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Faculty Senate Minutes | 2008-2009

JSU Faculty Senate

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MINUTES 2008-2009

Faculty Senate Minutes September 15, 2008

I. Call to Order

Brent Cunningham called the meeting to order at 3:15 p.m.

Members Present: Jordan Barkley, Paul Beezley, Becky Bertalan, Benjie Blair, Laurie Charnigo, Andy Ciganek, Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Jeffrey Hedrick, Miriam Hill, Clark Hudspeth, Bill Lester for Dan Krejci, Rob Landry, Ron Mellen, Betty Morris, John Reynolds, Tim Roberts, Ed Smith, Kim Stevens, Eric Traynor

Members Absent: Edwin Bellman, Kelly Crotts, Tracy Broom, Michael D'Ambrosi, Gloria Horton, Bill Lowe, Jennifer Nix, Sherri Restauri

II. Special Recognition

James Rayburn was presented with a certificate of recognition for his service to the faculty senate for this past academic year.

III. Special Guest Presentations

Dr. William A. Meehan spoke to the senate. He indicated that overall enrollment was up. Total head count was 9,481, up 404 from last year. Distance Education enrollment is up 12% from last fall. This term, as of the close of business on September 4 showed a 4,201 credit hour increase over last year for a total of 104,462. With the slump in the economy, more proration may be expected, but JSU has attempted to be prepared to deal with the cuts. Progress is being made on the bus system planning, and this can be seen in the loss of some parking spots across campus to enable the mobility of these larger vehicles. The dorm/athletic expansion plans were discussed briefly. A key problem is the insufficiency of city's sewage treatment capacity. The goal is completion by July 2010.

Dr. Rebecca Turner thanked faculty for doing what they do for the students citing especially the addition of seats to and overloading of classes. The travel budgets will remain unchanged. A group has been formed to evaluate summer scheduling and enrollment issues.

Dr. Alicia Simmons from the Office of Institutional Research and Assessment discussed the new computerized student review of instruction from IDEA that will be undertaken in all classes starting this fall. Faculty will receive information about the form to set course objectives.

IV. Approval of Minutes

The minutes for the May 15, 2008 meeting were approved. The printed packet was missing the last page, but it was read aloud and had been distributed to the entire senate by e-mail previously.

V. Committee Assignments and Reports

A page of important dates for the term was distributed in the meeting materials packet. This, also, included a nomination form for vacant seats on and a request for identification of possible national honor societies that would be available for the university. The list of faculty senators was included, with the change that Heidi from psychology now has hdempsey@jsu.edu as her e-mail address. Notify Brent of any other errors on this page, especially if the term of service is incorrect. The committee assignments were announced. Admissions and Scholarship is chaired by Andy Ciganek, Elections by Dan Krejci, Honors by Laurie Charnigo, Policies by Ron Mellen, Welfare by Miriam Hill, and the Executive Committee by Brent Cunningham. The website has been updated and lists current assignments. Clark Hudspeth is the new parliamentarian.

Mention was made that the Honors committee will need to address the Bylaws section 1.8 to add the new Ray J. and Ruth C. Ringer Faculty Award. The Welfare Committee was tasked with evaluation and specification of the University Travel Grants Committee Criteria.

VI. Executive Committee/President's Report

As mentioned above, committee vacancies have been filled or will be. At the Board of Trustees Meeting the dorm/stadium expansion was discussed along with the suggestion that the Honors Program be expanded. The Academic Council discussed budget issues. No faculty were let go but unfilled positions were eliminated. The Day Care Center at McClellan has been contracted out to reduce the losses that had been recurrent. Administrative travel and meals will be curtailed. The Freshman Convocation was held on August 26th. The university now carries liability insurance for the entire campus. The proposed Doctor of Science in Emergency Management and the Masters of Art in Graphic Design have progressed to ACHE.

VII. Old Business

1. Class Schedules

Several class schedule problems have been addressed. A new company will print the schedules and a header may contain needed information such as summer session. On-line course offerings are available although not easily through Banner, and distance education links provide this information for public access from their website and Courses/Programs and the search capabilities.

2. Campus Bookstore is Posting Textbook Information Online.

Textbook information is now found at <http://jsu.bncollege.com> but it does not offer the ISBN number. The information will remain posted all semester and takes about a day to be updated.

3. University Travel Grant Committee and Policy Changes

One committee member remains to be selected. Their criteria remain to be formalized and this task has been assigned to the Welfare Committee for review. The committee will operate as usual for the fall term.

4. University Research Grant Committee and Policy Changes
Confidentiality of meeting activities must be stressed with improvement of due process and feedback.
5. Textbook Adoption Policy
The recommendations about the textbook policy will be brought to a vote in October. Option one is “Textbooks should be used a minimum of three (3) years. Exceptions to the three (3) year policy must be approved by the appropriate department head.” Option two is the elimination of the policy from the handbook.
6. Football Stadium Expansion and New Dorm
Dr. Meehan’s convocation Address and Housing/Stadium Project Links are available from the JSU NewsWire. Dr. Meehan was directed to begin discussions with potential Construction Managers/Project Managers concurrently with the feasibility studies. One floor of the dorm should be secured for students in the Honors Program.
7. Semester Schedules
Two plans are being discussed to allow more time for grading. The entire schedule could be moved back a day, so classes would begin on Wednesday rather than Thursday or final examinations can be considered as part of the contact hours and eliminate the last day of the semester. This second option was preferred. Senators are urged to discuss this issue with their departments to gather feedback.

VIII. New Business

1. University Committee Assignments Representing Faculty Senate
New committee assignments were announced.
2. Green Initiative
“Green Campus Membership” needs to be investigated further. Sidewalk improvements are planned, especially along Highway 204.
3. Scholarships/Tuition Waivers
Awards to graduating students who attain scores of 30 or higher on the ACT are being investigated.
4. IDEA Faculty Evaluation System
This was discussed earlier by Dr. Simmons.
5. University Fees Payment Plan
A new tuition loan option allowing installment payments will be available for students in the spring.
6. Application Process for JSU Employment
The process is now available on line as a paperless process.
7. Course Offerings—Summer, Afternoon/Evening
Diversity of course offerings and scheduling was briefly discussed.
8. Extra Compensation
This issue continues to be a concern.
9. Faculty/Staff Ticket Appeals Committee

- A new member is needed to sit on this committee.
10. University Syllabus Template
Discussion of this focused on issues of academic freedom.
 11. Alpha Chi National College Honor Scholarship Society
Input on other possible options to be submitted on the committee nomination form was requested.
 12. Telephone
The faculty senate telephone may be eliminated.
 13. Application for Parking Decal
Parking decals are available through the university police department. Consult the website for the preliminary procedures and list of needed documentation.
 14. Checking Prerequisites
 15. The capability of Banner to handle prerequisite requirements was discussed briefly.
 16. Call for Applications
The call for Emeritus Faculty has been issued with an October 1 deadline.
 17. Agenda Items
Notify Brent Cunningham of any new agenda items.

IX. Announcements

Faculty Senate Meetings for 2008-2009 will be on September 15, October 13, November 10, December 8, January 26, February 9, March 9, April 13, and May 11.

The Emergency Notification System will begin this term. It involves notification by cellular phone if this information has been updated and included in the personal information under Self-Service Banner.

The Academe Reception to honor new faculty will be Tuesday, September 30th in 1101B at the library. The senate provides funding for this reception.

Senators should pass along the reminders about the United Way campaign to their departments. The staff is outgiving faculty at a rate of 2 to 1 presently.

X. Adjournment

The senate adjourned at 4:45 p.m.

Faculty Senate Minutes

October 13, 2008

I. Call to Order

Brent Cunningham called the meeting to order at 3:15 p.m.

Members Present: Jordan Barkley, Paul Beezley, Edwin Bellman, Becky Bertalan, Benjie Blair, Laurie Charnigo, Andy Ciganek, Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Clark Hudspeth, Dan Krejci, Ron Mellen, Betty Morris, Sherri Restauri, John Reynolds, Tim Roberts, Ed Smith, Kim Stevens, Eric Traynor

Members Absent: Tracy Broom, Kelly Crofts, Michael D'Ambrosi, Rob Landry, Bill Lowe, Jennifer Nix

II. Approval of Minutes from September 2008 Meeting

The minutes were approved with a few corrections.

III. Committee Reports

- A. Admissions and Scholarship—Andy Ciganek--High school seniors with high ACT scores are eligible for tuition waivers of varying percentages based on the score, but these have not previously been offered automatically. Work to streamline the procedure and to possibly offer these as awards is being investigated.
- B. Elections—Dan Krejci--No report
- C. Honors—Laurie Charnigo--The motion to change the By-Laws to add the Faculty Development Award passed with grammatical changes.
- D. Policies—Ron Mellen—No report
- E. Welfare—Miriam Hill—A motion to return the proposed university travel grant committee criteria back to committee for additional revision was passed. The revised criteria are to be passed to the University Travel Grant Committee for use as guidance at their next meeting.

IV. Executive Committee/President's Report

- A. Vice President's Report from Higher Education Partnership Meeting—Support for Amendment 1 was solicited. Gordon Stone will speak at the November 10 meeting of the Senate.
- B. Football Stadium Expansion and New Dormitory—Funds remaining from the project will be applied to the prioritized needs of the Olympic sports program. The approved bond issue is on hold due to the current economic instability. Most of the cuts from Montgomery incurred across campus impact academics, because this gets its funding through Montgomery. Questions about the relationship to the Strategic Plan were raised.
- C. Academic Council—The Newswire and Event Calendar are separate entities. Different numbers reported for the total number of students reflect differences in treatments required concerning only distance education students. Enrollment numbers are 9,481 –

284 = 9,197. This is an increase in 120 over last year. Student payroll disbursement procedures will be changing.

V. **Old Business**

- A. Class Schedules and Online Posting—Improvements are in progress.
- B. University Research Grant Committee—Gloria Horton has been appointed as chair, and other issues have been resolved.
- C. Textbook Adoption Policy—The Higher Education Reauthorization Act requires a textbook policy. The proposed policy recommendation was passed.
- D. Semester Schedules—Several options to extend the time available for grading during the last exam days have been made. If a semester has 40 contact hours, then final exam time does not need to be included in the count. Different proposals were discussed.
- E. Green Initiative—The transportation committee is considering environmentally friendly options.
- F. Scholarships/Tuition Waivers—This issue was discussed earlier.
- G. IDEA Faculty Evaluation System—E-mail announcements will be sent. Faculty Information Forms need to be completed by October 31. A technical person has been appointed in each college as a liaison.
- H. University Fees Payment Plan—A fee payment plan for students will be available in the future.
- I. Course Offerings—The summer sessions schedule is being simplified.
- J. University Syllabus Template—A list of minimum requirements for a syllabus rather than a template is planned.
- K. Campus Honor Societies—An ad hoc committee within the faculty senate will assist with this campus concern. An honor society for each college should be the goal. Dan Krejci will coordinate.
- L. Checking Prerequisites—Problem incidents need to be reported. Faculty should not have to check that their students meet these requirements.
- M. Transportation Committee Update—The bus system planning is progressing.
- N. Follow-Up on Passed Recommendations—Promotion pay raises are under consideration. International university agreements are progressing with thanks sent by Dr. Turner. The tuition assistance is on the Board agenda for October 20. No report was made about tenure and promotion timing and date of rank recommendation.

VI. **New Business**

Four day class schedule—The original idea for the May term appears that every third May was supposed to be available for research. More will be discussed about the scheduling options later.

VII. **Announcements**

A test of the emergency notification system was run. Update personal information in Banner if you are interested in participating.

VIII. **Adjournment**

The senate adjourned at 5:25 p.m.

Faculty Senate Minutes

November 10, 2008

I. Call to Order

Brent Cunningham called the meeting to order at 3:20 p.m.

Members Present: Jordan Barkley, Paul Beezley, Edwin Bellman, Becky Bertalan, Benjie Blair, Laurie Charnigo, Andy Ciganek, Doug Clark, Kelly Crotts, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Dan Krejci, Ron Mellen, Sherri Restauri, John Reynolds, Robbie Boggs for Tim Roberts, Kim Stevens

Members Absent: Tracy Broom, Jimmy Griffin, Clark Hudspeth, Rob Landry, Bill Lowe, Betty Morris, Jennifer Nix, Ed Smith, Eric Traynor

II. Approval of Minutes from October 2008 Meeting

The minutes were approved.

III. Committee Reports

A. Admissions and Scholarships—Andy Ciganek

1. JSU Academic Scholarship—In order to attract students with higher ACT scores, the application process for academic scholarships should be streamlined. We would like to see awards offered to all eligible students in the state and our service area. This could aid recruitment, particularly in the southwestern part of the state. Auburn has increased their average ACT scores, so increased enrollment does not necessitate a decline in these figures. We do offer competitive scholarships. The recommendation to streamline the application process for academic scholarships offered by JSU was passed with minor changes accepted.
2. Website Usability Recommendation—A number of faculty on campus teach courses or have expertise pertinent to website construction and marketing. Perhaps this expertise could be incorporated into the website construction efforts. The recommendation to improve the usability and usefulness of JSU's Website was passed. The committee will prepare a recommendation about incorporating campus expertise.
3. Thanks were given to Andy Ciganek for the research work and contributions he has made to these recommendations.

B. Elections—Dan Krejci

We have a new president elect of the United States. No additional report.

C. Honors—Laurie Charnigo

The Criteria for the Raymond and Ruth Ringer Faculty Development Award was passed with minor revision of grammatical and editorial changes.

D. Policies—Ron Mellen—No report.

E. Welfare—Miriam Hill

The second draft of the university travel grants committee policies guidelines document was prepared and submitted to that committee. It was used as a guideline, and the committee then responded with additional suggestions. In that those were received late last week, the committee had not yet met about these. They will prepare a third draft of their document for submission to the Senate.

IV. **Executive Committee and President's Report**

- A. Board of Trustees Meeting—October 20 at Little River Canyon Center
 - 1. Little River Canyon Center—The new facilities are beautiful and a wonderful addition to our campus outreach.
 - 2. Language Competency—The English Language Testing System (IELTS) score of 5 or higher will now be acceptable along with the TOEFL score of 500 to certify English competency for admission of international students.
 - 3. Book Tour—Randy Owen is involved in a book tour and has a blog for it.
 - 4. Marketing Department—Starting October 1, we have a funded Marketing Department.
 - 5. Foundation Funding Drive—The Power of 125 ends December 31. This funding campaign has been highly successful achieving over \$3 million beyond the goal.
 - 6. Athletic Report—A ticket manager has been hired and a major gifts/development position for athletics was created. The search is underway. This raised the question of whether academics could get funding for a grants and promotion position.
 - 7. Vehicle Leasing—A resolution concerning leasing of vehicles for university purposes was passed.
 - 8. Tuition Assistance—A new tuition assistance policy for faculty and staff and their spouses and dependents was passed.
- B. Football Stadium Expansion and New Dorm—The filings are on track. Ground breaking must be by December 1, and activities on campus are underway to bring that to fruition.
- C. Academic Council—This group did not meet since our last meeting.

V. **Old Business**

- A. Class Schedules and Online Postings—These topics were discussed earlier.
- B. Textbook Adoption Policy Recommendation Update—This recommendation was delivered to the Dr. Turner.
- C. Semester Schedules Update—The proposals are with the Administrative Council and the President. These proposals should contain more time between the last exam and the time grades are due. Summer schedules will remain unchanged as will the grade reporting time. The Welfare Committee was asked to draft a recommendation to address that the calendars require the sufficient time of 36 hours between the last exam and grade submission deadlines.
- D. Student Payment Plan—The plans are in progress to have a payment plan available for summer. Mr. Clint Carlson has been invited to the Senate to speak about this in February. The plan will incur a fee of \$25 or \$50.

- E. Honor Society Ad Hoc Committee Report—Dan Krejci reported that the campus has one campus wide honor society. Thus, are others needed or will this dilute the support of the current organization?
- F. Transportation Committee Update—The bus system Fall 2009 launch is progressing with attention to bus acquisitions and grant clarification.
- G. Checking Prerequisites—Faculty should not be checking prerequisites, because Banner is set to do this. How do we know if the task is not correctly accomplished?
- H. Summer Course Offerings 2009—The summer schedules will not be changed this year. The Revised Recommendations from Summer Term Ad Hoc Committee to Academic Council was discussed.
- I. Four-Day Class Schedule—This was discussed. An emphasis was placed on the issue of the same contact hour commitment in relationship to compensation.
- J. Follow-up on Passed Recommendations—The promotion pay raises are under consideration. International university agreements are being prepared, and Dr. Turner sends her thanks for the support. These include agreements in China, France, Morocco, and Thailand. The tuition assistance was passed by the Board. The tenure and promotion timing/date of rank recommendation was sent to the Deans and turned down. This issue should be pursued next via Handbook language.

VI. New Business

- A. University Committee Assignment Reports—We would like to see these documents.
- B. Instructor Promotions—Discussion of the promotion of instructors to tenure track status raised important concerns about the impact on and distribution of tenure track faculty positions.
- C. President's Class Timing Mandate—Distance education classes count within the 40% of the classes that must be offered after 2:00 p.m. After 5 p.m. is the growth area. This conflicts with the official definition of a work day.
- D. Victoria Inn—The Victoria Inn, valued at \$3 million, has been given to the university. It must operate as an inn for a designated time period. Planning is underway to utilize this in academic programs.
- E. Retail Space in Academic Buildings—Suggestions are being sought for retail space in academic buildings. A coffee shop is under consideration for the library.
- F. Academic Standards Review Ad Hoc Committee—Since this committee has not met recently, it should meet to discuss raising ACT scores and academic standards.
- G. NCAA Report—The report has been filed and a period of changes and appeals or waivers follows the submission. JSU is the most stringent in the nation with the drug policy, and this has an impact on the statistics.

VII. Announcements

- A. Academe will meeting on November 13 at 3:15 to discuss Nutrition and Wellness.
- B. IDEA student evaluations can be accessed from November 10 through December 5. E-mail announcements will be directed to student JSU addresses with instructions. Be sure the students know their respondent external ID.
- C. Student payroll disbursements will be the 15th of each month starting in January.

D. A new grade of FA will designate students that fail due to non-attendance. The purpose of this grade designation is to alert financial aid. Deans or department heads may need to make the determination of how many absences constitute such a failure.

VIII. Adjournment

The senate adjourned at 5:10.

Faculty Senate Minutes

December 8, 2008

I. Call to Order

Brent Cunningham called the meeting to order at 3:15 p.m.

Members Present: Paul Beezley, Edwin Bellman, Becky Bertalan, Roger Sauterer for Benjie Blair, Andy Ciganek, Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Dan Krejci, Bill Lowe, Ron Mellen, Betty Morris, Sherri Restauri, John Reynolds, Jeff Dodd for Ed Smith, Kim Stevens

Members Absent: Jordan Barkley, Tracy Broom, Laurie Charnigo, Kelly Crotts, Clark Hudspeth, Rob Landry, Jennifer Nix, Tim Roberts, Eric Traynor

II. Approval of Minutes

The minutes for the November 10th meeting were approved.

III. Committee Assignments and Reports

- A. Admissions and Scholarships—Andy Ciganek
 - 1. Academic Scholarship Recommendation—This has been delivered to Dr. Turner and Dr. King and receipt has been acknowledged.
 - 2. Web Site Usability Recommendation—This was passed, but it has not been delivered to Dr. Turner. Instead, the issues are being discussed with those who are working on it. Tim Gardner is handling this concern.
- B. Elections—Dan Krejci—No report.
- C. Honors—Laurie Charnigo
 - 1. The Raymond and Ruth Ringer Faculty Development Award guidelines have been delivered to Dr. Turner.
 - 2. Website Links—The guidelines should be posted to the WWW and linked to several locations including the faculty senate and academic affairs pages.
- D. Policies—Ron Mellen—No report.
- E. Welfare—Miriam Hill
 - 1. Faculty Tuition Remission Recommendation—The amended recommendation to provide full time faculty with unrestricted full tuition remission was passed. The advancement of the knowledge and skills of faculty members directly benefits their teaching and supports the missions of the university.
 - 2. Formalization of Sufficient Time to Complete Grading after Exams Recommendation—Action on this recommendation to require 36 hours between the last final examination and the deadline for final grade submission was tabled until the January meeting.
 - 3. University Travel Grant Committee Policies—Action on this was tabled until the January meeting.
- F. Executive Committee/President's Report—Brent Cunningham
 - 1. Board of Trustees Meeting—The Board will meet in January.

2. Football Stadium Expansion and New Dorm—An article has appeared in Town and Gown. Ground has been broken. A \$10 million loan was obtained.
3. Academic Council—Calendar approval has been made through Summer 2011.
4. Vice President of Institutional Technology—A search committee was formed in the process to fill this position.
5. Textbook Policy Recommendation—The guidelines concerning the three year policy and department chair consent were accepted.
6. SGA Resolutions—Two resolutions from the SGA were considered. These were that all midterm grades be reported and that the changes on student payments be delayed.
7. Grant Contract Audits—Audits must show detailed criteria for restricted funds.
8. Graduate Status—Graduate full time status was revised from nine hours to six hours.

IV. Old Business

- A. Class Schedules and Online Posting—The improved structure of the website is being implemented as mentioned earlier.
- B. Semester Schedule Policy Changes—A 36 hour resolution was drafted by the Welfare Committee.
- C. Student Payment Plan—Progress is being made.
- D. Honor Society AD Hoc Committee Report—Dan Krejci—No report was needed. This was concluded last month.
- E. NCAA Report—No report.
- F. Checking Prerequisites—Faculty should not need to do this, but to find out if it is not working, a list of course prerequisites from Banner should be reviewed. This issue is being investigated and a feedback loop is needed.
- G. Summer Course Offerings 2009—No policy changes will impact 2009, but the committee is being retained. Courses offered should be courses that will fill and that are in demand with more online courses and courses that are transferred in from other colleges and universities. Other issues were discussed including the registration period, payment plan changes, summer budget and May term payment inconsistencies in Arts and Sciences.
- H. Four-day class schedule—Friday as a research day was discussed.
- I. Pursuit of Non-tenure Track Faculty Member Promotion Procedures—This issue has been discussed with Dr. Turner. A motion to send a formalization of the Senate's input to the Executive Committee to draft a recommendation was passed.

V. New Business

- A. President's Mandate on Course Scheduling—The mandate of 40% of the course offerings being on line or after 2 p.m. helps to reach the growing audience of students wanting classes after 5:00 p.m.
- B. Retail Space in Academic Buildings—Clint Carlson is the contact for anyone interested in this concern.
- C. University Mace Issues—The Marshal at graduation carries the university mace, the stick of knowledge. Problems concerning its renovation were discussed.

- D. Promotion and Tenure Handbook Changes—The previous recommendations concerning promotion and tenure should be handled in the handbook, so these changes need to be drafted. Charge of this was passed to the Executive committee.
- E. Protecting Research Time—Research release time policies need to be examined.
- F. Distance Education—Sherri Restauri—The University now has an island in Second Life. The early warning system in Blackboard was demonstrated, and a career fair was discussed.
- G. Evaluation—Could the faculty evaluate the activities of the Board of Directors? Other administrative positions receive evaluation.

VI. Announcements

- A. Student check disbursements will be on the 15th.
- B. The new FA grade will facilitate financial aid award regulations.

VII. Adjournment

The Faculty Senate Adjourned at 4:45 for Dr. Restauri's presentation.

Faculty Senate Minutes

January 26, 2009

VIII. Call to Order

Brent Cunningham called the meeting to order at 3:15 p.m.

Members Present: Paul Beezley, Edwin Bellman, Becky Bertalan, Benjie Blair, Andy Ciganek, Laurie Charnigo, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Dan Krejci, Bill Lowe, Ron Mellen, Greg Pass, Sherri Restauri, Tim Roberts, Ed Smith, Kim Stevens

Members Absent: Jordan Barkley, Tracy Broom, Doug Clark, Kelly Crotts, Clark Hudspeth, Rob Landry, Betty Morris, Jennifer Nix, John Reynolds, Eric Traynor

IX. Approval of Minutes

The minutes for the December 8, 2008 meeting were approved.

X. Important Announcements

- A. Prorating—Additional budget cuts in academics are expected to be \$1.5 million. Cuts amounting to \$1.1 million have been found.
- B. Faculty Research Grants—The promise to continue the \$40,000 for faculty research grants was announced.
- C. Revenue Generating Ideas—Clint Carlson should be contacted with any revenue generating ideas. The leasing of textbooks has been suggested.

XI. Committee Assignments and Reports

- A. Admissions and Scholarships—Andy Ciganek
 1. Academic Scholarship Recommendations—We will be proactive on obtaining exam ratings and offering scholarships to the outstanding students from Alabama, Georgia, and selected other areas where our tuition will be competitive.
 2. Web Site Usability Recommendations—The new look to the website is part of a progression of changes, and our recommendations are being incorporated. New webpages will be incorporated into the new integrated marketing campaign with the theme “Where are you going.”
- B. Elections—Dan Krejci
 1. Officer Elections—Please, provide nominations so that a slate for vote can be presented in May.
 2. Senator Elections—Please, remind your department in March if your position will be ending and hold your elections by April 30th. Both new and outgoing Senators attend the May meeting.
 3. Campaign Slogan—Progress through Continuity is an important goal. Reappointments to the same offices and committees will facilitate achieving the desired tasks.
- C. Honors—Laurie Charnigo

Links from the websites for the announcements and information about the awards are in progress. The call for nominations will go out in February.

D. Policies—Ron Mellen—No report.

E. Welfare—Miriam Hill

1. University Travel Grant Committee Policies—The recommendation and revised forms were approved. The forms will be given to Dr. Delap and made available for implementation.
2. Faculty Tuition Remission Recommendation—This is in final form, having been passed last month, and will be presented. This action has been mentioned, already, at Academic Council.
3. Exam Grading Period Recommendation—The recommendation to formalize a 36 hour minimum time in the calendar between the last exam and the grade submission deadline was passed.

XII. Guest Presentation—Whitney Wood from the Higher Education Partnership

Ms. Wood discussed the Higher Education Partnership, its history, goals, and significance of membership. She described the role that it plays in lobbying for the 1/3-2/3 split of funding for education in Alabama and to applying this same percentage to the proration cuts. She urged everyone to come to Higher Education Day on March 5, and keep in contact with their legislators. Higher Education impacts a large voter pool; thus, the coordination of this body can have a notable influence on legislative decisions. Only South Carolina has more cuts to higher education funding than Alabama, and these are the worst cuts since the 1930s. The point was made that higher education does not have the ability to revamp local funding to improve losses from the state support. The Higher Education Partnership helps the group to speak with one voice, but relationship building is crucial, so maintaining contact through letter writing, Higher Education Day, and other contacts are all helpful, and involvement is encouraged.

XIII. Executive Committee/President's Report

A. Board of Trustees—The meeting was held on January 26, 2009.

1. Bond issues—The bond issues were set to be staggered by need to facilitate reducing the interest and attain lower rates. The threshold was raised to \$65 million.
2. Meal Plan—A meal plan for all students is being considered.
3. Athletic Department Report—The athletic department will be required to report quarterly on their revenue generation.

B. Academic Council—The Council met on January 7 and January 21.

1. Calendar—The calendar was approved. It meets our 36 hour requirements and incorporates enough leeway for weather cancellation contingencies.
2. VPIT Search—This was put on hold with the current budget crisis.
3. Enrollments—Current spring enrollments are 8687, up 70 from last year.
4. SGA Resolutions—The two resolutions from the SGA on midterm reporting and student employee pay schedule changes were rejected by both the Academic Council and Administrative Council and are now with the President.
5. Travel Grant and Research Grant Changes—These were discussed.

6. Overrides—The problem with the large number of overrides were discussed, and no solution was available.
7. New Marketing Campaign—A new logo incorporating tail feathers and a JSU is incorporated into the integrated marketing campaign centered on the “Where are you going” theme. This was demonstrated and discussed.
8. Counseling and DSS—Counseling and Disability Student Services is combining and will be housed in Daugette.
9. Math Placement—Entry into Math 112 was changed from a 20 to 22 for the ACT score.
10. Admissions Requirements—The ACT admissions scores were changed and the retention patterns were discussed.

XIV. Old Business

- A. Student Payment Plan—Clint Carlson will speak about this at the February Faculty Senate Meeting.
- B. NCAA Report—The Athletic Council met January 14th and have submitted adjustments and will submit waivers for football. Responses are pending. Electronic progress reports will be requested from faculty this term. They have filled the new position. Dr. Meehan has been appointed to the Board of Directors of the NCAA.
- C. Checking Requirements—The list of course requirements from the registrar is circulating.
- D. Summer Course Offerings—Arts and Sciences May payment inconsistencies remain unexplained and the “Pay for Previous Month’s Work” in summer remains to be explored.
- E. Four-day Class Schedule—This remains for consideration.
- F. Pursuit of Non-tenure Track Faculty Member Promotion Procedures—The Executive Committee has been discussing this concern.
- G. University Mace—The Executive Committee is the Mace Committee and is collecting input on preferences on the mace and the stand. One issue raised was whether this is the proper time to be making this purchase.
- H. Protecting Research Hours—This was tabled.
- I. Evaluations—The question about evaluating the executive levels of the university was presented to a subcommittee, and they took it to the full board for vote. It passed.
- J. President’s Mandate on Class Scheduling—No discussion was held due to the lateness of the meeting.

XV. New Business

1. Promotion and Tenure Faculty Handbook Changes—This discussion was tabled.
2. Textbook Leasing—A discussion was held and Senators were asked to seek input from their colleagues about this issue.
3. Lateness of Financial Aid—The problem of students being unable to purchase their textbooks until they receive their financial aid delays their participation and progress in their courses, and their lack of preparation inhibits the progress of the class.
4. Admissions Requirements—The increase in standards was discussed earlier.

XVI. Announcements

Meeting dates, student payroll disbursement, and the FA grade were mentioned.

XVII. Adjournment

Faculty Senate adjourned after 5:15.

Faculty Senate Minutes

February 9, 2009

XVIII. Call to Order

Brent Cunningham called the meeting to order at 3:15 p.m.

Members Present: Jordan Barkley, Paul Beezley, Sherron DeWeese for Becky Bertalan, Benjie Blair, Laurie Charnigo, Andy Ciganek, Kelly Crotts, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jimmy Griffin, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Clark Hudspeth, Dan Krejci, Betty Morris, Greg Pass, Sherri Restauri, Ed Smith, Kim Stevens

Members Absent: Edwin Bellman, Tracy Broom, Doug Clark, Rob Landry, Bill Lowe, Ron Mellen, Jennifer Nix, Tim Roberts, Eric Traynor

XIX. Guest Speakers

Patty Hobbs, Director of Public Relations, discussed the on-line form through which to designate faculty expertise. The website is: <http://www.jsu.edu/cgi-bin/newswire/facexperts>. For questions, contact either her or Angie Finley. They want everyone to complete this questionnaire.

Clint Carlson, VP of Administrative and Business Affairs, discussed the payment plan that will first be available for students this summer. By fall, it will be incorporated into Banner. It will rely on a credit card or an automatic withdrawal from a bank account. Payments will be dispersed to three dates, for example August 10, September 8, and October 5 tentatively for fall. The payment plan will only be available to students who are preregistering; thus, this will serve as an incentive to encourage preregistration. Spring enrollment figures were released showing an increase of 136 from last spring with a total of 8753. Rebecca Turner, Clint Carlson, William Meehan, and Alicia Simmons will travel to Washington, DC to lobby for JSU for the stimulus program. The bonds for the construction are being released in groups as funding is needed in order to reduce the costs.

Sherri Restauri discussed the training options available including workshops on Blackboard, instructional design, and more. A brochure is available from her office. She responded to questions regarding the tuition differential between distance education classes and traditional, on-campus classes, and clarified that funds from the tuition increases go to the general fund. Early plans at this point indicate a new Blackboard upgrade in December 2009 during the break, that will take us to the next generation, Blackboard Learn (Release 9). Those interested in testing it out sooner should contact Dr. Restauri. It will have new features such as blogs, peer review, and a new gradebook. Additional supplemental tools called building blocks for the Blackboard system are, also, being investigated, including a voice chat tool. Training will be available at the earliest beginning in summer, but definitely by fall. Dr. Restauri noted that DE's program review has been completed, and though she was pleased with faculty who participated in this

Program Review process, she is interested in hearing from faculty feedback on their needs, and how DE can best meet those. They have asked for software purchase recommendations and training requests, as these relate to Distance Education technology and support services.

XX. Approval of Minutes

The minutes for the January 26, 2009 meeting were approved with minor corrections.

XXI. Committee Assignments and Reports

- A. Admissions and Scholarships—Andy Ciganek—No report.
- B. Elections—Dan Krejci—Elections are approaching. We will need nine new Senators, and a new slate of officers. If interested, in the latter, see Dan. When senate seats are filled by a replacement, that person completes the term of office. Elections should be held by April 30.
- C. Honors—Laurie Charnigo—Laurie will be rotating off, and so they are working on maintaining consistency.
- D. Policies—Ron Mellen—No report.
- E. Welfare Committee—The three recommendations were delivered. The Academic Council accepted the Exam Grading Period recommendation. The Academic Council also approved it, so it will continue through the hierarchy. The Faculty Tuition Remission recommendation was sent back for additional consideration. They asked why only faculty and why unrestricted. The University Travel Grant Committee Policies was, also, returned for commentary about the inclusion or exclusion of Instructors. The Welfare Committee will address these concerns and will return with their statements for the next Faculty Senate meeting.

XXII. Executive Committee/President's Report

- A. Board of Trustees Meeting—The most recent meeting was discussed in the January Faculty Senate meeting.
- B. Academic Council—The assessment administrators and the Board of Directors will be undertaken. The concern was raised that academics is the only side with checks and balances. The Board Meeting was positive. On campus meal plans will be required of campus residents next year. Greg Bonds from athletics is now on the Academic Council. The federal projects list for stimulus package was discussed and the state will dole out the capital investment funds. Several projects were put forward as possibilities, such as the Recreational Wellness Center, the Mason Hall annex, and the sewer project. The rise in enrollment was noted. Activities must be listed on the events calendar and the newswire, but these will be merged in the future. The calendar and schedule are now solely available on line.

XXIII. Old Business

- A. Checking Prerequisites—Andy Ciganek and the math department have a list of what is in Banner.
- B. Summer Course Offerings—The inconsistencies in Arts and Sciences are still to be explained as is the “Pay for Previous Month’s Work” as described in the Faculty Handbook 2.13.3 page 56.

- C. Four-Day Class Schedule—The possibility of cost savings was discussed. Senators were asked to seek input from their departments. Benefits and disadvantages and the concept of a weekend college to reach non-traditional students were discussed.
- D. Non-tenure Track Faculty Member Promotion Procedures—The ongoing discussion on the executive committee was summarized.
- E. University Mace—The design was mentioned and the key issue raised was the appropriateness of spending money on this during this period of prorations.
- F. Evaluation of Board of Trustees, President, Vice-Presidents, Deans, and Department Heads—This is being discussed with Dr. Simmons in institutional Research and a canvassing of peer institutions and their handling of this matter is underway.
- G. President's Mandate of 40% of the courses after 2 p.m.—This reminder was continued.
- H. Textbook Leasing—Senators were asked to seek input from colleagues. This involves a large outlay of money, constrains textbook usage especially when new editions are released, and has other major disadvantages that were discussed.
- I. Admissions Requirements—The ACT scores for admission have been raised by one point. These changes were supported by the President and Academic Council. The GPA graduated ratings for academic standing need to be revisited.
- J. Promotion and Tenure Faculty Handbook Changes Recommendation—This was discussed and should be shared with the departments. Soft copy exchange of this lengthy document was recommended.
- K. Textbook Availability—The bookstore is supposed to purchase books sufficient for 80% of the enrollment. The problem with insufficient numbers and late financial aid disbursements drastically impacts course progress.

XXIV. New Business

- A. Athletic Report—The document that faculty members are asked to complete three times a semester to report the grade progress of the athletes does not print fully.
- B. IDEA—The response rates are so low for many classes that the scores are statistically invalid. Many faculty members have serious reservations and concerns about this system.
- C. Summer and Fall Schedules—When will the decision be made about whether the classes make based upon the enrollment figures? What support for adjuncts will be available?

XXV. Announcements

Higher education day is March 5. The time of graduation on May 1st has been changed, because the lights will be removed due to the construction. February 21 is Preview Day, and incoming and transfer student pre-registration will be handled on several days separately from Preview Day.

XXVI. Adjournment

The Faculty Senate adjourned at 5:05.

Faculty Senate Minutes

March 9, 2009

XXVII. Call to Order

Brent Cunningham called the meeting to order at 3:20 p.m.

Members Present: Jordan Barkley, Paul Beezley, Benjie Blair, Laurie Charnigo, Andy Ciganek, Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Larry Gray, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Dan Krejci, Betty Morris, Greg Pass, Sherri Restauri, Kim Stevens

Members Absent: Edwin Bellman, Becky Bertalan, Tracy Broom, Kelly Crotts, Curt Gladen, Jimmy Griffin, Clark Hudspeth, Rob Landry, Bill Lowe, Ron Mellen, Jennifer Nix, Tim Roberts, Ed Smith, Eric Traynor

XXVIII. Approval of Minutes

The minutes were passed with corrections.

XXIX. Presentation of Proposal

Jeffrey Hedrick presented information about the *New York Times* Pilot Readership Program that will make the paper available delivered to campus locations for 45¢ a copy and no charge for undelivered papers. A trial program, scheduled for March 23 to April 17, will provide free papers. If a daily subscription rate of 250 papers is achieved, the campus can be subscribed to the college speaker program. The Tuesday issue has a strong science section. Faculty interested in using this program in their classes should contact either Jeff Hedrick or Mike Stedham for additional details.

XXX. Committee Assignments and Reports

- A. Admissions and Scholarship—Andy Ciganek—No report.
- B. Elections—Dan Krejci—We will need a ballot for the elections. Persons interested or wishing to submit nominations for the offices should contact Dan.
- C. Honors—Laurie Charnigo—The deadline for nominations for the awards is March 24. They are working on selecting the chair of the committee for next year.
- D. Policies—Ron Mellen—No report.
- E. Welfare—Miriam Hill—The response to the two questions regarding the full faculty tuition assistance was approved with changes. The response regarding travel grants was passed with changes, but approval was not unanimous, because inclusion of instructors was, also, desired. The recommendation about the exam grading period is progressing through university channels.

XXXI. Executive Committee/President's Report

The board will meet April 13th. At Academic Council on February 18, an outside vendor for voting and surveying was discussed, the DC trip was described as being very successful in obtaining stimulus funding, and several SGA resolutions were discussed.

These included extended library hours that were not supported, hanging parking decals for students that passed, and direct deposit of financial aid refund checks that is being investigated. A team to direct student health appraisals was established. The scholarship offer issues are expanding as is tuition assistance to the cooperating teachers of student teachers and other similar supportive personnel. Tuition costs have been added to the website.

Eight projects have been proposed. These include the pedestrian friendly campus priority including an overpass, a community resilience initiative, a new nursing building, a Fourier Transform nuclear magnetic resonance spectrometer, potential pathways reinforcing success from classroom to career, forensics for industrial security and cybercrime, the Victoria House restoration, and the Canyon Center earth science interactive exhibits. Other separate proposed projects include the capital investment for academic buildings such as Mason Hall, the sewer expansion, the Roundhouse renovation, roof work, and the elevator for Bibb Graves.

XXXII. Old Business

- A. Formal Questions—A set of formal questions about issues that have been raised by the Senate was drafted to help highlight these concerns and to aid in seeking resolution. This will help to reduce old business and remove items from this discussion. The need to check prerequisites, May term inconsistencies, and promotion of non-tenure track faculty were included in this listing.
- B. Summer Course Offerings 2009—Payroll may be asked to explain summer pay.
- C. Four day class schedule—This option has not garnered interest and will be dropped.
- D. University Mace—The funding for this will come from the Foundation.
- E. Evaluation of Administration—This is progressing.
- F. Academic Standing/GPA—An analysis of the impact of changing the GPA required for continued enrollment is being undertaken.
- G. Promotion and Tenure Faculty Handbook Changes—The wording on the application has been changed to say “Last Date of Application for Promotion.” The past proposal concerning reducing the required years in rank should be resubmitted.
- H. Textbook Availability—The concern continues about insufficient textbooks and late financial aid for purchasing books and supplies needed at the beginning of classes.
- I. Follow Up to the Pay Raises for Promotion—We must keep submitting this recommendation.

XXXIII. New Business

- A. Faculty Reporting Student Athlete Performance—These changes happened without faculty input. This system is not easier, times out too quickly, and does not print completely. Laboratory instructors are not the recipients and do not have access.
- B. IDEA Evaluations—This is another change without faculty input. Major problems were discussed including faculty being credited with courses that others teach, low response rates, many holes in the methodology, and interpretation mysteries.
- C. Summer Schedule—No changes to previous procedures are planned.
- D. Change to the Bylaws—The spelling change was passed, although not unanimously, because it is a historical document.

- E. CPR Certification and Automated External Defibrillator (AED)—We do have more than one on campus.
- F. Manager of Faculty Senate Website—The historian manages all documents. Discussion considered whether the historian should be responsible for posting the documents to the webpages or whether a new position might be created. The easier solution is to leave it to the historian, and it does fall under document management.
- G. Raffles—Raffles are prohibited.

XXXIV. Announcements

- A. Randy Owen will be at the Emerging Southern Writers Conference on March 28. Rick Bragg will be on for May 11th.
- B. Graduation is earlier in the day, at 4:30 p.m. on May 1st.
- C. The day of the week for the Faculty Awards Program has changed and is May 12th.

XXXV. Adjournment

The Faculty Senate adjourned at 5:20.

Faculty Senate Minutes

April 13, 2009

XXXVI. Call to Order

Brent Cunningham called the meeting to order at 3:20 p.m.

Members Present: Jordan Barkley, Paul Beezley, Edwin Bellman, Benjie Blair, Laurie Charnigo, Andy Ciganek, Allison McElroy for Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, Larry Gray, Jeffrey Hedrick, Miriam Hill, Gloria Horton, Dan Krejci, Betty Morris, Greg Pass, Sherri Restauri, Kim Stevens

Members Absent: Becky Bertalan, Tracy Broom, Kelly Crotts, Jimmy Griffin, Clark Hudspeth, Rob Landry, Bill Lowe, Ron Mellen, Jennifer Nix, Tim Roberts, Ed Smith, Eric Traynor

XXXVII. Guest Speakers

Judy Harrison from Human Resources first addressed the issue of summer pay. When a session extends across several months, payment must be divided, because they cannot prepay, and it cannot be weighted by the number of days. No more than seven hours can be taught in the summer. She provided a handout demonstrating the benefits for a faculty position. Retirement benefits are 2% of salary for every year worked based upon the average of the highest three of the last ten years. She cited the requirement for faculty to complete the sexual harassment training and test on their website. She, also, provided a copy of the current Tuition Assistance Policy that is now on the website.

Paul Beezley presented a report on the JSU Budget Committee. He cited the interest in raising the adjunct pay. Parking fees will be raised, but students will be able to get hang tags. Dorm prices are, also, being raised and will be more uniform. Student applications and acceptances are down. The faculty senate discussed the non-competitive nature of graduate assistantships.

XXXVIII. Approval of Minutes

The minutes were passed.

XXXIX. Committee Assignments and Reports

- A. Admissions and Scholarship—Andy Ciganek—No report. He did announce that he is moving to Milwaukee. The faculty senate thanked him for his service.
- B. Elections—Dan Krejci—Nominations for Vice-President are needed. Elections of new senators are underway in the departments. A combined roster for the May meeting will be prepared.
- C. Honors—Laurie Charnigo—Betty Morris will chair the committee next year. Nominations have been submitted, and the award ceremony and reception will be May 12.
- D. Policies—Ron Mellen—No report was given.

- E. Welfare—Miriam Hill—No responses were made on the travel grant committee policies, and the Academic Council has not yet discussed the Faculty Tuition Assistance recommendation.

XL. Executive Committee/President's Report

The Executive Committee will not meet in May. The Board of Trustees meeting was well attended. The Dorm project and Stadium expansion is two weeks behind due to the need to drill deeper than anticipated. The delay in issues bonds yielded a cost savings. Six of the thirty-three boxes are sold, and seat prices were discussed. Residency requirements were discussed. The food contract is up for bid and some required changes in service are incorporated into the process. The Board acted on tuition increases with actions that are lower than those anticipated across other institutions in Alabama. The NCAA compliance committee has been on campus, and all sports are impacted by the decisions.

XLI. Old Business

- A. Summer Courses—Summer course offerings are lower. If enrollment in undergraduate classes reaches 12 students, the contract will be issued.
- B. University Mace—The mace has been ordered.
- C. Evaluation of Administration—The evaluation process is being handled by Institutional Research.
- D. Academic Standing/GPA—Only 66 students in over three years would have been impacted by proposed changes. So, raising the retention GPA will receive additional consideration.
- E. Promotion and Tenure Faculty Handbook Changes—These recommendations have been turned over to Dr. Turner.
- F. Textbook Availability—A meeting about this issue has been scheduled.
- G. Pay Raises for Promotion—This issue needs to remain on the agenda for action after proration ends.
- H. Changes to the Bylaws—A correction to the Bylaws is needed for Section 2 (2) Vice President/President Elect to change 'responsibilities' to 'responsibilities' and to add the responsibilities for website management. The Executive Committee has recommended these actions, and the vote will be taken at the May meeting.
- I. CPR Certification and Automated External Defibrillator—The concern to have these available in each building will be reported to the Safety Committee.
- J. Manager of Faculty Senate Website—These duties could be added to those of the Historian or it could be a position appointed by the President in the same way as the Parliamentarian. Discussion favored the latter, and so this revision to the Bylaws will be voted on in May.

XLII. New Business

- A. Faculty Senate Office Telephone—The telephone has been disconnected.
- B. "One Can" Campaign—Dr. George Cline suggested a "One Can" Campaign to raise food for the JCOC, the organization combining church groups that provides relief to families in need. He has offered to collect the food from department offices and to deliver it to the organization.

XLIII. Announcements

- A. The May 11 meeting of the Faculty Senate is attended by the members of both this year and next year.
- B. Graduation is at 4:30 p.m. on May 1. The reception is at 3:30.
- C. On May 11, Rick Bragg will speak at the On The Brink, Emerging Southern Writers Conference.
- D. May 12th is the Faculty Awards Program.

XLIV. Adjournment

The Faculty Senate adjourned at 5:10.

Faculty Senate Minutes
May 11, 2009

XLV. Call to Order

Brent Cunningham called the meeting to order at 3:20 p.m.

Members Present 2008-2009 Senate: Jordan Barkley, Paul Beezley, Benjie Blair, Allison McElroy for Doug Clark, Brent Cunningham, Heidi Dempsey, Teresa Gardner, Curt Gladen, J. Patrick McGrail for Jeffrey Hedrick, Miriam Hill, Gloria Horton, Clark Hudspeth, Dan Krejci, Rob Landry, Bill Lowe, Ron Mellen, Greg Pass, Sherri Restauri, Tim Roberts, Ed Smith, Kim Stevens

New Members Present 2009-2010 Senate: David Dempsey, Mark Hearn, Keith Lowe, Jenny Savage, Charicie Pettway Vann, Marsha Zenanko

Members Absent 2008-2009 Senate: Edwin Bellman, Becky Bertalan, Tracy Broom, Laurie Charnigo, Andy Ciganek, Kelly Crotts, Larry Gray, Jimmy Griffin, Betty Morris, Jennifer Nix, Eric Traynor

New Members Absent 2009-2010 Senate: Randy Blades, Mike Davis, Aaron Garret

XLVI. Guest Speakers

Dr. Turner addressed a number of issues. Faculty members are expected to check that students have the prerequisites for their courses. They should appear on the syllabus and the students should be asked every semester. If problems are noted for certain classes, the registrar should be notified. Discussion considered possible remedies for the complex issue concerning students who drop late or fail a class and are preregistered in a sequel. The May/summer salary inconsistency issue was raised and remains unresolved. Single summer contracts are now planned. The Senate's concern about department definition of appropriate degree and rank advancement upon degree completion was discussed. Negotiated items need to be included in the initial contract. The forms and documentation submitted to the Deans on travel requests need to have dates consistent with the conference. Prepaid amounts must be included in the bottom line authorization. If not eating meals provided by the registration fees, explanations must be included. Thank you for the recommendations on improving summer scheduling. Faculty members are welcome to supplement the IDEA evaluations with additional questions or their own surveys. She is committed to using IDEA.

Misty Cobb discussed Blackboard Lean 9.0. Big changes are coming for January. New training will be offered for the many new features that will be available. She is willing to do training within departments, and training will begin in August. Student training materials will be available, too. Spring shells will be available early in the fall term.

XLVII. Approval of Minutes

The minutes were passed.

XLVIII. Committee Assignments and Reports

- F. Admissions and Scholarship—Andy Ciganek—No report.
- G. Elections—Dan Krejci—No report at this point.
- H. Honors—Laurie Charnigo—No report.
- I. Policies—Ron Mellen—No report.
- J. Welfare—Miriam Hill—No report.

XLIX. Executive Committee/President's Report

The three recommendations, Faculty Tuition Assistance, Travel Grant Committee Policies, and Tenure and Promotion, were sent on to the appropriate higher level committees. It was noted that tuition assistance does not apply to the distance education fees.

L. Old Business

- A. Summer Course Offerings 2009—Contracts are being issued for the summer as courses make during registration.
- B. University Mace—The mace is on display in the lobby of the library.
- C. Evaluation of Administrators—Surveys are in progress.
- D. Promotion and Tenure Faculty Handbook Changes—These were presented to Academic Council.
- E. Textbook Availability and Other Issues—Andy Ciganek is working on the problems.
- F. Follow Up to the Pay Raises for Promotion Memo to VPASA—We need to be reminded to follow the progress of this recommendation.
- G. Changes to the Bylaws—The changes to name a web manager for the Senate for a one-year term and to correct spelling both passed.
- H. CPR Certification and Automated External Defibrillator—AEDs are located in patrol cars and more may be ordered.
- I. “One Can” Campaign for Jacksonville Christian Outreach Center—George Cline will direct a campaign to collect canned goods. Kim Stevens will work to coordinate the support of this program by the Faculty Senate.

LI. Election

- A. Election and Installation of New Officers—The election of officers was held.
- B. Certificates of Appreciation—Certificates of Appreciation were presented to officers and committee chairs.
- C. Election Results—**New Officers**
 - President: Dan Krejci
 - Vice President: Paul Beezley
 - Secretary: Gloria Horton
 - Historian: Miriam Hill
 - Parliamentarian: to be appointed
 - Web Manager: Kim Stevens

LII. New Business

Committee Assignments—In as far as possible, the chairs of committees will remain unchanged.

LIII. Announcements

- A. Summer Activities—Changes in food service will result in closure of the cafeteria over the summer for remodeling. Many new options will be available for fall.
- B. Bus Routes—Three bus routes will be identified as red, white, and blue. One route will run to the area of the hospital and two will run on campus. A website will provide information about the location of busses. Changes in parking will be made.
- C. On the Brink—The Conference on Emerging Southern Writers and Friends of the Houston Cole Library are presenting *A Rick Bragg Homecoming* on May 11, 2009 at 7 p.m. in the Leone Cole Auditorium.
- D. Faculty Awards Reception—This will be held on Tuesday, May 12, 5 p.m. in 1103 in the Houston Cole Library.
- E. Campus Emergency Response Training—To sign up for this for May 18, 28, and June 3, contact Ms. Melonie Carmichael.
- F. Bibb Graves Hall Elevator—Construction will begin soon on the north end of the building.

LIV. Adjournment

The Faculty Senate adjourned at 5:00.