gail Ward, Donna Bledsoe, Christian Griggs, Baogang Guo, Jeff Stanley, Travis McKie-Voerste, Amy Mendes, Lydia Postell, Lorena Sins, Amy Burger, Susan Burran, Norm Desrosier, Nick Gewecke, Tim Hawkins, Jean Johnson, Annabelle McKie-Voerste, Mike Hilgemann, Garen Evans, Lorraine Gardiner, Ben Laughter, Pat Chute (guest), Margaret Venable (guest), Jon Jaudon (guest), Eduardo Meraz, (guest), Logan Huggins (guest), Tammy Byron (guest)

I. Call to Order and Approval of Minutes

Senate president Matt Hipps called the meeting to order at 3:20 pm and established that a quorum was present. He asked for approval of the minutes of the Jan 17, 2019 meeting. A motion to approve the minutes was made, seconded, and approved by voice vote.

II. Introduction of Jon Jaudon

Senate President Matt Hipps asked Dr. Margaret Venable to speak. She introduced Jon Jaudon as the new interim Chief of Staff. The exact duties of the position are still evolving, but it is meant to remove some of the burden from Dr. Venable. Mr. Jaudon will be in the chain of reporting for upper level administrators, but is not meant to be a gatekeeper. He would be a

first person to ask instead of speaking directly to the President. He would also attend meetings in Dr. Venable's place.

III. Faculty Evaluation and P&T Process

Matt Hipps prefaced this discussion with a statement that we would not be discussing individual cases or specifics about any person's situation. Questions have arisen about the process of preparing a portfolio for submission to the campus P&T committee. The desire is to make this process as smooth and fair as possible. One of the problems for the P&T committee is the extreme unevenness of the numbers of portfolios they need to process every year. One year it was 30, the next it was 7, and so on. This makes the committee one that few people want to serve on. Another problem is the timeline for completion of the portfolio. Is there enough time for people to produce the portfolio without it being an unnecessarily stressful process?

Dr. Chute stated that the timeline is in part mandated by BOR policy that we have no control over. We have to meet these deadlines in the process. The introduction of the e-portfolios several years ago was meant to make the process easier. Annabelle McKie-Voerste commented that new faculty in particular need to have guidance on preparing their portfolio right from the beginning of their employment. Their faculty mentor should be guiding them on how to be proactive years in advance of any tenure and promotion plans. Dr. Chute replied that new faculty orientation now includes this.

Matt Hipps highlighted the pretenure process as an important step that is perhaps not rigorous enough. He mentioned occasions where portfolios that were incomplete made it all the way to the campus P&T committee. He asked how that was possible when the candidate for promotion or tenure should have been through the pretenure process and things like this should have been addressed by the internal review committee well before the portfolio went to the P&T committee. However, the portfolio should have been reviewed by a chair and a dean as well. Who was responsible for not catching egregious omissions? Also, there is a question of the amount of material in the portfolio. Should every single syllabus be included when they run up to 20 pages long? Perhaps the amount can be streamlined.

Annabelle McKie-Voerste commented that there is a well-established checklist in Georgia View for what should be in the portfolio. Amy Mendes said that anyone who wants tenure or promotion should be expected to produce a complete portfolio. When a person is asking for lifetime employment, it's not unreasonable to expect them to meet the minimum standards for an employment portfolio. Baogang Guo also referred to the template in Georgia View. He suggested it was the responsibility of the internal review committee to make sure a portfolio is complete before it goes on to any higher level.

Matt Higgs said that the Evaluation committee would be grateful for any suggestions on how the process can be improved, but in the interest of getting any changes made to the process for the following academic year, we need to move very quickly on this.

IV. Committee Reports

a. The Faculty Resource Committee submitted a plan for the proposed Instructional Technology Certification Program. The program would allow faculty to gain a "certificate" for learning and using new technology in the classroom. The proposal will be discussed during the March Faculty Senate meeting. Dr. Chute made one comment: that the number of activities required for a "Participation" certificate seemed too low and suggested 10 rather than 6 events as the minimum requirement.

b. Matt Higgs announced that the Faculty Evaluation Committee would be discussing the use of student evaluations in the process for tenure and promotion and asked any who were interested in this topic to attend.

V. New Business

a. Two SGA senators, Eduardo Meraz and Logan Huggins, were invited to speak about the allocation and use of student fees. The students showed several charts of the way in which student fees have increased over the years, yet direct use of these fees for student activities has decreased. The relevant numbers showed that approximately \$380,000 per year is collected in student fees. Approximately \$272,000 per year goes to supporting salaries of staff

in the Dean of Students Office. Approximately \$108,000 remains for direct use by students for student activities and student organizations.

Matt Hipps reminded everyone that use of student fees for staff salaries is appropriate if it is ultimately related to serving students, but must be minimized if the operational budget allows it. The question is can we do better for the students? Up to 2009, salaries for Dean of Students Office staff was in the institutional budget. It is unlikely that all the salaries will ever be completely covered by the institutional budget in the future. Matt asked how can the faculty help? The Senate does not want to start a battle with staff. The student senators said they did not want to see anyone lose their job; however, there should be more money available for student organizations and for students to attend conferences.

Jon Jaudon asked to speak. He said that after a meeting with the budget committee of SGA, they had agreed to increasing the amount students will be able to use. In the first year (2019-2020), students would get an additional \$60,000. In the next four subsequent years, \$10,000 would be added each year.

Dr. Chute recommended that the extra money should be spent in ways that will improve retention and lead to more students graduating. Matt Hipps ended with the message that the faculty supports the students.

b. Dr. Chute asked to recognize Travis McKie-Voerste for defending his dissertation. She also recognized Deb Richardson for receiving two awards. One was the Louise McBee Scholarship from the Georgia Association of Women in Higher Education. The other was the Spillman-Bischoff Scholarship from the Georgia Association for Nursing Education. Deb Richardson thanked Dr. Barbara Tucker for her mentorship in applying for these awards.

c. Matt Hipps wanted to remember the one-year anniversary of the shooting at Marjory Stoneman Douglas High School in Parkland, FL, where a friend of his died. Matt wanted to remind everyone of the impact teachers have on their students and applauded the students who have demanded change in the aftermath of the shooting. Matt thanked all his colleagues in the Senate and on campus for what they do.

VI. Adjournment and Next Meeting

The next Senate meeting is scheduled for March 21, 2019. There being no other business, the meeting adjourned at 4:36 pm.

Respectfully submitted,

Jean M Johnson, Senate secretary