I. Call to Order. The meeting was called to order at 10:05 a.m. by Vice President Ellen Whitford. There were 238 of 291 faculty members in attendance. The roster is on file in the Vice President’s Office with the official minutes.

II. Welcome/Remarks

Vice President Ellen Whitford

Dr. Whitford welcomed the faculty to campus.

The new Navigate Armstrong orientation program has been implemented this year. It is a comprehensive orientation, having new students working in small groups with advisors and members of the faculty. Student success our top priority.

During the 2005-06 academic year, the faculty voted to move toward a faculty senate governance structure. Since then three groups have worked on developing such a structure. The first group, the Faculty Governance Development Committee, chaired by Ms. Suzy Carpenter, established the framework. This was submitted to the Executive Committee, which put in many hours under Vice Chair Joyce Bergin putting together the details for a constitution and bylaws. In May 2006 the task was taken up by the newly elected Executive Committee under Vice Chair Michael Toma. This Executive Committee worked over the summer to fine-tune the documents and work out more details. If the faculty chooses to adopt the proposed constitution and bylaws, there will be many challenges to work on during the transition period this year, including: election of senators; development of bylaws for the committees and subcommittees; and election of the president of the senate by spring so the new governance structure can be in place for Fall Semester 2008.

President Jones charged Dr. Whitford this past academic year with developing a comprehensive Strategic Plan that would incorporate all areas of the university. Working began with a group of 40 individuals representative of all areas of the university, and then proceeded to a smaller sub-group. The work was continued at the President’s Retreat. Dr. Whitford will present the Strategic Plan at the University Meeting on Friday. There will be forums to discuss the plan through the fall.
There is an initiative to enhance our collaboration with Savannah State University. President Jones and former Savannah State Interim President Scott asked for the development of a white paper for opportunities to work together. The more the two institutions work together, the more support they will receive from community groups. The steps are: to develop communication through a shared directory for easier problem solving; examining curriculum; and establishing a sense of community between the two campuses. Dr. Nordquist is putting together a social event on October 2 for new faculty from both universities. Proposals are being put forward for mini-grants for collaborative activities.

The search for a new Dean of Health Professions is in progress. Dr. Helen Taggart is chairing the search committee. Ideally interviews would take place in November, with the new Dean starting in February 2008.

Dr. Stephen Jodis will be serving as Interim Dean of Computing. During this time there will be examination of the organization and structure of our colleges and schools. Currently there is discussion of creating a College of Sciences and Technology and a College of Arts, Humanities, and Social Sciences. The decision will probably be made in early fall, followed by a transition period and a search for a new dean starting in July 2008.

The University System of Georgia has developed new Strategic Plan. We are trying to align our Strategic Plan with theirs. Much of the decision-making has been moved to the campus level. The President will now be making final decisions on promotion and tenure. There is also to be a revision of the Core. President Jones has made Dr. Whitford the liaison. Some of the issues mentioned so far are an emphasis on transferability within the system, and performance assessment outcomes.

III. Approval of Minutes. Approval of the minutes of April 9, 2007 was postponed because the booklets containing the minutes did not arrive in time for the meeting. Minutes are available at the Vice President’s website. The booklets will be sent via campus mail once they are ready, as they contain much other useful information.

IV. Introduction of New Faculty (Attachment 1)

Dr. Dennis Murphy introduced our new ROTC Department Head, Captain Patrick Jones. The Deans introduced their new faculty.

V. Recognition of Tenured/Promoted Faculty. (Attachment 2).

Dr. Whitford recognized the faculty who were granted tenure and/or promotion this past year.
VI. Executive Committee Report

A. Approval of Standing Committees of the Faculty (Attachment 3)

It was moved, seconded, and approved to accept the membership of the Standing Committees of the Faculty as put forward by the Executive Committee.

B. Special election information for University Curriculum Committee vacancy

There is a vacancy on the University Curriculum Committee due to the resignation of Dr. Meg Walworth, who had just been elected to a 2-year term as an at-large representative. Nominations are currently being collected from departments eligible to nominate. We hope to have the election go live online the week of August 20. Ms. Phyllis Panhorst will send an email to the faculty when the ballots are available.

C. First Reading, Proposed Constitution and Bylaws (Attachment 4)

Dr. Whitford provided some history on this in her opening remarks. The basic idea is that a senate would be a faculty-lead deliberative body and would provide an opportunity for faculty to voice opinions and make them known in an open environment. The primary feature is that clearly identified lines of communication would be created between faculty as a whole and the administration, with documentation of the communication back and forth. Active faculty involvement is necessary. The representation system put forward is proportional, with each department having at least one senator in 40-member senate. There is flexibility for growth with periodic reapportionment. The bylaws can be changed through time as necessary and to accommodate the unforeseen.

On behalf of the Executive Committee, Dr. Toma formally presented the Proposed Constitution and Bylaws to the Faculty. It was moved, seconded, and approved to waive an actual reading and have the documents read into minutes.

There will be forums set up over next three to four weeks to discuss the proposed constitution and bylaws. Dr. Nordquist will be distributing information on times and places. In order to foster efficiency, please provide Executive Committee members with written proposed amendments prior to the September faculty meeting, to facilitate ease of handling and to avoid trying to craft language on the floor of the meeting. The vote on adoption of the documents will be held at the September meeting.

VII. Announcements

A. Faculty and Staff Campaign

The Faculty/Staff Campaign starts tonight with the Jamboree. At its inception six years ago, participation was only 17%. Last year the participation was 82%. The goal for this year is 85%. It’s not the amount that is important; it’s the level of participation. The Jamboree starts at 5:00 at the Sports Arena.
B. If you didn’t get your copy of *Armstrong Academics*, contact Dr. Nordquist. Also, dates for the forums mentioned by Dr. Toma will be out by the end of the week.

C. Dr. Will Lynch gave his report as Faculty Athletics Representative. See Attachment 5 for his summary.

D. There are nine very exciting lectures coming up as part of the Faculty Lecture Series. All lectures take place in University Hall 156 at 12:05 on given Fridays. Mr. Barry Ostrow’s office will be distributing poster advertisings the speakers, topics, and dates. For more information, contact Dr. Jack Simmons.

E. Dr. Jane Wong reported that the Faculty Evaluation Committee will be hosting a forum on Friday, September 7 at noon in Solms 110. Everyone is encouraged to come discuss moving FACE from paper and pencil evaluation to an online evaluation.

VIII. Adjournment. The meeting was adjourned at 11:17 a.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information
Armstrong Atlantic State University
New Faculty, 2007-08

Burke, Kathleen M.
Temporary Instructor of Political Science
M.S., Georgia Institute of Technology
B.A., University of Georgia

Cai, Liang
Assistant Professor of History
Ph.D., Cornell University
M.A., Cornell University
B.A., Renmin University of China

Campbell, Esma G.
Coordinator, Cardiovascular Interventional Track, Radiologic Sciences
Assistant Professor of Medical Technology
M.P.H., Armstrong Atlantic State University
B.H.S., Armstrong Atlantic State University
A.A.S., Virginia Western Community College

Cooke, Susan L.
Clinical Assistant Professor of Early Childhood Education
M.Ed. Lesley University
B.A., American University

Crawford, Elizabeth O.
Assistant Professor of Early Childhood Education
Ph.D., College of William and Mary
Ed.S., University of Alabama
M.S., The Florida State University
B.A., The University of Georgia

Davis, Edward N.
Assistant Professor of Middle and Secondary Education
Ed.S., Armstrong Atlantic State University
M.Ed., Armstrong Atlantic State University
B.S., Tennessee Temple College

Eaton, Kalenda
Assistant Professor of English
Ph.D., The Ohio State University
M.A., The Ohio State University
B.A., Dillard University

Fields, Kenneth M.
Director, Teacher Education Program, Brunswick Center
Assistant Professor of Middle and Secondary Education
Ph.D., Georgia State University
Ed.S., Valdosta State University
M.Ed., University of Georgia
B.A., Georgia Southern University

Foster, Josephine
Temporary Assistant Professor of English
Ph.D., Bowling Green State University
M.A., North Carolina Central University
B.A., Hampton University

Gregerson, Robert G.
Head of Biology
Professor of Biology
Ph.D., University of Georgia
B.A., Wabash College

Guilliams, Chad
Temporary Instructor of Medical Technology
B.S., Armstrong Atlantic State University
B.S., University of Missouri

Hirsch, William H.
Temporary Assistant Professor of Physics
M.S., Indiana University of Pennsylvania
B.S., Pennsylvania State University

Hoit-Thetford, Elizabeth
Temporary Instructor of English
Ed.D., East Tennessee State University
Ed.S., William Carey College
M.Ed., William Carey College
B.S., East Tennessee State University

Holmberg, Susan
Temporary Assistant Professor of Music Education
M.M.E., Wichita State University
B.M.E., Kansas State University

Honeycutt, Brenda
Temporary Instructor of Biology
M.S., Baylor University
B.S., Mississippi University for Women
Hutchinson, Marilyn
Assistant Professor of Middle and Secondary Education
Ph.D., Union Institute and University
M.Ed., Cambridge College
B.S., Savannah State University

Jacobs, Cynthia Shiver
Assistant Professor of Early Childhood Education
Ed.D., University of North Florida
M.A., Columbia University
B.S., Armstrong Atlantic State University

Kim, Jackie Hee-Young
Temporary Assistant Professor of Early Childhood Education
Ed.D., University of Houston
M.A., University of Houston
B.A., Chunnam National University

Knoth, Jenny L.
Temporary Instructor of Biology
M.S., North Carolina State University
B.S., University of Washington

Lessnau, Robert G.
Temporary Instructor of Biology
M.S., Wayne State University
B.S., University of Virginia

Luke, Nancy
Assistant Professor of Special and Adult Education
Ph.D., University of Georgia
M.A., University of Nebraska at Omaha
B.S., University of Virginia

McCall, Linda Ann Hollis
Assistant Professor of Early Childhood Education
Ed.D., Georgia Southern University
Ed.S., Georgia Southern University
M.Ed., Armstrong Atlantic State University
B.A., University of Georgia

McCann, Cherie
Temporary Assistant Professor of Nursing
M.S.N, George Mason University
B.S.N., George Mason University

McNair, Leah
Temporary Assistant Professor of Nursing
M.S.N., Georgia Southern University
B.S., University State of New York Regents College

Mertz-Weigel, Dorothée
Assistant Professor of French
Ph.D., The Ohio State University
M.A., The Ohio State University
B.A., Otterbein College

Mulford, Deborah
Temporary Assistant Professor of Nursing
M.S.N., Armstrong Atlantic State University
B.S.N., Armstrong Atlantic State University

Mullen, Paul F.
Assistant Professor of Political Science
Ph.D., University of Pittsburgh
J.D., University of California, Los Angeles
B.A., University of Virginia

Pagan, James E.
Temporary Instructor of Medical Technology
B.S., Armstrong Atlantic State University

Pipkin, Amanda
Assistant Professor of History
Ph.D., Rutgers, The State University of New Jersey
M.A., Leiden University
B.A., Wake Forest University

Roberson, Gratchen
Assistant Professor of Nursing
M.S.N., Armstrong Atlantic State University
B.S.N., North Carolina A&T State University

Safer, Adam
Temporary Assistant Professor of Biology
Ph.D., Florida Institute of Technology
M.S., Georgia Southern University
B.S., Armstrong Atlantic State University

Sammons, Susan S.
Temporary Assistant Professor of Nursing
M.S.N., Armstrong Atlantic State University
B.S.N., Armstrong Atlantic State University

Scott-Janda, Elizabeth
Assistant Professor of Mathematics
M.S., Colorado State University
B.A., Bryn Mawr College

Seales, Juanita
Temporary Instructor of Early Childhood Education
M.Ed., Georgia Southern University
B.A., Brooklyn College of the City University of New York
Smith, Joshua E.
Assistant Professor of Chemistry
Ph.D., University of Florida
B.S., Clarion University of Pennsylvania
B.S.Ed., Clarion University of Pennsylvania

Sturz, Bradley R.
Assistant Professor of Psychology
Ph.D., Auburn University
M.S., Auburn University
B.A., Auburn University

Tatlock, Jason
Assistant Professor of History
Ph.D., University of Michigan
M.A., University of Michigan
M.A., Jerusalem University College
B.Th., Prairie Bible College

Werner, Eric J.
Assistant Professor of Chemistry
Ph.D., University of California, Berkeley
B.S., University of Florida
Armstrong Atlantic State University
Faculty Awarded Tenure & Promotion

Congratulations to the following AASU Faculty Members who were recognized in the Spring of 2007 by the Board of Regents of the University System of Georgia for their many achievements and contributions to the University.

FACULTY AWARDED TENURE

Hassan Aziz, Medical Technology
Rhonda Bevis, Respiratory Therapy
H. Elizabeth Howells, Languages, Literature and Philosophy
Kam Fui Lau, Information Technology
Delana A. Nivens, Chemistry and Physics
Jonathan E. Roberts, Psychology
Lynn Stover, Nursing
Ana E. Torres, Languages, Literature and Philosophy

FACULTY PROMOTED TO THE RANK OF PROFESSOR

Joseph F. Crosby, Health Sciences
E. Kevin Hampton, Art, Music and Theatre
Carol P. Jamison, Languages, Literature and Philosophy
Hong Zhang, Computer Science

FACULTY PROMOTED TO THE RANK OF ASSOCIATE PROFESSOR

José de Arimateia da Cruz, Criminal Justice, Social and Political Science
H. Elizabeth Howells, Languages, Literature and Philosophy
Kam Fui Lau, Information Technology
Ana E. Torres, Languages, Literature and Philosophy

FACULTY PROMOTED TO THE RANK OF ASSISTANT PROFESSOR

R. Lee Braswell, Radiologic Sciences
Sharon Gilliard-Smith, Radiologic Sciences
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* Facilitator - will organize first committee meeting for election of a Chair.

*** (Permanent Chair)
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* Facilitator - will organize first committee meeting for election of a Chair.

*** (Permanant Chair)
MEMORANDUM

To: AASU Faculty  
From: Dr. Michael Toma, Vice-Chair, Executive Committee  
Date: August 13, 2007  
Subject: First Reading of Proposed Constitution and Bylaws for the AASU Faculty Senate

At the January 23, 2006 faculty meeting, the following motion passed by a vote of 112 - 47:

“The faculty of Armstrong Atlantic State University will move to a senate-like form of governance.”

As a result, the Executive Committee established the Faculty Governance Development Committee (FGDC) to assist in the process of creating a new faculty governance structure. The FGDC delivered its final report to the Executive Committee in January 2007, after which the Executive Committee continued to craft documents that have become the proposed Constitution and Bylaws for the Faculty Senate of Armstrong Atlantic State University.

After nearly nineteen months of labor-intensive work by a large number of dedicated faculty colleagues, the Executive Committee now brings the proposed Constitution and the Bylaws for a faculty senate to the faculty for a first reading.

The proposed documents would establish a governance structure intended to foster participation and maximize the effectiveness of the faculty in the joint effort of governance necessary to operate the university and foster its mission. The bedrock feature of the proposed governance structure is that it would establish very clear lines of communication and, more importantly, accountability between the faculty and the administration and between the proposed senate and faculty committees. The senate would be a faculty-led deliberative and decision-making body, with an elected faculty member serving as its leader.

Please review the documents carefully, consider their implications, and send to myself or any member of the Executive Committee your comments or proposed amendments to the documents. Open meetings will be held to gather additional faculty input in the coming weeks before a second reading and vote, so please watch for the notices of these meetings.
PREAMBLE: In order to foster participation and maximize the effectiveness of the faculty in the joint effort of governance necessary to operate the university and further its mission, we, the Faculty of Armstrong Atlantic State University, acting within the authority provided by the regulations of the Board of Regents of the University System of Georgia (BR Minutes, 1986-87, p. 333; Section 302.06, Policy Manual of the Board of Regents of the University System of Georgia), do hereby constitute ourselves as the Faculty Senate. As the recognized voice of the faculty, the Senate will represent the faculty in fulfilling its duties, privileges, and responsibilities in governance and in furthering the mission of the university in issues of academic concern and academic leadership.

ARTICLE I. The Senate

The name of the body constituted shall be the Faculty Senate of Armstrong Atlantic State University (hereinafter referred to as the Senate).

SECTION A. Sources of Powers

Subject to the limitations imposed by the policies of the Board of Regents of the University System of Georgia, this constitution establishes the powers and duties of the Senate.

SECTION B. Membership of the Faculty

The members of the faculty are the university’s president, vice presidents, deans, assistant/associate deans, department heads, other personnel designated by the president as holding faculty status, and full-time faculty members holding appointment at the ranks of professor, associate professor, assistant professor, and instructor.

SECTION C. Voting Members of the Faculty

Voting members of the faculty, eligible to elect Senators and vote on constitutional or bylaws amendments, are department heads and non-administrative, full-time faculty members holding appointment at the ranks of professor, associate professor, assistant professor, and instructor.

SECTION D. Non-voting Members of the Faculty

Non-voting members shall be the president, ex officio members, other administrative personnel designated by the university’s president as holding faculty status, adjunct faculty, part-time faculty, and full-time faculty members holding temporary appointments.
SECTION E. Membership of the Senate

Senators shall be elected from and by voting members of the faculty. Only Senators or their elected alternates may vote at meetings of the Senate.

Apportionment is formulaic as defined in the bylaws with each department represented by at least one Senator.

There will be one Senator appointed by the President of the Senate to serve as liaison to part-time faculty.

SECTION F. Ex Officio Members of the Senate

Vice presidents, assistant and associate vice presidents for academic affairs, and deans are ex officio, non-voting members of the Senate.

SECTION G. Terms and Elections

Senators and alternates shall each be elected for a three-year term. Each department shall have an alternate for each Senator. The alternate may vote only when substituting for the Senator. Should a Senator be unable to fulfill his or her duties, the alternate will replace that Senator for the term. Each department shall adopt a procedure for the recall of a Senator and shall submit the procedure to the Secretary of the Senate.

Each department shall elect its Senators and notify the Secretary of the Senate not later than March 1 of each year. Senators begin their term of service at the beginning of the fall semester following their election to the Senate.

Special elections may be called if a Senator and alternate are not able or eligible to fulfill a Senate term.

ARTICLE II. Officers of the Senate

Section A. Presiding Officer

No later than the last meeting of the Senate in the spring semester, the Senate shall elect a President by a majority vote.

The President shall serve for a term of two years beginning in the fall semester. When elected, the President will serve the two-year term as both President and Senator. In the event of a Senator’s election to the presidency, the Senator shall complete the two-year term provided for this office without regard to the length of time remaining in the Senator’s elected term.

The President of the Faculty Senate shall be the presiding officer of the Senate. In the President’s absence, the Vice President shall preside. The presiding officer shall conduct meetings according to Robert’s Rules of Order and may vote only to break a tie.
SECTION B. Additional Officers of the Senate

- Vice President
- Secretary
- Parliamentarian

The Vice President and Secretary will be elected no later than the last meeting of the Senate in the spring semester.

The Parliamentarian will be appointed by the President of the Senate.

These officers serve a term of one year beginning in the fall semester.

Three hours of reassigned time per semester shall be granted each to the President and Secretary of the Senate.

ARTICLE III. Powers and Responsibilities

The Faculty Senate is an elected, representative body that acts on behalf of the faculty on matters within faculty purview as enumerated under Board of Regents’ policy, including faculty governance, advising the President of the University on matters of university planning, governance, and resource allocations. The purpose of the Senate is defined as follows:

1. represent the faculty in the shared responsibility for the University’s direction in all matters relating to academic policy, including curriculum matters, degree requirements, scholastic standards, academic freedom, admissions policies, and student academic behavior

2. represent faculty on matters pertaining to the appointment of administrative officers, budget and planning matters, promotion and tenure policy, and other matters affecting educational standards

3. provide a representative forum for the deliberate consideration of proposals, recommendations, suggestions and institutional objectives, and to make appropriate recommendations to the faculty and the President of the University.

ARTICLE IV. Committees

The Senate shall have the authority to create, revise, and eliminate faculty committees as necessary.

Committees shall conduct studies, formulate recommendations, and carry out such responsibilities as granted them by the constitution of the Senate or by the Senate. These activities may result from a request from the Senate or may be initiated by the committee.

SECTION A. Committees of the Senate
These committees are elected annually by the Senate from the Senate and report directly to the Senate. They conduct the business of the Senate.

SECTION B. Standing Committees of the Senate

These committees are elected annually from and by the faculty and will report directly to the Senate. They serve to advise the Senate.

SECTION C. Elections and Terms of Committees

The Committees of the Senate are elected during the spring semester prior to the fall semester when they will begin their duties. Members serve a three-year term with one third of the membership being elected annually.

The Standing Committees of the Senate are elected during the spring semester prior to the fall semester when they will begin the duties. Members serve a two-year term with half of the membership being elected annually.

SECTION D. Ad Hoc Committees

The President of the Senate shall create special committees as necessary and shall designate their size and jurisdiction. The President of the Senate may appoint delegates to represent the Senate at other functions.

ARTICLE V. Meetings

The Senate shall meet at least four times per semester during the academic year. The Steering Committee shall determine the meeting schedule, which will be provided to the faculty at the beginning of each academic year. Minutes of Senate meetings shall be made public within one week following Senate approval.

SECTION A. Special Meetings

Special meetings of the Senate may be called by the President of the Senate or when requested by petition of either twenty-five percent of the voting members of the Senate or by fifteen percent of the faculty.

SECTION B. Quorum

Seventy-five percent of the voting membership of the Senate shall constitute a quorum.

SECTION C. Voting
Given a quorum, a majority of the Senate’s voting members present shall constitute legislative authority. Voting at all meetings shall be by roll call vote, by voice vote, or by ballot as determined by the President of the Senate.

Only Senators may vote during Senate meetings.

**ARTICLE VI. Procedure for Faculty Review of Senate Actions**

The Faculty Senate derives its powers from the voting members of the faculty; therefore, any decisions of that Senate may be reviewed, amended, or reversed by a vote of the faculty. If fifteen per cent or more of the voting members of the faculty make a formal petition to the President of the University, then the President of the University shall call for a Special Session of the faculty to consider the items contained in the petition. Such action by the President of the University will occur within three calendar weeks of the receipt of the petition. The President of the University shall notify the President of the Faculty Senate of all matters that have been cited in the petition and direct that action on these matters shall be suspended pending disposition by the faculty. The Office of the University President shall ascertain the validity of the signatures on any petition so submitted. The final decision on petitioned items shall be made by a majority of those voting in a secret ballot of the voting members of the faculty.

**ARTICLE VII. Amendments**

Amendments to the constitution shall be adopted, with four weeks prior notice to the faculty, upon approval by a two-thirds vote of the voting members of the faculty.

Amendments to the bylaws of the constitution shall be adopted, with two weeks prior notice to faculty, upon approval by a majority of the voting members of the faculty.
ARTICLE I. Senate Jurisdiction
The AASU Faculty Senate shall make, subject to the approval of the President of the University, statutes, rules, and regulations for the joint effort of governance; provide such committees as may be required to support governance; prescribe academic regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the Faculty Senate shall be filed with the Chancellor of the University System of Georgia. The Faculty Senate shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the President of the University (BOR Minutes, 1986-87, p. 333).

ARTICLE II. Duties of the Senate

SECTION A. Coordinate the activities of the Standing Committees of the Senate by appointing faculty to these committees and by responding to recommendations from these committees.

SECTION B. Advise the President of the University regarding overall allocation of resources in pursuit of the needs of students, the quality of their instruction, and the academic curriculum.

SECTION C. Monitor and make recommendations on the development of policies affecting the welfare of faculty.

SECTION D. Monitor and make recommendations on the development of policies affecting the academic mission of the university.

SECTION E. Act upon recommendations, institutional objectives, or other matters that shall be brought before it by Senators, Senate committees, the President of the University, vice presidents, or individual faculty members, and make recommendations to the President of the University.

SECTION F. Maintain a Faculty Senate website for regular and effective communication with the faculty. This website will include, but not be limited to, the following:

1. all agendas and minutes of Faculty Senate meetings
2. minutes of meetings of all Senate committees
3. recommendations from the Faculty Senate to the President of the University, and the President’s responses to these recommendations
4. bills of the Senate and a record of their resolution, including a record of votes
5. the annual report of the Senate
6. a discussion board to allow faculty members to comment on Senate agenda items and actions
7. a resource page for university and system policies
8. links to appropriate online resources
9. the constitution and bylaws of the Faculty Senate
10. record of the amendments to the constitution and bylaws.

SECTION G. Monitor and update the constitution and bylaws of the Faculty Senate.

SECTION H. Monitor, review, and develop policies and procedures related to the curricular and co-curricular activities of students; these areas shall include:
   1. admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation
   2. other aspects of student life as may be necessary and appropriate for the maintenance of high educational standards.

SECTION I. Report approved motions of the Faculty Senate to the President of the University in the form of recommendations, according to the following procedures:
   1. Recommendations will be made in printed format and will be signed by the President of the Senate.
   2. The President of the University will be invited to respond to these recommendations within thirty days.
   3. The President of the University may approve, veto, remand to the Senate, or otherwise defer action on a Senate recommendation.
   4. If a recommendation to the President of the University is vetoed, remanded, or otherwise deferred, the President will, through a written response, provide the Senate with the reason(s) for such action.
   5. In response to a veto, the Senate may, accept the President’s veto, or by a majority vote, revise and resubmit the recommendation, or by a two-thirds majority vote, resubmit the recommendation unchanged.
   6. Following discussions with the President of the University, if no acceptable resolution can be reached, the Senate President, following an additional affirmative vote by a two-thirds majority of the Senate, may submit an appeal to the Board of Regents under Board of Regents Bylaws, Article VIII, with the understanding that the Board may choose not to hear the matter or address it further.

ARTICLE III.    Membership of the Senate

SECTION A. Senators will be nominated and elected at the departmental level.

SECTION B. There will be forty Senators. Apportionment will be calculated using the Webster formula with each department being represented by at least one Senator. For purposes of apportionment, the Library will be considered a department.

SECTION C. Every five years or upon the creation or deletion of a department, the Senate’s Constitution and Bylaws Committee shall review the composition of the Senate. As a result of this review, the committee may recommend a reapportionment of the forty seats to the Senate
and propose a plan for modifying the length of terms to maintain appropriate representation during the period of redistribution.

SECTION D. Because of the responsibility attendant upon membership in the Senate, department chairpersons shall make every effort to arrange schedules to permit attendance of Senators at regular meetings of the Senate.

ARTICLE IV. Duties and Privileges of Senators

SECTION A. Senators shall have full privileges of the Senate, including but not limited to the following: rights to introduce resolutions, make motions, vote on motions, call for additional meetings, and other privileges as defined in the most current edition of Robert’s Rules of Order.

SECTION B. Senators are required to attend all Senate meetings and to take part in the Senate’s committee work assigned by the President of the Senate.

SECTION C. A Senator who is unable to attend a meeting must notify the Secretary of the Senate. That Senator’s academic department will send the elected alternate, who will have full voting privileges. In such cases, because the department is represented, the Senator’s absence will be considered “excused.”

SECTION D. More than two unexcused absences per year from Senate meetings will be communicated to the Senator’s department.

SECTION E. Senators will bring forth the concerns of their respective departments.

SECTION F. Senators will make regular reports of Senate actions to their departments’ faculties.

ARTICLE V. Election of Senators

SECTION A. Senators shall hold office according to the following terms:

1. Senators shall be elected for a three-year term. Each department shall elect an alternate for each Senator with each alternate elected for a three-year term.

2. During the first three years of the Faculty Senate, staggered elections will be held so that one-third of the Senators will be newly elected each year.

3. Following a three-year wait period, Senators may be re-elected for another three-year term.

4. If a Senator is transferred from one academic department to another or is reassigned to an administrative position during his or her term of office that Senator’s term shall end as of the date of the transfer.

SECTION B. By January 15 of each year, the Senate Elections Committee shall inform university departments of (1) the names of Senators whose terms will expire during the current academic year, and (2) any changes in apportionment as stated in the bylaws.
SECTION C. Department heads shall report the results of elections to the Senate Elections Committee not later than March 1 of each year.

ARTICLE VI. Duties and Responsibilities of the Officers of the Senate

SECTION A. The President shall
1. chair the Steering Committee of the Senate
2. sign the official copies of all Senate actions and communicate all formal actions to the President of the University
3. serve as the official representative of the faculty at university functions
4. appoint committees
5. form ad hoc committees
6. assign specific duties to officers of the Senate.

SECTION B. The Vice President shall
1. assist the President as a member of the Senate Steering Committee
2. schedule rooms needed for meetings of the Senate.

SECTION C. The Secretary shall
1. collect, publish, and distribute the agendas and approved minutes of the Senate and committees
2. create other documents on behalf of the Senate
3. maintain and ensure the accuracy of the information on the Senate website
4. take minutes and keep attendance records for all meetings of the Steering Committee and the Senate
5. notify departments of unexcused absences of Senators
6. keep records of all proceedings and file all committee reports
7. keep the Senate’s official membership roll and call the roll where it is required
8. assign a number to each bill or resolution.

SECTION D. The Parliamentarian shall
1. ensure that Senate meetings are conducted in accordance with the most current edition of Robert’s Rules of Order, the constitution, and the bylaws of the Faculty Senate
2. ensure that a quorum is maintained during Senate meetings
3. monitor Senate voting procedures for accuracy.

ARTICLE VII. Election of Officers

The Elections Committee will develop a slate of officers by April 1 of each year. Senators may make nominations to the Elections Committee. Senators-elect are eligible for nomination.

Senators who are completing the last year of their terms are not eligible for nomination to Senate office.

ARTICLE VIII. Faculty Senate Meetings and Procedures
SECTION A. The Senate shall meet regularly in accordance with the following:

1. The Steering Committee shall determine the meeting schedule that will be provided to the faculty at the beginning of each academic year. Minutes of Senate meetings shall be made public no later than seven calendar days following Senate approval.
2. The Senate shall meet in open session, in space adequate for visitors, at least four times per semester during the academic year.

SECTION B. Except as determined by majority vote of the Senators (in which case the Senate would be in executive session, in accordance with Robert’s Rules of Order), all meetings of the Senate shall be open for members of the general faculty to attend.

SECTION C. Faculty or staff members who are not Senators may be recognized to speak to specific agenda items at the discretion of the presiding officer.

SECTION D. Members of the faculty, individually or collectively, or through campus committees, are encouraged to submit items for consideration for the Faculty Senate meeting agenda to their elected representative or directly to the Steering Committee.

In addition, members of the Faculty Senate may raise suggestions for agenda items from the floor during meetings of the Faculty Senate.

SECTION E. Special Meetings of the Senate

Special meetings may be convened only to consider an item or items specific to the published purpose of the meeting. Typically such a meeting may be called to discuss any important matter that may arise between regularly scheduled meetings or that requires immediate action by the body before the next regularly scheduled meeting. Notice of the meeting must be published at least three working days before the meeting. Only business stated in the call for a special meeting may be transacted.

ARTICLE IX. Committees of the Senate

Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall conduct its business in accordance with Robert’s Rules of Order. With the exception of the Steering Committee as noted below in Article IX, Section A, each committee shall elect a chair person from its voting membership.

Each will establish a schedule for meetings and submit it to the Secretary of the Senate.

SECTION A. Steering Committee

Charge: The President of the Senate shall convene a Steering Committee with the primary responsibility to facilitate the administration of the Senate.
Duties: The Committee sets the agenda for meetings. The committee meets with the President of the Senate before each regular meeting to determine the agenda. The agenda as agreed upon by the committee shall be sent by the Secretary of the Senate to the faculty prior to each meeting.

Membership: Membership is composed of the officers of the Senate. In addition, one Senator each from the College of Arts and Sciences, the College of Education, the College of Health Professions, and the School of Computing shall be appointed by the President of the Senate. The appointed members shall be confirmed by the Senate at its first meeting in the fall. The Parliamentarian shall serve as an *ex officio*, non-voting member. The President of the Senate shall chair this committee.

SECTION B. Elections Committee

Charge: This committee shall develop the nominations and election processes.

Duties: This committee shall
1. solicit nominations and accept nominations
2. determine willingness to serve
3. prepare slates of nominees
4. conduct university wide elections for the Standing Committees of the Senate
5. conduct elections for the Senate Committees
6. manage the election process
7. announce the results of elections
8. have the authority to call special elections.

Membership: The Elections Committee shall consist of five Senators elected by the Senate. No member of the Elections Committee can be nominated for Senate office.

SECTION C. Committee on Committees

Charge: The committee will regularly review the charge of each committee of the Senate to keep it up-to-date and effective.

Duties: The Committee assures that the work of each committee is consistent with its bylaws. The Committee can propose changes to committee bylaws and inform the Senate of any change(s) in committee structure. This committee has the responsibility to propose revise, or eliminate Senate committees and standing committees of the Senate. The Senate must approve any changes in committees’ bylaws.

Membership: The Committee on Committees shall consist of four Senators elected by the Senate.

SECTION D. Constitution and Bylaws Committee

Charge: The Committee shall annually review the Constitution and Bylaws of the Senate and make recommendations for changes to the Senate.
Duties: This committee will review and make recommendations on the bylaws of each Senate committee and each Standing Committee of the Senate. Proposals for changes to the Constitution of the Senate and/or the Senate’s bylaws must be reviewed by this committee.

Membership: The Committee on the Constitution and Bylaws shall consist of three Senators elected by the Senate.

ARTICLE X. Operational Framework for Standing Committees of the Senate

SECTION A. Standing Committees serve as agents of the faculty and its Senate and also as prime contributors of information and recommendations to the Senate. Committees will provide agendas at least five working days before a meeting and file approved minutes of each meeting with the Secretary of the Senate. Committees may be charged further by the President of the Senate for special reports on prescribed subjects.

SECTION B. Each committee will develop a set of bylaws, have them approved by the Constitution and Bylaws Committee, and keep these bylaws current. Each committee shall elect a chair person from its voting membership and conduct its business in accordance with Robert’s Rules of Order.

SECTION C. All committees are charged to report to the Faculty Senate in writing at least once annually.

SECTION D. A committee may divide itself into working subcommittees in performing its duties and may appeal to the President of the Senate for the establishment of task forces, study panels, and the like to expedite its work.

SECTION E. In the conduct of its business, a committee may hold hearings and forums as well as joint meetings with other committees.

SECTION F. Members of the Standing Committees shall be elected according to procedures established by the Elections Committee. Faculty members are elected to committees for terms of two years, unless otherwise specified in the bylaws of the committee, and terms will be staggered so as to ensure satisfactory continuity. Faculty members shall not serve for more than two consecutive terms on any one committee.

SECTION G. The Elections Committee will solicit nominations of Senators and conduct elections of Senators who will serve on standing committees. One Senator shall serve on each standing committee. The Senator will be a voting member of the committee but will not serve as the chair.

SECTION H. Where committee structure provides for student membership, student members shall be elected by the Student Government Association for one-year terms. They shall be voting members of the committees.
ARTICLE XI. Standing Committees of the Senate

SECTION A. Faculty Welfare Committee

Charge: The Faculty Welfare Committee will protect the welfare of the faculty and promote a sense of faculty community.

Duties: The committee shall consider issues and proposals related to faculty welfare. The committee shall be involved in issues of policy and shall not consider individual cases. The Committee shall make recommendations to the Senate for either information purposes or for action.

The committee will make recommendations to the Senate concerning faculty evaluation policies and procedures.

The committee shall also promote various intellectual, social, and recreational activities that foster a sense of faculty community.

Membership: The committee shall be composed of five faculty representatives with one from the College of Arts and Sciences, from the College of Education and the College of Health Professions, from the School of Computing, and one at-large member. The at-large member must hold graduate faculty status.

SECTION B. Student Success Committee

Charge: The Student Success Committee shall recommend policies on recruitment, admissions, advisement, and retention. It will recommend award recipients for scholarships.

Duties: The committee shall
1. define and evaluate advisement goals, objectives and procedures
2. evaluate the relationship between academic advisement and retention
3. review both current and proposed policies concerning advisement and recommend changes to the Senate
4. identify resource needs for advisement and retention
5. develop, assess, and help to implement an annual advisement and retention plan
6. review scholarship applications compiled by the Office of Financial Aid, and recommend award recipients
7. prepare the list of candidates for graduation.

Membership: The committee shall be composed of ten faculty representatives. Ex officio, non-voting members are the Director of Academic Orientation and Advisement, the Director of Minority Affairs, the Registrar, the Director of the Honors Program, the Director of Financial Aid, the Dean of Enrollment Services, and the Assistant Vice President of Graduate Studies. One representative from the Student Government Association and one representative from the Graduate Coordinating Council will serve as non-voting members of this committee but will be excused during deliberations of matters relating to financial aid and scholarships.
SECTION C. Library Committee

Charge: The Library Committee will make recommendations to the Senate concerning library policies and act in an advisory capacity to the university librarian.

Duties: The committee shall review and make recommendations concerning the library budget, library allocation policies, and other new library policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Lane Library/Brockmeier Award for Outstanding Junior Faculty Member.

Membership: The committee shall be composed of six faculty members including one member from Lane Library, the University Librarian (ex officio, nonvoting), and one student member.

SECTION D. Research and Scholarship Committee

Charge: The Research and Scholarship Committee will promote and support research endeavors of faculty and students at Armstrong Atlantic State University.

Duties: The committee shall review and make recommendations concerning the faculty Research and Scholarship Grants, coordinate the Student Research and Scholarship Exhibition, sponsor the Faculty Research and Scholarship Magazine, determine the recipient of the Alumni Award for Distinguished Faculty Service to the Discipline, and recommend advanced academic leave.

Membership: The committee shall be composed of eight faculty members: four drawn from each college and school and four at-large members. At least one of the at-large members must hold graduate faculty status.

SECTION E. Academic Appeals Committee

Charge: The Academic Appeals Committee shall hear appeals on such matters as admission, progression, and academic dishonesty and make recommendations through the Senate to the Office of the Vice President of Academic Affairs.

Duties: Specifically, the committee shall act on readmission appeals after suspension (not to include final suspension) and appeals regarding graduation requirements. The committee will also act on issues related to academic behaviors.

Membership: The committee shall be composed of six faculty members. The Vice President for Student Affairs or his/her designee, and the Registrar will be ex officio, non-voting members.

SECTION F. Curriculum Committee

Charge: The Curriculum Committee shall recommend to the Senate general curricular policies affecting the undergraduate academic programs offered by the university (e.g., core curriculum, university exit examinations, etc.).
Duties: The committee shall consider all proposals for new degree programs, majors, and/or minors, and make its recommendations to the Senate for action. The committee shall review all actions of the college/school curriculum committees, and shall be the organ of the university to which any college/school or autonomous department/program may make recommendations concerning undergraduate curricular matters. The committee may also make recommendations on curricular matters to the Graduate Affairs Committee. The committee will meet two weeks before each scheduled meeting of the Senate.

Membership: The Curriculum Committee shall consist of twelve members of the faculty. No more than one member from any one department/program may serve at one time on the committee. There shall be four faculty members from the College of Arts and Sciences (including the Library), two members from the College of Education, two members from the College of Health Professions, one member from the School of Computing, and three members from the faculty at-large with no more than two at-large members from any one college/school.

SECTION G. Planning, Budget, and Facilities Committee

Charge: The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on issues related to the budget and planning processes where they affect academic programs.

Duties: These responsibilities include recommendations concerning the strategic plan, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect academic programs.

Meeting and Reporting: The committee shall meet at least once each term and make recommendations to the Senate.

Membership: The committee shall be composed of six faculty representatives: two from Arts and Sciences, one from Education, two from Health Professions, and one from Computing. At least one of the faculty representatives must hold graduate faculty status. *Ex officio*, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Vice President for Financial Services.

SECTION H. Faculty Development Committee

Charge: The Faculty Development Committee will facilitate, coordinate, and oversee activities directly related to the professional development of faculty.

Duties: The committee shall help develop, maintain, and promote the services and resources provided by the university’s Teaching and Learning Center; administer internal Teaching and Learning Grants for faculty; oversee the operations of the faculty associates program; sponsor and co-sponsor workshops for forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; host an annual symposium on teaching and learning;
and propose, initiate, and promote other activities and services that provide a supportive environment for the professional growth and development of faculty. Oversee the awarding of the Gignilliat Summer Research Fellowship.

Membership: The committee shall be composed of seven faculty members and the director of Faculty Development. The Director of Faculty Development and a representative from Sponsored Programs shall serve as *ex officio*, non-voting members.

SECTION I. Writing Committee

Charge: The Writing Committee will promote student achievement in writing and foster campus-wide support for the principle of effective writing in all academic disciplines.

Duties: The committee shall sponsor workshops and conduct an annual campus-wide forum. These activities will address writing strategies that are generic and discipline specific. The committee will also assist the Director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

Membership: The committee shall consist of five faculty members and two students (one Honors Program student nominated by the Executive Committee of the Honors Program and one student nominated by the Director of the Writing Center. The Director of the Writing Center will serve as an *ex officio*, non-voting member.

SECTION J. International Programs and Activities Committee

Charge: The International Programs and Activities Committee will clarify, review, and implement regulations and policies regarding the quality and administration of international education programs. The committee will work with the Office of International Education, advance the development of its programs and activities, and provide recommendations regarding resource allocation for international programs.

Duties: The committee works with the faculty and student international exchange programs, study abroad programs and visiting professors and students; establishes study abroad opportunities; enhances campus global perspectives in and beyond the curriculum; improves campus and community awareness of international programs; clarify and update policies; evaluate adherence to these policies; and serve as a forum for discussing relevant administrative and resource issues.

Membership: The committee shall be composed of five faculty representatives; the campus representatives to the European, Asian, African and Americas Council of the University System of Georgia; a member of the European Union Certificate Program; a member of the Latin-American Certificate Program; and one representative from each study abroad program. The Director of International Education shall serve as an *ex officio*, non-voting member.

SECTION K. Honors Advisory Committee
Charge: The Honors Advisory Committee will serve in an advocacy role for the Honors Program among students and faculty and aid the administration of the program.

Duties: The committee shall monitor adherence to guidelines and policies, update and clarify policies, resolve requests for exceptions to policies, and invite and review proposals for Honors Program courses.

Membership: The committee shall consist of five faculty members and one student representative. The Director of the Honors Program shall serve as an ex officio, non-voting member. In choosing members, attention should be paid to departments/programs and faculty members who are offering honors courses.

SECTION L. Graduate Affairs Committee

Charge: The Graduate Affairs Committee will make recommendations on graduate policies and procedures and serve as a deliberative body for matters of concern for graduate level programming.

Duties: The committee shall
1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws
2. develop, review, make recommendations on, and keep current policies and procedures affecting graduate level recruitment, admission, progression through programs, retention, and graduation
3. present the list of graduates for fall and spring commencements
4. receive reports from the Graduate Student Coordinating Council
5. establish and maintain the following subcommittees, and receive and act upon their recommendations:
   • Graduate Faculty Status Subcommittee
   • Graduate Student Appeals Subcommittee
   • Graduate Curriculum Subcommittee
6. report and make recommendations to the Senate regarding graduate school programming
7. report and make recommendations regarding graduate student appeals through the Senate to the chief officer of the School of Graduate Studies.

Membership: The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each free-standing graduate degree program and two at-large members with from disciplines not otherwise represented. The chief officer of the School of Graduate Studies, Academic Deans (or their designees), the Advisor to the Graduate Student Coordinating Council, and a student member of the Graduate School Coordinating Council will serve as ex officio, non-voting members of the committee.
AASU Faculty Meeting – August 13, 2007

Faculty Athletics Representative Report.

Academics – 137 Student athletes

PBC Presidential Academic Award
GPA 2.97 (3.01 in the spring) – highest ever
56% of student athletes carried > 3.0 GPA
27 Student athletes graduate in 2006-07
74 Student athletes made the PBC Presidential Honor Roll
4 student athletes carried a 4.0 GPA for the entire academic year.
   Kari Marsico – Softball
   Sandra Norstrom – Golf
   Ashley Elam – Soccer
   Iuliia Stupak – Tennis
Traci Knuth – volleyball was named ESPN CODA Academic All-American. 3rd SA in AASU History to be so honored.

Athletics
2nd in PBC Commissioners Cup
53rd in the Division II Directors Cup
7 of 10 sports advanced to NCAA championship play
6 of 10 finished nationally ranked
Women’s Tennis - #3 in NCAA Division II
Women’s Tennis, Men’s Tennis, Volleyball – PBC Champions
10 SA were recognized as All-American (1 soccer, 1 volleyball, 2 men’s tennis, 3 women’s tennis, 1 baseball, 1 golf, 1 women’s basketball)

Compliance – No reported violations in 2006-07