

Glennville State University Faculty Senate Meeting Minutes - Final

Date: April 19, 2022

I. Call to order and Roll.

- President Brian Perkins called to order the Glennville State University Faculty Senate at 12:25 p.m. in MCCC 319 and via Teams.
- Senators present: Brian Perkins, Kevin Evans, Jeffrey Bryson, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Tim Konhaus, Maureen Gildein, and David Lewis.

Also in attendance: Gary Morris, Mari Clements, Amanda Chapman, Leslie Ward, Donal Hardin, Joshua Squires, Nabil Nasser, Pai Song, Elizabeth Matory, Schuyler Chapman, and Jennifer Wenner.

II. Approval of Minutes; Reports

Motion to approve the minutes for April 5, 2022 meeting by Ken Lang; seconded by Wenwen Du. All voted; motion approved.

- Reports:
 - Board of Governors (BOG): Kevin Evans noted no meeting to report. The next executive meeting was scheduled for April 20th. The full BOG meeting was scheduled for May 4. Faculty Senate (current senators) will meet with the BOG and are encouraged to come to the meeting around 2:30 p.m. to 3 p.m.
 - Advisory Council of Faculty Representative (ACF): Jeff Bryson commented ACF had their next meeting set for May 12. He noted they had decided to wait and hold the ACF annual retreat in the fall semester rather than in the summer. He clarified that the ACF members were elected on odd number years.
 - Cabinet: Dwight Heaster reported on the President's Cabinet meeting and noted that in addition to the cabinet meeting notes that had been sent via email there was discussion in cabinet about the need to compress courses so they are finished by 3 p.m. This would better assist some students, including student athletes. Brian Perkins asked if this was requested by Athletics. Dwight Heaster replied that it was a conversation between Athletics, Academic Affairs office, and the President's office. He further commented that Gary Morris had noted it would be hard to accomplish, especially for upper-level courses, but commented they could begin by looking at some of the General Education classes as a starting point.

Duane Chapman asked about the Behavioral Intervention Team and whether there would be some form of documentation about dogs in classroom based on ADA. Jeff Bryson was the chair for the Behavioral Intervention Team and noted that the team was not part of determining ADA compliance/needs. He stated the team was there to serve the campus in the event of a threat, providing a person had not broken the law or they do not qualify for mental health crisis intervention, the team could then intervene to help prevent mass attacks on the campus. Jeff Bryson noted that Behavior Intervention Teams came about after the Virginia Tech shooting. Ken Lang commented that service dogs fell under ADA and a policy already existed regarding the matter that should be followed. He further commented that Susan Petties in ACS should be contacted regarding ADA and service animal questions. Duane Chapman noted he would pass that information along. Ken Lang noted a legitimate service dog should be identified by wearing a vest and have papers that supported the need for the animal. Dwight Heaster stated there was a difference between a service dog and an emotional support animal; the American Housing Act allowed for emotional support animals, but such animals were not allowed in the classroom. Jeff Bryson noted service dogs were trained and emotional support were just pets.

- Academic Affairs – Brian Perkins recognized Gary Morris who asked about ULC information being shared. Brian Perkins commented that he had sent out emails to Senators regarding some of it and committee structures. Gary Morris wanted to clarify that there were three committees (Library Committee, Faculty Development Committee, and Assessment Committee) that fell under Faculty Senate but whose members was not determined by Faculty Senate. These committees were appointed directly by the departments and that was inconsistent with how other committee memberships were determined. When it was questioned why those committees were formed in such a manner, there was not a consistent answer as to why they were different. Gary Morris noted that without guidance these inconsistencies could lead to confusion across campus. If there was a reason why these committees should be formed this way it needed to be stipulated in the bylaws. Gary Morris commented the intent from ULC was for Faculty Senate to take up this discussion and see how it needed to work moving forward for clarity. Discussion followed related to the campus understanding how committees were formed. Brian Perkins noted the matter would have to be referenced back to the committees for feedback on why they were structured that way and request that they update their bylaws to reflect that Faculty Senate determines their membership.

Gary Morris commented that only about 130 some students had registered. He noted there were some issues with the graduate program registration but that had been resolved. Expected 13 graduate students to be registered by the end of the week. Gary Morris noted some faculty were not getting responses back from advisees to register for courses. He stated that Trae Sprague was coming to the department chairs meeting on Friday to discuss the issue further and that he was planning an advising day the next week where faculty could join with ASC to help get students registered. There would also be incentives for students to register. Dwight Heaster questioned how long issues with DegreeWorks would continue; commented on how slow it worked when trying to do advising. Amanda Chapman referenced an email Rachel Adams had sent out stating it would be a little while before the issues were resolved.

Gary Morris noted pending graduation and that chairs would be part of the platform. The keynote speaker was identified.

Brian Perkins noted that Faculty Senate would follow up with the three committees regarding their bylaws and membership appointments.

III. Old Business:

- Academic Policy Committee Report – Amanda Chapman reported as the Committee Chair that they had been working on several areas of academic policy:
 - a) Clarifying language in the catalog on issues with reference to double-dipping, and to make it clear that a student needed 120 unique credit hours for a bachelor degree and 60 credit hours for an associate degree. This means that one class cannot count twice for total credit hours.
 - b) The committee recommended that the process of allowing students on academic suspension to complete six (6) hours be discontinued as students were not eligible for Financial Aid and often performed poorly in their courses.
 - c) Amanda Chapman noted the committee recommended putting disciplinary notes on transcripts and to update the language in the catalog to reflect that process.
 - d) She further commented on posthumous degrees and some general language be added in the catalog that would allow the president leeway on awarding a posthumous degree.
 - e) The committee revisited the administrative withdrawal process for classes. The college catalog listed disruptive behavior, repeated failure to follow instructions, and/or excessive absences as actions that could

result in faculty recommending the removal of a student from a course. This language was not consistent the language listed on the Administrative Withdrawal form, which listed only excessive absences for an in-seat class or nonparticipation in an online class. The language needed to be clarified so it aligned.

It was also brought to the committee's attention that some faculty were using the administrative withdrawal process to have students withdrawn from an in-seat class for not submitting assignments even though the student was attending the class in person.

Ultimately, the committee recommended that the language about disruptive behavior and repeated failure to follow directions be removed since those were matters for judicial council not for administrative withdrawal. The committee further recommended that it be clarified that administrative withdrawal only be initiated for cases of nonattendance in an in-person class and for nonparticipation in an online class.

The committee also recommended some language be added to the syllabus template for faculty to clarify in their syllabus when and how the faculty member would use the administrative withdrawal process. This would allow students to know what would trigger them to be administratively withdrawn from class by faculty.

- f) Another topic under discussion was classroom safety. Questions were raised about the if/when the campus wide mask mandate would be lifted, and if individual faculty could continue to require masks. The learned that faculty had access to other safety equipment/precautions such as googles and they might not be able to require masks. As a safety precaution the committee consulted with the general council and the recommendation was not to require masks if it was not mandated by the institution.
- g) The committee recommend nine academic policies for the graduate catalog, which included items such as course load degree completion, two or more master's degree, academic dismissal, concurrent enrollment, academic repeat validation, residency requirements, and timeline for degree completion. Many of the policy recommendations were variations of the undergraduate policies, or policies that needed to be added that were specific to the graduate program. Jeffrey Bryson motioned to approve Academic Policy report; seconded by Maureen Gildein. All voted. Motion approved.

IV. New Business:

- Library Advisory Committee Report – Duane Chapman noted they were going to meet twice a year. Brian Perkins asked the if the committee had any ideas on how it should be formed. Duane Chapman noted if everyone wanted it to be consistent then the next Faculty Senate should make a motion and vote on it at the next meeting. Discussion followed. Jeffrey Bryson noted that if the committee was set up so that each department had a representative then it would make sense that the departments should choose their representatives; if that was not the case, then Faculty Senate should take nominations and vote to appoint members. Discussion followed that this was a conversation that needed to be part the next Faculty Senate meeting under the upcoming Senators. Kandas Queen motion to accept the Library Committee Report; seconded by Maureen Gildein. All voted. Motion carried.
- Updated committee report form – Brian Perkins noted previous talks about updating the form used by committees. He further stated his appreciation towards the committees using the form and responding to requests for the reports. Brian Perkins noted the additions to the report, which included the committee members be listed, note who was chair and vicechair (committee leadership), and a section added for activities other than motions. Kandas Queen referenced the discussion to add a section about where files/documents were kept by the committee. Brian Perkins will make the change about the files/documents and resend the form out again and share with the new Senators.
- Instructor promotion procedure – Brian Perkins noted that Mari Clements had led a task force that focused on staff and staff development. While this was not a faculty committee, the taskforce was recommending to develop procedures that would recognize varying levels of instructor positions and provide some promotion venues. Brian Perkins asked Gary Morris for any additional information he could provide on the matter. Gary Morris noted there was not much to share at this time but explained that tenured faculty already had a promotion process, while lecturers did not and a thought on it could be to add a senior lecture position. Mari Clements clarified that part of the Presidential Taskforce was to examine compensation for staff who pursued advanced degrees. Comments from the GSU community noted that compensation for lecturer faculty needed to be reviewed too. She further noted the need to review compensation for lecturer faculty was beyond the scope of the taskforce she was working with and that it needed to be referred to Faculty Senate. Gary Morris commented it as an issue for the Academic Affairs office. He noted there had been many issues to deal with over the past year but recognized the need to review this and consider what the budget could support it. Gary Morris

- also referenced that language in the Faculty Handbook would be required to incorporate some of this change and noted it could be moved forward more when the new Faculty Senate reviewed and provided feedback on the Faculty Handbook next AY. He acknowledged the work the current Senators had completed in reviewing and providing feedback on the Faculty Handbook draft during their term in Faculty Senate. Brian Perkins questioned when this new process for senior instructor faculty would begin. Gary Morris responded it would have to be reviewed by Faculty Senate and go through shared governance beginning in the fall of 2022; which meant it could be active in fall of 2023. He noted that this upcoming year could be used to further clean up the Faculty Handbook and allow for the new process to be built into the budget.
- New Faculty Senators - Brian Perkins noted that Faculty Senate members served for a two-year term and recognized the Senators that would be serving for the next two-year term representing their departments: Business – Leslie Ward, Criminal Justice - Elizabeth Matory, Education – Maureen Gildein, Fine Arts – David Lewis, Land Resources – Nabil Nasser, Language and Literature – Jennifer Wenner, Science and Math – Pai Song, Social Science – Joshua Squires, At-large – Donal Hardin, and At-large – Schuyler Chapman. Kevin Evans continues to finish his third term as BOG; Jeff Bryson continues his term as ACF.

New Senators nominate members to serve as the new executive members for Faculty Senate. For the position of president – Maureen Gildein nominated David Lewis; David Lewis accepted the nomination. Jeffrey Bryson nominated Elizabeth Matory; Elizabeth Matory accepted the nomination. Jeffrey Bryson moved to close the nominations for president; seconded by Maureen Gildein. Senators voted. Elizabeth Matory was elected president for Faculty Senate. Elizabeth Matory was seated as the new Faculty Senate president.

For the position of vice president – Jennifer Wenner nominated David Lewis; David Lewis accepted the nomination. Joshua Squires nominated Maureen Gildein; Maureen Gildein accepted the nomination. Jeff Bryson moved to close the nominations for vice president; seconded by Schuyler Chapman. Senators voted. Maureen Gildein was elected Faculty Senate vice president.

For position of secretary – Jeffery Bryson nominated Leslie Ward; Leslie Ward declined the nomination. Maureen Gildein nominated Schuyler Chapman; Schuyler Chapman accepted the nomination. Jeff Bryson moved to close the nominations; seconded by Leslie Ward. Senators voted. Schuyler Chapman was elected the Faculty Senate secretary.

For the position of treasurer – Jeffery Bryson nominated Pai Song; Pai Song accepted the nomination. Maureen Gildein moved to close the nominations for the treasurer; seconded by Schuyler Chapman. Senators voted. Pai Song was elected the Faculty Senate treasurer.

For the position of parliamentarian – Jeffrey Bryson nominated Joshua Squires; Joshua Squires accepted the nomination. Jennifer Wenner moved to close the nominations for parliamentarian; seconded by Leslie Ward. Senators voted. Joshua Squires was elected Faculty Senate parliamentarian.

Brian Perkins noted the current Senators (whose two-year term was expiring) would meet with BOG during finals week; the new Faculty Senate were scheduled to hold their first meeting on August 16, 2022; which would be the next Faculty Senate meeting in the Fall 2022 semester.

V. Adjournment:

- Jeff Bryson motioned to adjourn the meeting. David Lewis seconded the motion. Motion carried.

Meeting adjourned at 1:14 p.m.