



**Armstrong Atlantic State University
Faculty Senate Meeting
Minutes of December 8, 2008
University Hall rm. 156, 12:10 p.m.**

I. Call To Order

12:11 p.m. There were 33 of 40 senators present. Attendance Roster (App A)

II. Approval of November Minutes

Approved

III. Old Business

a. Revised Cohort Schedule (App B)

b. Bylaws: 2nd readings

i. Honors Advisory (App C)

Approved

Note: Get all “charge” language changed to “mission” – across bylaws.

ii. Faculty Welfare (App D)

Approved

c. Ad Hoc Committee

Item: Ex-officio status. Senate requests clarity of definition including detailed parameters and qualifications regarding ex-officio entitlements.

Committee members: John Jensen (AMT), Helen Taggart (NURS), Bob Loyd (SPED), Jennifer Lander (PHTY), Pat Thomas (MSGE), Priya Goeser (ENGR).

Senate floor discussion surrounded the suitability of Ad Hoc creation with regard to the issue being the purview of the Constitution and Bylaws Committee. Due to the potential for Conflict of Interest (with the Const. & Bylaws Com), Ad Hoc was determine the best method. The Ad Hoc committee will examine the issue and bring information before the Senate in February.

IV. New Business

a. December Graduates

Approved

b. Bylaws: 1st readings

i. Interdisciplinary (App E)

Read into Minutes

ii. Educational Technology (App F)

Read into Minutes

iii.. Research & Scholarship (App G)

Read into Minutes

Discussion ensued:

- Bylaws lack of language reflecting off-campus and future committee duties as well as the presence of Grant Officer/ representative from the Office of Sponsored Programs on the committee. Possibility lodged of renaming the committee to reflect its scope as related to “internal” operations. Continued discussion re: committee Internal / External scope.

- With regard to the bylaws, are vagaries better? Not necessarily, as members will need to know specific duties.

- Student Research and Scholarship exhibit is inappropriate for this committee as the committee should be more focused on faculty research. Perhaps lodge student exhibit in the Student Affairs / Success committees? Rebuttal, this is the appropriate committee as faculty-student link is important. However, secretarial duties undertaken by the faculty on this committee in relation to the Student Research and Scholarship exhibit should be considered for out-sourcing.

Pat Thomas: motion to remand bylaws back to originating committee

Rick McGrath: remanding motion under discussion as the bylaws can be edited and go to second reading - as opposed to starting all over.

Remanding motion passed

iv. Student Success (App H)

Read into Minutes

c. Elections Committee re: senatorial nominations for those rotating off

Vann Scott stated that departments would be alerted by January 15 concerning what needs to be done with regard to filling senatorial seats.

d. Items from floor

Plagiarism: for info purposes

Kevin Hampton clarified that this was not a committee issue, as originally discussed. Steering Committee decided to provide plagiarism as reminder and request only; senators, please help guarantee all syllabi include honor code.

VI. Announcements

Heavy schedule developing for the January senate meeting. Dr. Jones will be making State of University address, as will David Carson with regard to the budget. Carson will return in Feb for questions. Duce scheduling, a senate meeting has been called for BYLAWS ONLY on Friday, January 16th at 12:10 p.m., in UH 156

VII. Adjournment

12:52

Respectfully Submitted,
Jewell Anderson

Appendix A
Senators present

Anderson, Jewell
Baker, Christopher
Bennett, Katherine
Bevis, Rhonda
Butina, Michelle
Craven, Kathryn
da Cruz, Becky
Eastman, Sean
Garrity, April
Gilbert, Catherine
Goeser, Priya
Hashemi, Ray
Hizer, Todd
Hollinger, Karen
Horah, Richard
Jensen, John
Hampton, Kevin
Katz, Frank
Knofcynski, Greg
Lander, Jennifer
Larson, Brett
Logan, Brenda
Mahan, Pamela
McCall, Linda Ann
Moore, Marsha
Nivens, Delana
Scott, Vann
Simmons, Jack
Strickland, Gloria
Taggart, Helen
Todesca, Jim
White, Nancy
Winterhalter, Teresa (for Carol Andrews)

Appendix B
December

First Readings	Second Readings
Educational Technology	Honors Advisory
Interdisciplinary	Faculty Welfare
Research & Scholarship	
Student Success	

January

First Readings	Second Readings
Academic Appeals/Standards	Educational Technology
International	Interdisciplinary
Library	Research & Scholarship
Writing	Student Success

February

Second Readings
Academic Appeals/Standards
Ed Tech
Library
Writing

Appendix C

Honors Advisory Committee Bylaws

Mission: The mission of the Honors Advisory Committee is to serve as advocate for the Honors Program, its students and faculty, and to 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, invite and review proposals for Honors Program courses, review Honors Program scholarship applications, and select Honors Program scholarship recipients.

Meetings: The committee shall meet at least once per semester during the academic year. The committee will determine meeting dates and times to be posted on the senate website.

Reports: The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. Reports and recommendations shall be directed to the Faculty Senate. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Membership: The committee shall consist of five faculty members, of whom at least three have working experience in the honors program, the Director of the Honors Program, and one undergraduate student representative, all of whom have voting rights. In consultation with the Director of the Honors Program, the President of the Student Government Association shall appoint the student representative on the Honors Committee. One faculty member shall serve as Committee chair and one faculty member shall serve as Committee secretary.

Appendix D

Faculty Welfare Committee Bylaws

Mission: 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 including all matters relevant to faculty conditions of employment. 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 after receiving reports from its Evaluation Subcommittee.

The committee may promote various intellectual, educational and social activities that foster a sense of the faculty community.

Meetings: The committee shall meet three times per academic year or more as needed. The committee will determine meeting dates and times to be posted on the senate website.

Reports: Upon approval, the minutes of each Faculty Welfare Committee meeting will be submitted to the Secretary of the Faculty Senate. Furthermore, an annual summary report shall be submitted at the end of each academic year by the chair of the committee.

Membership: The committee shall be composed of nine faculty members, with two from the College of Liberal Arts, two from the College of Science and Technology, two from the College of Education, two from the College of Health Professions, and one from the Library. At least one member must hold graduate faculty status.

Evaluation Sub-committee

Mission: Serve the Faculty Welfare Committee when called upon to do so. It will make recommendations to the Faculty Welfare Committee concerning the evaluation policies and procedures.

Duties: The committee shall provide input on the development, administration and analysis of the evaluations system. It shall find technical assistance when requested in the assessment of the job performance of the Faculty as well as administrative officers, and report the results of such evaluations to the Faculty Welfare Committee, to the individual faculty members and administrative officers assessed, and to those officials responsible for the evaluation process of the University, when called upon to do so by the Faculty Welfare Committee.

Meetings and Reporting: The committee shall meet when called upon to do so and shall report and make recommendations to the Faculty Welfare Committee.

Appendix E
Interdisciplinary Studies Committee

Bylaws

Mission

The Interdisciplinary Studies Committee will establish and maintain liaisons with departments in all schools and colleges for the purposes of encouraging program development, promoting existing programs, and coordinating interdisciplinary studies at Armstrong Atlantic State University.

Duties

The committee will recommend policies and procedures affecting (1) the development, promotion, assessment, and scheduling of interdisciplinary courses and programs; and (2) the hiring, evaluation, and promotion of faculty who teach in interdisciplinary programs.

Membership

The committee shall be composed of nine to fifteen faculty members: it must include the coordinators of all interdisciplinary majors. A minimum of five faculty representing various interdisciplinary minors or certificates shall serve on this committee. A chair for the committee shall be elected at the first meeting of each academic year. The faculty members of the committee shall serve three year terms. The committee shall also have two student members, representing the interdisciplinary graduate and undergraduate programs respectively. These student representatives will be non-voting members and be nominated by the Student Government Association and Graduate Student Council following recommendations from the faculty members of the committee. Student representation shall be established each year, and the student representatives will be asked to serve a one year term.

Meetings

This committee shall meet at least once per academic semester. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The minutes of each meeting will be provided to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.

Appendix F
Educational Technology Committee
Bylaws

Mission

The Education Technology Committee will review policies and practices in technological infrastructure, and University policies governing the use of technology in collaboration with other University and senate committees to insure an optimal environment for the educational use of technology, to promote the use of technology in education, and to assist faculty in using technology for teaching, service, and scholarship.

Duties

The committee will provide coordination and communication among the various University committees and other committees of the Senate that are involved with technology use at AASU for the purpose of ensuring faculty awareness of technology applications related to teaching, learning, and professional development, as well as providing a faculty voice in the evolving policies related to such use.

Specifically, this committee will:

- monitor campus access to educational technology for students and faculty;
- monitor university policies governing the use of technology and technology infrastructure of the University, in collaboration with the Committee on Information Technology;
- monitor ongoing student and faculty development in the use of technological tools in teaching and learning in collaboration with other appropriate committees. Student issues will be addressed by the Student Voice Subcommittee. This subcommittee will consist of the chair of the ETC, at least two other ETC committee members, and one graduate and one undergraduate student representative nominated by the SGA and the Graduate Student Council.
- communicate with the University Advisory Committee for Distance and Online Learning (ACDOL) regarding activities and policies related to distance learning.

Membership

The committee shall be composed of ten members, including seven faculty members with at least one member from each of the Colleges, and a representative from Computer and Information Services who shall serve as an ex-officio, non-voting member. One undergraduate and one graduate student, nominated by the Student Government Association and Graduate Student Council respectively, will serve as voting members of the Student Voice subcommittee.

Meetings

The Committee will meet at least twice each academic semester. The committee will determine meeting dates and time to be posted on the Senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix G

Research and Scholarship Committee

Bylaws

Mission

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 faculty Research and Scholarship Grants, the Arthur M. Gignilliat Summer Research Fellowship, and Advanced Academic Leave recipients to the Vice President of Academic Affairs. Also, the committee will determine the recipient of the Alumni Award for Distinguished Faculty Service to the Discipline, coordinate the Student Research and Scholarship Exhibition, and coordinate with the Faculty Evaluation Committee in calling for internal grant proposals, scheduling review processes and recommending grant recipients.

Membership

The committee shall be composed of seven faculty members: at least one from each college, and three at-large members. At least one faculty members must hold graduate faculty status. One graduate and one undergraduate student representative will be respectively nominated by the Graduate Student Council and the Student Government Association to the Student Research and Scholarship Exhibition Subcommittee.

Meetings

The committee will convene at least once each term and on an as needed basis (especially for voting and discussion of grants and awards). The committee will determine meeting dates and times to be posted on the senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix H

Student Success Committee

Bylaws

Mission

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

Duties

The committee shall:

- define and evaluate advisement goals, objectives and procedures
- evaluate the relationship between academic advisement and retention
- review both current and proposed policies concerning advisement and recommend changes to the Senate
- identify resource needs for advisement and retention
- develop, assess, and help implement an annual advisement and retention plan
- review scholarship applications compiled by the Office of Financial Aid, and select award recipients
- present the list of candidates for graduation

Membership

The committee shall be composed of ten faculty representatives, one undergraduate student, one graduate student, and seven *ex officio* non-voting members. The *ex officio*, non-voting members are the Director of Academic Orientation and Advisement, the Director of Multicultural 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.

Meetings

This committee shall meet at least once per month during the Fall and Spring semesters. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The minutes of each meeting will be provided to the Secretary of the Senate for posting. A separate report will be submitted to the faculty senate when a recommendation for action is made by this committee. At the end of each semester, the chair of the committee will submit to the Senate a summary of committee activities.