



**Armstrong Atlantic State University  
Faculty Meeting  
Minutes of January 14, 2008  
University Hall 156**

- I. **Call to Order.** The meeting was called to order by Dr. Ellen Whitford at 12:15 p.m. There were 150 of 293 faculty members in attendance. The roster is on file in the Vice President's Office with the official minutes.
- II. **Approval of Minutes.** The minutes of November 12, 2007 were approved as presented.

**III. Comments**

Thomas Jones

Dr. Jones explained that in the late spring and summer, the State of Georgia decided to do spot checks on usage of purchasing cards. Some misuse was discovered at the universities that were part of that spot check. The Chancellor requested an internal audit of all thirty-five universities and colleges. The auditors visited our campus just prior to break to winter break. Some irregularities were found. The majority of the irregularities were found to be a misunderstanding of the purchasing card, with no attempt at personal gain. However, there were other instances that sent up red flags. One red flag in particular related to the Vice President for Business and Finance. Dr. Jones asked the auditors to follow up. After the follow-up, Dr. Jones met with the Vice President for Business and Finance, and it was decided that it was in the best interest of the university that the Vice President for Business and Finance retire immediately. Dr. Jones has been instructed by the auditors and the System Office to refrain from comment on individual transactions due to the ongoing audits elsewhere.

The DOAS is updating policies on purchasing cards so they are less vague. On our campus, a task force chaired by Elizabeth Sams will upgrade and update our existing policies and institute training for purchasing card holders, with periodic retraining. If you hold a purchasing-card and have questions about what can and cannot be purchased, call Ms. Jo Parrott. It is anticipated that the updating of policies and institution of training will be complete by the end of the month.

With the help of the System Office, our Interim Vice President for Business and Finance has been identified. Mr. Bill Gauthier is the former Chief Business Officer of the University of West Georgia and has recently retired after fourteen years in that position. Mr. Gauthier reported to campus last week and has begun meeting with both

administrators and staff. Mr. Gauthier will continue with us until a new Chief Business Officer is onboard and up to speed.

We have advertised for an internal auditor. This internal auditor will report to Dr. Jones and the Chief Audit Officer of the University System of Georgia, Mr. Ron Stark.

Dr. Jones has asked the Board of Regents to come in and do an internal audit of the Office of Business and Finance, in order to assure that it is run as cleanly as possible. This will probably not happen until later this spring because the auditors are still busy with the purchasing card audits.

The search for the new Vice President for Business and Finance will start immediately. Dr. Whitford will chair the search committee, and it will have faculty, staff, Foundation, and student representation. Committee members should be announced next week. We are hoping to fill the position by June or July.

#### **IV. Old Business**

##### **A. Transition to the Senate**

Michael Toma

The Executive Committee is developing a letter of recommendation to Dr. Jones about adopting the Faculty Senate. The senate documents are currently under review at system office.

We are in the process of electing senators. So far, thirteen departments have elected 23 out of the 40 senators. For those departments which have not concluded elections yet, please move them along, as in February or March we'll need to call a meeting of the senators to elect officers and discuss committees.

On Friday there was a faculty forum about what senators do. The speaker was the chief executive officer from Georgia Perimeter College. On January 25 there will be a speaker from Clayton State University.

#### **V. New Business**

##### **A. Introduction of New Faculty**

New faculty members were introduced: Janet Buelow, Health Sciences; Kristin Stout, Lane Library; Kalenda Eaton, Languages, Literature and Philosophy; and Glenda Ogletree, Early Childhood Education.

##### **B. Regents Test/Early Alert**

Greg Anderson

The USG has dictated that students must take the Regents' Exam during their first semester, so students who have not yet taken it should take it this semester.

Students can sign up for the exam on SHIP. Questions should be directed to Greg Anderson

The Early Alert program will be continued this semester. Around January 30<sup>th</sup> you will receive an email to ask about students who are in trouble.

### **C. Reports of the Standing Committees to the Faculty**

#### **1. Executive Committee**

Michael Toma

Monitoring BOR revision in core, not much to monitor yet. Dr. Finlay our rep, meeting in February.

Legislature considering action on something related to intellectual diversity. BOR considering adoption of academic rights and responsibilities from aaup. EC is reviewing the document.

Last week got letter from faculty welfare committee re faculty salary study committee.

#### **2. University Curriculum Committee**

Ellen Whitford

*(Action items only: Please refer to UCC minutes of November 28, 2007.)*

It was moved and seconded to approve the following report from the University Curriculum Committee. The report was approved.

### **III. College of Education**

#### **A. Early Childhood Education**

##### **1. Create the following courses:**

- a. ECUG 4410 Special Topics in Early Childhood Education** **1-V-1**  
**Pre-requisites: Admission to Candidacy in the Department of Early Childhood Education and ECUG 3040 and ECUG 3060, and permission of instructor.**  
**Description: Emerging trends in early childhood education: subject announced when course is offered. May be repeated for additional credit when topics change.**

##### **CURCAT**

**Major Department: Early Childhood Education**  
**Can course be repeated for additional credit: Yes**  
**Maximum credit hours: 2**  
**Grading mode: Normal**  
**Instruction type: Lecture**

**Effective Spring 2008**

- b. ECUG 4420 Special Topics in Early Childhood Education** 2-V-2  
**Pre-requisites:** Admission to Candidacy in the Department of Early Childhood Education and ECUG 3040 and ECUG 3060, and permission of instructor.  
**Description:** Emerging trends in early childhood education: subject announced when course is offered. May be repeated for additional credit when topics change.

**CURCAT**

**Major Department:** Early Childhood Education  
**Can course be repeated for additional credit:** Yes  
**Maximum credit hours:** 4  
**Grading mode:** Normal  
**Instruction type:** Lecture

**Effective Spring 2008**

- c. ECUG 4430 Special Topics in Early Childhood Education** 3-V-3  
**Pre-requisites:** Admission to Candidacy in the Department of Early Childhood Education and ECUG 3040 and ECUG 3060, and permission of instructor.  
**Description:** Emerging trends in early childhood education: subject announced when course is offered. May be repeated for additional credit when topics change.

**CURCAT**

**Major Department:** Early Childhood Education  
**Can course be repeated for additional credit:** Yes  
**Maximum credit hours:** 6  
**Grading mode:** Normal  
**Instruction type:** Lecture

**Effective Spring 2008**

Rationale: These courses will allow students to investigate emerging trends in Early Childhood Education and examine the impact of national and state policies on the education of young children.

**3. Writing** Barbara Fertig  
 Submission date for the student writing competition is March 3. There will be prizes for papers from each department. Winning papers will then to outside journalists for evaluation and the selection of winners. There will be a plaque placed in the Student Union to honor the winners.

**4. Faculty Evaluation** Jane Wong  
 20 faculty members participated in the electronic FACE pilot. The committee now has access to quantitative data and is waiting for qualitative data before

doing the analysis. The committee hopes to report its findings and make recommendations in February.

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|---|------------------|
| 5. Research & Scholarship – no report                       | Kimberly Coulton |
| 6. Faculty Activities – no report                           | Jewell Anderson  |
| 7. Faculty Welfare – no report                              | Bill Baird       |
| 8. Student Recruitment, Advisement, & Retention – no report | Joey Crosby      |
| 9. Honors Advisory – no report                              | Jonathan Roberts |

**10. Academic Appeals** Stephen Primatec

The committee reviewed readmissions and admissions, with the following outcomes:

Readmissions (Reviewed by the Academic Appeals Committee and Dr. Barbara Tanenbaum)

Total: 21

Denied: 9

Approved: 12

Limited: 4

Regular: 8

Admissions (Reviewed by the Academic Appeals Committee)

Total: 14

Denied: 3

Approved: 11

Limited: 9

Regular: 2

**11. Faculty Development** Dick Nordquist

Bocce is back!

The deadline for nominations for the Faculty Service award is February 8.

Eight teams applied for collaborative grants with Savannah State University. Two will be funded. The results should be coming this week.

The deadline to apply for Advanced Academic Research Leave for Fall 2008 is February 8.

The Round Table on January 25 will be an update on what's going on with PRISM faculty. Everyone is welcome.

**12. Library** Doug Frazier

The committee is soliciting nominations for the Brockmeier Award. Deadline for nominations is March 3.

13. Grievance – no report

Lisa Anderson

**14. Financial Aid & Scholarship**

Pamela Sears

The committee will meet on January 30. Faculty members are encouraged to nominate students they feel are strong scholarship candidates. The committee will send letters to these students inviting them to apply.

15. Admissions & Academic Standing – no report

Paul Hadavas

**16. International Programs & Activities**

Jim Anderson

We will be hosting our first exchange faculty member from Sichuan University. He will be here three weeks, and will be participating in a forum with the Faculty Development Committee on February 6.

January 30 is the Spring Semester Study Abroad Fair. Please encourage your students to come and learn about study abroad opportunities.

Next month Dr. Bob LeFavi will give an update on Study Abroad program in Siena.

17. Student Conduct – no report

Michael Hall

**VI. Announcements**

- Dr. Whitford announced that architects for new student union have been on campus. Groundbreaking is expected in June or July.
- Wendy Marshall announced that the next supper club is being held January 31.
- This Friday, the Faculty Lecture Series features Ms. Donna Mullenax, who will present "Studio Physics: Moving Toward Student-Centered Instruction."
- The Committee on Minority Affairs will kick off Black History Month with a lecture by Dr. Elizabeth Desnoyers-Colas.

**VII. Adjournment.** The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Phyllis Panhorst  
Coordinator of Faculty Information