

Glennville State University Faculty Senate Meeting Minutes - Draft

Date: August 16, 2022

I. Call to Order and Roll

- a. President Elizabeth Matory called the meeting to order at 12:15 pm in MCCC 319 and via Teams.
- b. Senators in attendance: Liz Matory, Maureen Gildein, Schuyler Chapman, Josh Squires, Leslie Ward, Pai Song, David Lewis (online), Donal Hardin, Nabil Nasserri, Jen Wenner, Kristen Mullins, Kevin Evans
- c. Also in attendance: Ann Reed, Kandas Queen, Bert Jedamski, Marjorie Stewart, Gary Morris

II. Approval of Minutes

- a. Motion to approve minutes from 4/19/22 Faculty Senate Meeting by Jen Wenner. Donal Hardin seconded. Kevin Evans clarified information about the description of his tenure on the Senate and requested correction. Minutes approved with amendment re: Kevin's term.

III. Preliminary Matters

- a. Josh Squires, parliamentarian, gave a brief rundown of parliamentary procedures for the newly ensconced Senators.
- b. Schuyler Chapman asked for clarity re: start time for senate (agenda and Teams gave discrepant times). Senate will follow previous pattern and convene at 12:25 pm to give senators and others in attendance time to get from class to MCCC if they teach until 12:15 pm.

IV. Committee Reports

- a. Officers
 - i. Pai Song (treasurer) indicated the Senate has a \$500 budget specifically earmarked for purchasing access to Survey Monkey.
- b. Board of Governors (BOG)
 - i. Kevin Evans offered a substantive overview of summer BOG activities.

1. 6/15/22 scheduled meeting did not include committee meetings. Actionable items included slate of officers. Nominating Committee put forward Steve Gandee as chair and Ann Green as Vice Chair. Kevin opposed Gandee's nomination as his second term on the BOG had come to an end. Election of officers tabled after discussion. BOG also focused on Board Policy 23 (guidelines to employ and evaluate GSU President). They conducted the previous evaluation in the summer when getting info from faculty is difficult. This will clear up process: The Board unanimously approved the revisions which are as follows: Every third year of the President's employment, the Board will conduct a formal and structured written performance evaluation of the President under the guidance and leadership of the Board Governance and Human Resources Committee. An evaluation committee will be appointed to include Board members and members of faculty, staff, students and alumni. Finally, BOG approved unanimously the revised budget for 2022-23, which includes changes due to the universal pay raise at GSU.
 - a. Kevin did not present on but his written report shared that the BOG approved the 2022-23 meeting schedule and the renewal of the BOG scholarship.
2. 6/27/22 special meeting called in order to address the unresolved actionable item re: the slate of elections. BOG re-elected Mike Rust as chair and Ann Green as vice chair. Gandee submitted his resignation. BOG discussed Gandee's replacement but tabled after member noted that this activity did not appear on the agenda. Finally, BOG notified that the HEPC recommended discontinuing two degrees—BS in Special Ed and the BA/BS in Interdisciplinary Studies (IDS).
3. 7/7/22 special meeting called to resolve BOG vacancy. Dan Durbin nominated and unanimously elected to BOG seat. Durbin serves as the Univ. of Louisville CFO. Gov. Justice approved his nomination.
4. 8/1-12/22 scheduled BOG retreat covered much ground. Kevin Evans reminded the Senate of BOG processes to emphasize the degree of deliberation they

engage with during closed committee meetings (since the BOG often appears to act swiftly during the public meetings).

- a. Board Governance Committee received updates and updated by-laws to include another committee—the Athletics Committee.
- b. Enrollment & Student Life Committee heard extensively about international students. GSU has 30, and they would like 30 more. Growth is steady but slower than desired. BOG member Doug Morris has added funds (\$10,000) for use as small scholarships to entice more. Housing occupancy rates are highest in years and confident they will remain above 600 occupants (roughly 90% occupancy). Meal plans are also doing well. Athletics' goal to recruit 443 and they hit 470. They also have demonstrated stronger retention last fall they had 424 and in spring 377 returned—pretty good retention (89%). 95% total retention fall to spring because they added another 20+ student athletes. The University budgeted for 940 FT students and exceeded it. First time that we've exceeded our budgeted estimate.
- c. Academic Affairs Committee voted to terminate the BS in Special Education (thought it was coding error, but not). We do not offer this degree so removing it has no material effect (we offer a BAED with specialization in this subject not a standalone degree). HEPC recommended getting rid of Interdisciplinary Studies program and BS in Chemistry. Board determined to continue offering the programs because the IDS degree costs the institution no money and the Chemistry classes support other degrees.
- d. Business and Finance Committee discussed current finances. New member Dan Durbin is asked “do you have tuition insurance plan?” No one knew. Kevin Evans says he will likely prove invaluable. Bert Jedamski agreed and offered a brief definition of tuition insurance (protecting student, compared to trip insurance—can help students recover money if

they have illness). Unrestricted funds did not need to be borrowed from Foundation, which is again not something that we've done in a long time. Revenue exceeds need by more than \$200,000, and housing exceeds by \$60,000. Kevin Evans asked whether he should come a couple times a semester to go over finances.

- e. For retreat, they did a campus tour and BOG was impressed. Saw unfinished space for Health Sciences. BOG all bragged about different elements on campus. The other big issue was developing procedures for how to deal with vacant board seats. 90 days before the term ends they will look at. Many of the informational items shared at our campus meetings were covered by BOG presentations. Legislative reception (Sens. Rucker and Hanshaw attended alongside Del. Boggs) took place. The BOG also received information re: the HLC visit in September and Dr. Morris/Tim Butcher performed a mock interview with members of the BOG.
- c. Advisory Council of Faculty (ACF)
 - i. Kristen Mullins reports that they scheduled a retreat for 11/4-5 and a meeting for 12/8.
- d. Academic Affairs
 - i. Gary Morris noted that he wants to meet between now and 9/19 to discuss expectations for Senate during HLC visit. He wants to meet w/ us to have a mock interview. Left to us to decide how to deal with it. Also he wants us to talk about attendance tracking. Liz Matory requested Ann Reed to discuss the best way to deal with this. Ann wants to make a distinction between attendance tracking from recording attendance in EdNet. Most faculty do register attendance in EdNet for Financial Aid purposes but that means they only record one date. Attendance tracking is something that can be done repeatedly. If you take roll through the attendance tracking online, those affiliated with retention can run a report and therefore reach out to students faster. However, faculty need to use the attendance tracker to do that. Ideally, we will get to a point so that faculty do not need to send emails to ASC saying that students aren't attending. That might help clear non-attending students up. Jen Wenner and Kandas

Queen are helping sort things out specifically as it relates to online classes. That does not work in a clear way yet. They are working on how to track attendance for online classes. They discussed the way that hours show up in online classes and how that works exactly; Ann said she would provide a document that will let everyone see how to set it up. Jen and Kandas will follow up.

e. Business

- i. Bert Jedamski reports that one of the issues they've had difficulty with is getting comprehensive data, including whether or not the student is physically here and taking classes. In order to stay on top of collections, they need to determine this kind of thing. Business needs the attendance data as well. The earlier we figure that out the better so that we don't waste efforts on collection. Even with students here we need to know whether they're in the dorms or off campus. We're in much better shape this year (around 200 students) with students who still need to take care of things related to Financial Aid. Jen Wenner asked how often attendance tracking updates (Ann explained every couple hours). Gary Morris noted that while it's not yet required it will be required in the future.

V. Dept. Representative Concerns

- a. Business Department have asked that there be class prep time blocked off. They find it difficult to go back and forth between meetings and carve out time. Additionally, they ask how to encourage faculty to attend trainings. The new FAR went to the CLC/ULC and it was kicked back to Senate and it's unclear where it is. It would need to be reviewed by the committee who did work on it. Kandas and Maureen indicated that they do not know that they received the feedback. It may be with Brian. The feedback is lost so the revised FAR needs attention. For prep week, we might need a checklist to figure out your classrooms ahead of time.
- b. Jen Wenner asked if there were any updates on smartboard training. Not yet.
- c. Prep week might also benefit (per Kevin Evans) new faculty if it occurs a week earlier than the one for all faculty. That would give them time to get info and prep. Jen Wenner proposed a prep week committee. Gary Morris explained that they adjust and modify based on feedback so faculty can definitely get in touch with Academic Affairs.

VI. **New Business**

- a. List of committee appointments is mostly full. Two non-elected positions are not filled, so we're pretty close to being done. There is one opening she mentioned: Need someone on curriculum. Needs to not be from Business, Science and Math, or Language. Can be from Education, Social Science, Criminal Justice.
- b. Liz Matory noted that we need to renew Survey Monday. Maureen moved to approve the renewal. Josh seconded. All voted yes. No nays/abstentions.
- c. Liz Matory asked whether it was possible to have adjuncts serve on certain committees, since certain departments, like CRJU have few faculty. Senate will need to revisit this in the future as an agenda item.
- d. Nabil Nasserri mentioned materials from the 4/19/22 minutes that were/were not (?) addressed. For ex., compression of schedules for classes. Gary Morris explained that we do a good job with this for gen eds. However it becomes difficult to do for upper division classes. Athletes were given priority registration in the spring to see if it was a way to address this issue. They will need to get feedback from the coaches about this to see if it would be an issue. Kristen Mullins said she was not aware of this. Nabil also noted the moment in the 4/19/22 that the next Senate should discuss Library Committee re: appointments. Is that something we need to do? Maureen said we will need to check with Jason Gum.

VII. **Adjournment**

- a. Liz Matory adjourned the meeting at 1:15 pm.