Minutes approved by vote concluded 28 September 2009

Minutes for 14 September 2009
Faculty Senate meeting

Location: CIE Sara Spencer Event Hall

In attendance

Senators: Kim Shaw (COLS), Elizabeth Wurz (COLS), Josh Eyler (COLS), Nick Norwood (COLS), Troy Vidal (COLS), Beverly Venable (DATCOBCS), John Studstill (COLS), Susan Hrach (COLS), Vaillancourt (COA), Sandra Stratford (UIT), Dan Van Kley (COLS), Becky Becker (COA), John Theis (DATCOBCS), Paula Adams (UIT), Stephanie Lewis (COEHP), Jeff Zuiderveen (COLS), David Schwimmer (COLS), Lisa Oberlander (COA), Gary Sprayberry (COLS), Brenda May-Ito (COA), Neal Rogers (DATCOBCS), Betty Hipps for Jan Burcham (COEHP).

Visitors: Inessa Levi, Provost; Annette Brown (HR), Hassan Hassani, Susan Lovell, Viola Alexander, Kristin Bagley, Chip Reese, , Gina Sheeks,

1. Re-Introductions done of all present
2. Report from the Provost

Strategic planning is a big issue right now. Urge us to be involved, to be sure that college plans due to Provost by 10/1 to be sure that everyone has input. Crucial that all plans are aligned.

Recruitment and retention are crucial issues. Due date for undergrad research grants is at the end of the month. Help students to apply, please it will improve retention rates.

3. Old Business
   a. Report from Committee on Elections

   Committee has met electronically, and has voted to let the status quo stand this year, and to have alignment to college numbers occur at the next election cycle. Concerns addressed about 3 year term issue – should have 2/3 of senate membership remain each year, only 1/3 new. This solution may prove problematic for that issue. Request that committee sketch out seniority issues for next meeting.
   b. Report from Committee on Committees

   Distributed handout (attached at end as appendix) on recommendations for vacant positions. Members chosen based on willingness, tenure status, and workload of individual faculty. Once approved, forwarded to Provost’s office for action. Approval moved by Dr. van Kley, seconded by Dr. Stratford. Motion was to approve all, except Scholastic Honors Chair Kristin Hansen, since she has not yet responded to consent. Motion passes.
   c. Report from Committee on Shared Governance

   Have not met in person, have exchanged ideas in email. Challenge to get real information. Discussion to date indicates that we could use AAUP indicators of shared governance in part or in full. No member currently from College of Education and Health Professions, trying to draft someone. Will report more substantively next month.
   d. Report from Committee on Evaluation of Administrators

   Pressed for meeting times. Thinking of dividing instrument into categories such as planning and vision, decision making/problem solving, communication, professional
behavior, interpersonal skills, and demographics. Committee consists of Drs. Van Kley, Theis, Lewis, Adams, Sprayberry, and Becker). Hope to have a draft together for next month’s meeting.

e. Report from Committee on Faculty Recognition
Report distributed during meeting. Attached at end as appendix.
Teaching award ... faculty educator of the year is independent of SGA teacher of the year, but faculty award not recognized at honors day. System is already in place, just should see more PR. Do we want to see new faculty vs senior faculty teaching awards? Student research advisor award? How many awards are appropriate? Are we staying with the same process for Regents’ Teaching award? What are rules, how is it selected? Chairs asked to nominate faculty who might be competitive at the highest level. Think we should recognize the year’s nominees. Provost suggests that committee could consider changes to this procedure so that we can encourage more submissions, make it better publicized and get more faculty recognition of the award.

Prov. Levi would like to add more people to task force, outline possible awards, what they will cover. (Undergrad research, multicultural instruction....) Seems to be acceptable to senate, so Provost will ask Carl Wallman to set up this meeting.

Preliminary suggestions? Can we accomplish our goals about Regents Teaching award simply by raising awareness? At least raise awareness in Chairs Assembly; encourage senate to review procedures in faculty handbook.
Taskforce will meet again, report back next month if ready.

4. New Business
a. Informational: Budget Advisory Committee report
Dr. Hrach. Meeting took place approx 2 weeks ago. Most of meeting was transparent discussion of how budget cuts were made. Pres. Mescon stated that they were interested in protecting academics. Furloughs contributed a large amount to this year’s cuts. Part time faculty not renewed, travel cut, class/instructional supplies cut. Over past 2 years, 20% cut to our budget. Student-faculty ratio listed in handouts given. In 2007, was 27. In 2009, is 29. Average class size went from 17 to 18. Total enrollment from 7590 to 8300 projected. At end of meeting, Pres. Mescon suggested ideas for ways to be efficient when we can think about how to spend instead of how to cut.

Question: in online courses, how do you retain integrity without a proctor? Testing center charges faculty member and student to proctor exams. Isn’t this part of the job of the testing center? Dr. Stratford will look into these issues.
Did they do core class check with these other data? Suspect that upper level courses balancing the core classes. Details may be posted online, and breakdown will be sought by Dr. Hrach.
Budget redirected from state to local money.... Some salary lines moved from state to tuition funded budget lines for a handful of staff positions. No details available during meeting, but Dr. Hrach can pass questions about this on as a concern. Main concern regarding potential vulnerability of faculty to cuts, given that faculty salary lines are divided and can be directed from state to local funding or vice versa.

b. Action: Status of Benefits Committee. Chair – Dr. Hassan Hassani and Annete Brown (HR)
Distributed handout. (attached at end as appendix) Committee has recommended discontinuing meeting, as duties of committee as currently written are very sophisticated,
needs HR/benefits/labor law expertise... which committee did not feel that members had. In the last 3 years, have not moved anything forward, but has been a means of communicating with faculty. Have been unsuccessful at implementing anything new (short term disability, for example). Trying to get discounts where possible as perks, but these are not core benefits. Committee allowed faculty to communicate when problems arose. Open enrollment coming Oct/Nov.

Committee has recommended that it disband.

Would be useful to get periodic reports to senate from HR in its place. Motion to accept recommendation to disband committee, have regular reports (annual report before open enrollment for benefits and as needed) from HR by Dr. Schwimmer, second by Dr. Adams. Motion passes.

c. Admissions Policy Committee: charged with reporting on status of Admissions policy at CSU, including deadlines and exceptions, admissions criteria, and possible ideas to resolve student delay into getting into classes, to report back in October.

Information item. There was concern that discussion items from faculty senate should be looked into. Asked to report next month.

d. Presentation about University Marketing Plan by Dean Chip Reese.

Working to have not only more students and a better quality of student enroll here. By getting a bigger “pot” should have better quality to choose from.

Fall enrollment – shooting for 8340 for this fall. Goal for next fall 9051. Goal for Fall 2011 is 10057. (Interim goal for FY09, FY10 created by Dean Reese, final goal set by Pres. Mescon in the strategic plan). Census date October 14. Goal 5831 returning, goal for new students 2381. Actual return 5883, new 2457. VPAA website factbook has undergrad and grad headcount through fall 2009. Total headcount fall 09 is at 8212. Need to gain 890 each year for the next 2 years to meet goals. Need to increase return rate from 74% (typical) to 76% (staying at 74% is about 200 student difference).

If departments will set goals, (graduate and retain goals, ask recruiters to bring in x new students) then recruiters can work to bring the best students possible in. Without goals, just doing general recruiting.

Will email out their strategic plan for enrollment management. Scholarship mgmt with intent to bring in new students; each college or chair should appt someone to assist in recruit/retain scholarship std. Expand honors and servant leadership scholarship day.

Marketing will be directed by office of PR. Emphasis will be on branding, web site updates, consistency in print materials. Updating web sites so that they are more interactive – click on campus map, get video

Will continue with expansion of imaging tech to help with processing. Will implement degree works software (mandate by BOR by 2011). Will solve IVR and telephone queue problems. Will utilize financial aid tv to answer questions.

Go back to full staffing in enrollment management for this year. New registrar will start next Monday. Hire grad assistant to assist for fine arts recruiting and event planning. Request funds to create Hobsons Administrator position. Funds to hire another recruiter.

Kristin Bagley – how can you help?

• Creating a recruit database (Hobson product)
Minutes approved by vote concluded 28 September 2009

Prospecting: college fairs, hs visits, program specific events, phone calls to organizations and colleagues, friends, server at your next restaurant visit, purchasing names from SAT and ACT (minimum 490 reading, 460 math SAT; ACT 20 English, 19 math), class rank tier, self reported GPA 2.5 or up; geographic location
Put info into database Hobson’s EMT Connect. Manage students from recruit to enrollment. Database informs student assistants in call center (works 3:30 – 8:30) can build filters for interest field, student criteria – create targeted phone message about opportunities.

- Recruiters assigned territory and why
- What you can do as faculty to help

Set dept recruiting goals; designate someone to offer scholarships. Can send letters – create a form, and this can be automated through them. Can have letters from Dean, Chair, specific faculty sent out at timed intervals. Can participate on Visitation Days (11/21; 2/27; 4/24). Come early, mingle with students and parents; eat with students and walk group to dept session. Host a separate parent session.
Action days allow top students to interact with faculty during program catering to their academic interest. Parents can attend workshop on college search, student life, career services and financial aid.
Look for ways to encourage, educate and engage – develop relationships w/ future and current students.

- Questions and comments:
If dept only has a small amount to give away, should we think of this as retention money, or recruitment? Even a small amount can still be a big deal, especially at presentation days. Challenge Dr. Laska to go find donors for more scholarships. Can’t do tuition discounts, etc.
Personal contacts in recruiting can be important. Can use this as service in promotion/tenure process.
Planning on having buses come out from Atlanta to have students visit – use this to get targeted students to visit.

Dr. Van Kley moved, and Dr. Lewis seconded, that the Senate adjourn at 4:50 pm.
Passed.
Committee on Committees Recommendations
September 14, 2009
Faculty Senate

For the following vacant positions, the Committee on Committees recommends the following faculty:

1. Drug & Alcohol Awareness Task Force: Joseph Ruggett, COLS

2. Scholastic Honors Chair: Kristen Hansen, COFA

3. International Education & Exchange member: Andrew Zohn, COFA

4. Faculty Handbook Committee member: Rav Dabke

5. UREL Committee members:
   a. Paula Adams, Libraries
   b. Bill Edwards, COFA
   c. Elizabeth Frander, COEHP
   d. Alicia Tatum, COEHP
   e. Sam Abegaz, COLS
   f. Kyle Christensen, COLS
   g. Mohamed Couchane, COBCS
   h. Shamim Khan, COBCS

Respectfully submitted,

Stephanie Lewis
Elizabeth Wurz
John Studstill
Minutes approved by vote concluded 28 September 2009

Notes for Senate Meeting on 9/14
Faculty Recognition Task Force

1. Current Recognition of Teaching—SGA Award vs. CSU’s Nominee for Board of Regents Award

   • Although it is impractical for large groups of us to observe lots of different teachers, it is interesting to note that Academic Affairs selects one nominee each year to submit to the BOR as CSU's representative for the University System's teacher of the year award. This nomination is independent of the student-driven "Educator of the Year" award, and the nominee is selected by a committee of people from each college based on a pool of nominees from each college. Josh Eyler and Beverly Venable have been on the selection committee, and the process is surprisingly intensive. What is striking, though, is that this person--whom his or her colleagues have considered to be an outstanding educator--is never recognized publicly. Indeed, unless you are an administrator or are on the selection committee, it can be difficult even to know who our nominee is each year (last year it was Dr. Walter Breaux from the Department of Counseling, Foundations, and Leadership). At the very least, we could advocate for some kind of recognition for whomever receives this nomination.
   • Our Task Force agrees that this person should be recognized at the Scholastic Honors event held each year.

2. Categories for Awards:

   • Paula Adams did some research to see what types of awards are given from other universities [University of Maryland] such as: International Service, International Activities (scholarly), Instructional Improvement (program or faculty level), Departmental Award for Excellence and Innovation in Undergraduate Teaching; see [http://www.faculty.umd.edu/FacAwards/cpawards.html] for summaries of each award. As we might consider similar recognition, we could adjust the criteria for our needs.
   • We could be more creative in the ways we recognize faculty. Perhaps there are awards for beginning professors and those who are further along in their careers. There is also the idea of connecting this to some of the initiatives on campus, such as the first-year learning community. How about "most innovative" teaching/learning experience? An "outstanding article" recognition? Or "outstanding event" connecting CSU with the community?

3. Kinds of Awards:

   • A "traveling" cup or plaque that is given year after year might be nice. Some other ideas: reserved parking for a year, publicity not only within CSU but perhaps the Ledger, too. And if we could find some funds, a cash award (even a small one) would be appreciated by most.

Thanks to Task Force members Paula Adams, Becky Becker, Stephanie Lewis, and Beverly Venable, whose ideas I have collected here. –Josh Eyler
Minutes approved by vote concluded 28 September 2009

Benefits Committee

Purpose:
A. To initiate, when appropriate, and review changes, additions or deletions to the employee benefits program for Columbus State University.

B. To receive recommendations or suggestions from employees, communications from the staff of the Board of Regents, proposals from organizations or companies which have products for consideration and recommends those products or policies which are believed to be in the best interest of the university and its employees.

The committee reports to the VPBF.

Membership:
9 faculty
At least one member from each college and the library

Ex-Officio:
Director, Human Resources
Grants Supervisor