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## Dalton State Faculty Senate: Minutes of April 16, 2019, Meeting

### Members Present:

Matt Hipps (Senate President), Gene Powers, Deb Richardson, Donna Bledsoe, Jane Taylor, Christian Griggs, Baogang Guo, Jeff Stanley, John Gullledge, Cathy Hunsicker, Travis McKie-Voerste, Amy Mendes, Lydia Postell, Tami Tomasello, Amy Burger, Susan Burran, Norm Desrosier, Nick Gewecke, Tim Hawkins, Jean Johnson, James Adams (proxy for Annabelle McKie-Voerste), Samantha Blair, Mike Hilgemann, Garen Evans (also proxy for Lorraine Gardiner, Bob Haverland, Ben Laughter, and David Williams), Pat Chute, Margaret Venable, Jon Jaudon (guest)

### I. Call to Order and Approval of Minutes

Senate president Matt Hipps called the meeting to order at 3:18 pm and established that a quorum was present. He asked for approval of the minutes of the March 21, 2019 meeting. The motion to approve was made, seconded and approved by voice vote. Matt also wanted to congratulate all the faculty who finished and defended their dissertations this year.

### II. Senate Resolution on the Budget Hearings

In response to deliberations of the Senate during the March 21, 2019 meeting, Senate President Matt Hipps sent a resolution to College President Dr. Margaret Venable regarding faculty involvement in the budget hearings. The Senate respectfully requested sufficient

notification of the budget hearings before they occurred. They also requested that at least one faculty member be on the budget committee.

Dr. Venable replied that in the future, the faculty would be notified one week in advance of the budget meetings, which would occur on a day of regularly-scheduled classes. Also, two full-time faculty chosen by the Senate would be included on the budget committee. Matt Hipps thanked both the Senate and Dr. Venable for this outcome as a victory for shared governance.

### III. The Carl Vinson Study

Matt Hipps reminded the Senate of the town hall meetings that occurred in the previous week concerning the Carl Vinson Institute's Classification and Compensation study. Matt would like to form an *ad hoc* committee to look at the data coming from the study. Specifically, Matt would like to see the salary tables updated on a regular basis. Matt wants at least one person from each school on the committee and asked for volunteers. Dr. Chute asked what exactly we expect to do with the data? Matt replied that the college faculty will undoubtedly have questions and concerns about the data, whether they attended the town hall meetings or not. Matt believes that the Senate is the appropriate body to which these concerns should be addressed. This will allow the Senate to discuss the issues and make a response to the administration if necessary.

### IV. Committee Votes

#### a. Tenure and Promotion Committee

##### i. Change in Composition of Committee

Matt Hipps presented the changes proposed by the Faculty Evaluation Committee concerning the campus Promotion and Tenure Committee. These changes were the result of the discussion during the Feb 14, 2019 Senate meeting and presented to the Senate at the March 21, 2019 meeting. The term for committee members will change from two years to three years. Also, the chair of the P&T committee will serve for two years. Matt asked for a motion to accept the changes. Nick Gewecke moved to accept the proposal, James Adams seconded the motion.

Vote was taken by show of hands. The motion passed. The changes will be voted on by the full faculty at the April 26, 2019 faculty meeting.

ii. Changes to Evaluation Manual

The Faculty Evaluation Committee also proposed slight alterations to the Tenure and Promotion Timeline. The main change was that the candidate for tenure and/or promotion would be required to upload their application materials to Georgia VIEW by Sept 23. Then the campus Promotion and Tenure Committee would have until Oct 1 to examine the portfolio to ensure that all necessary documents are included. If the portfolio is not complete, the candidate would be notified in writing of the deficiencies and that their portfolio would not be considered without the necessary documents. The other change is to allow an extra week for the Individual Review Committees to complete the classroom observations and file reports.

The Evaluation Committee also proposed some changes to Section 3.1.1 of the Faculty Evaluation Manual. In order to limit the amount of material uploaded for review, new paragraphs will be inserted into the instructions for what needs to be in the portfolio concerning teaching, service, professional development, and administrative duties. The effect would be that supplemental materials would be prepared by the candidate, but not be uploaded unless the promotion and tenure committee request the extra documents. Matt asked for a motion to approve these changes. A motion was made and seconded. During discussion, some Senators noted that the placement of the extra instructional paragraph under Section II on teaching was confusing. A friendly amendment to alter the placement of this paragraph was accepted. With no further discussion, the vote was called by show of hands. The motion to accept the changes to the Evaluation Manual passed. These changes will be voted on by the full faculty at the faculty meeting on April 26, 2019.

b. Faculty Resource Committee

i. Composition Change

Matt Higgs introduced several proposals from the Faculty Resource Committee. The first concerns the makeup of the resource committee. In an effort to eliminate extra committees, three subcommittees currently under the purview of the Committee on Committees will be

incorporated by the resource committee. This will require a change of the structure of the committee. Three new permanent subcommittees of the resource committee will be the Library Advisory Subcommittee, the OCIS Advisory Subcommittee, and the Instructional Technology Subcommittee. In the proposed change, two senators and three students appointed by SGA will be on the resource committee in order to cover all the subcommittees. Other membership of the committee will not change. Matt Hipps asked for a motion to accept the changes. A motion was made and seconded. During discussion, Cathy Hunsicker asked why only two senators were on the committee. Matt Hipps replied that it was not necessary. Travis McKie-Voerste asked to whom the subcommittees would report. Matt answered that they would report to the Faculty Resource Committee which would report to the Senate. Matt Hipps called the vote by show of hands. The motion passed. The full faculty will vote on the changes at the faculty meeting on April 26, 2019.

#### ii. Instructional Technology Certification Program

Amy Mendes reintroduced the technology certification program proposal. Although faculty indicate that they are interested in learning about how to use new instructional technology, whenever workshops are offered, no one shows up. The certification program is designed to incentivize participation and learning. Senators had many questions and concerns about the program. One question concerned who would oversee faculty completion of activities. David Brown had offered to do so before his job change. Dr. Chute said it would most properly be the responsibility of the new Director of the Center for Excellence in Teaching and Learning, who will hopefully be in place on July 1, 2019. James Adams commented that a person could do a great many activities and yet not earn a certificate. Dr. Chute emphasized that the program is not necessarily set in stone and changes might be made. Matt Hipps asked who would decide if an activity will count toward certification. Christian Griggs said that 10 activities for the Participation certificate seemed very high. Matt asked if we really want to pass this proposal with so many questions still unanswered. Nick Gewecke acknowledged that this program needs to go to the new Director of the CETL. Deb Richardson agreed and suggested the new director may have a number of ideas to improve the program. The consensus seemed to be that the

Senate is not ready to vote on the proposal. Matt Hipps asked for a motion to table the proposal. The motion was made, seconded and approved by voice vote.

#### V. New Business

##### a. Senate Tenure

Matt Hipps wanted to alert all Senators that their term of office runs from August to August. During the summer months, business may arise that the Senate may need to work on. There is a mechanism in place for taking votes by email. Senators are asked to be aware that emails requiring their attention may be coming to them during the next few months. Matt asked everyone to attend to them in a timely way.

##### b. Senate Roster

Matt Hipps wanted to thank all the Senators who will be rotating off the Senate at the end of the summer for all the work they have done. He commented that the Senate has done a lot of work this year and accomplished a good deal. He was dismayed though that some senators have never made it to a Senate meeting or even sent a proxy when they could not make it. Matt's responsibility is to send notification to the Senators' chairs, but he feels he should not have to police Senate attendance. He suggested that those who do not come need to reevaluate whether this is a service they really are interested in committing to.

Matt Hipps then turned to explaining that in the following year, he wants to see the Senate make more of an effort to interact with the full faculty. Senators need to be informing their constituents in their departments and schools of what the Senate is doing and asking for feedback. The Senate itself needs to be more formal in the way it does business. Senate deliberations need to end in more formal resolutions and requests requiring formal responses from parties involved. We need more open forums for faculty to express their concerns. The various committees need to be more active in meeting and working on various matters sent from the full Senate. While many committees have met frequently this past year and done a great deal of work, some committees have not met at all. All committee chairs need to produce an end-of-year report. Matt wishes to institute a new policy in which all committees will give a report at each faculty meeting. At this point, Susan Burran noted that the members

of the committees are unknown. Information on who is chair of each committee needs to be disseminated to all the faculty so that they know who to contact when they have an issue that committee is responsible for. We also need to have freshman senator orientation so new members know what is expected of them. Dr. Chute reiterated that the committees need to be doing their work. The full Senate is not effective if the committees are not responsible for their share of the work. Matt Higgs promised that next year a list of committee chairs would be on SharePoint.

#### VI: Update from USG Council

- a. Matt Higgs attended the USG Council meeting and shared the following points. First concerned the health care plans. The system is struggling with the issue of the smoker surcharge. Many smokers are claiming they do not smoke to evade the surcharge on their insurance premiums. The system is also going to increase the requirements to prove that a person covered on the insurance is actually a spouse. Last, the system will be offering more bare-bones health plans in the future.
- b. State Legislature: The faculty are asked not to have an adversarial relationship with the state legislators. If faculty want to speak as college employees about what they feel the legislature should be doing, they should go the government liaison. The best way to influence the legislature is to engage and build positive relationships.
- c. The Faculty Council passed a resolution regarding summer pay. The way in which faculty across the system are informed of their summer pay varies broadly. The resolution calls for faculty to know what their summer pay is a certain amount of time before the summer term begins. Of course, the school cannot always control things like how many students enroll but don't end up taking the class.
- d. Faculty contracts are scheduled to go completely online with OneUSG. The problem of the system is that it does not feel or necessarily act as a system. Smaller schools have major challenges that the Tier I schools do not, yet the Tier I schools are not willing to share their resources with the smaller schools. The smaller schools and colleges need to work together to

support each other. The smaller schools have many advantages and should not be treated as second-best or as a back-up plan for people who cannot get into a Tier I school.

e. Core Curriculum: In the near future, there will be changes to the core curriculum. The system is dissatisfied with how long it takes students to graduate. One of their responses will be to change the core. Colleges are advised to get ahead of these changes. The Momentum Year strategy is to get students off to a good start by strongly encouraging them to take 15 credits per semester in their freshman year. Advising and scheduling of classes must be intentional to get students on the forward pathway to graduation. Students with special challenges such as families to support need an alternate pathway because they are going to take more time. There is a concern among faculty that academic quality will suffer in this impulse to push students through a program and graduate.

#### VII: Carl Vinson Study Again

There was further discussion of the Carl Vinson study and what it will mean for faculty compensation. Links to the recordings of the town hall meeting would be forthcoming (and were emailed to the college on April 18, 2019). Dr. Venable answered some questions about the timing of pay increases for those who are being promoted and those whose salaries are below the minimum. The salary compression will be addressed over the next 2-4 years.

#### VIII. Announcements and Adjournment

The campus assembly is scheduled for 9 am on April 26, 2019 in Goodroe Auditorium. The Undergraduate Research Showcase will be held at 1 pm on April 26 as well. At 8 am before the assembly, there will be a reception for retiring faculty. Faculty were asked to check on the finals schedule as more than one schedule has come out over the course of the semester. Any changes an instructor wants to make to when they give a final must be approved by the VPAA. Matt Higgs thanked all the senators for a job well-done. He will be sending out a schedule for the AY 2019-2020 in the future.

There being no other business, the meeting adjourned at 4:55 pm.

Respectfully submitted,  
Jean M Johnson, Senate secretary  
assisted by Susan Burran