

**Faculty Senate
Meeting Minutes
November 15, 2013 at 8:00 am**

In Attendance:

Jayme Feagin, Tim Floyd, Russell Fulmer, Libby Gore, Sharryse Henderson, Chris Hicks, Leslie Johnson, Toni King, John Kwist, Melanie Largin, Bronson Long, Vincent Manatsa, Shea Mize, Melinda Myers, Laura Ralston, Steve Stuglin, and Jake Sullins. Please email Sharryse Henderson if you were inadvertently left off this list.

Call to Order: Laura Ralston called the meeting to order at 8:00 am via videoconference between all campuses.

Old Business:

- A. **Meeting Minutes:** Minutes from the October 18 meeting were distributed to the members of the faculty senate prior to the meeting. Sharryse Henderson called for any additions, deletions, or corrections. A motion to approve the minutes as written was made and seconded. Vote to approve the minutes was unanimous. Sharryse is now posting the meeting minutes in Outlook for all faculty to access. Faculty can find them in the public folders.
- B. **Old Business:** Laura Ralston gave the following updates on behalf of Teresa Hutchins who was unable to attend the meeting.
 - a. **Instructional Council:** No major announcements to share. Due to meet again next week.
 - b. **Cabinet:**
 - i. **Annual Compliance:** HR annual compliance is now underway. Discussion about better timing, such as doing as much as possible during in-service at the beginning of the semester rather than late in the semester when faculty are gearing up for finals and end of the semester activities. Laura recommended we bring this up with Dr. Watterson or Dr. Musselwhite about this possibility in the meeting scheduled for later today. Leslie Johnson indicated this suggestion was made to Ginni Siler and Laura Musselwhite last year by the Faculty Advisor Council but it was done. She went on to say that she believes it is a GHC issue not a BOR issue so it's really up to each individual college to decide when the annual compliance is completed.
 - ii. **Classroom Visit Form:** A new form is under review for possible implementation in 2014-2015. The Deans are trying to standardize the process for class observations. The form being considered is currently being used by Dr. Rob Page and as of yet, there hasn't been a great deal of feedback. To get more feedback, the math department has been asked to use them during pre-tenure/post-tenure review activities. If there is no feedback otherwise, the dean's will decide whether to use the new form and it will be posted online. It does not appear as if faculty will be given the option to vote on the new form. Laura stated that she would check the statutes as to whether this is proper protocol.
 - c. **Academic Council:**
 - i. **Summer session:**
 - 1. **Instructional times:** June only and July only sessions are too short and hence 10 minutes will be added to these courses. Maymester sessions are too long and hence 10 minutes will be deducted from the May session classes. There has been some concern about how this will affect science courses, particularly the labs. However, if this is a systemic problem, it could be an issue for SACS review. Full sessions were okay. There is some question about when this will be implemented but it is assumed it will start this coming summer.
 - 2. **Elimination of Sessions:** Several institutions are eliminating the May session partly as a budget issue. Therefore, the Administrative Council is planning to

have a discussion with Jeff Davis to determine whether our maymester is paying for itself or should be eliminated. Currently the Deans are developing summer schedules with maymester included. If senate members have comments or concerns, please relay them to Laura and she will forward them on Teresa.

ii. **Compensation for New Course Development:**

1. Should it be release time or a stipend? The discussion among the Administrative Council leaned more toward this being done on a case by case basis at the discretion of the Dean. Concern was expressed about the potential for inequities in how faculty are compensated.
2. What constitutes "new" course development? We are unsure as to whether this means a brand new course that has never been offered at GHC or if it refers to the overhaul or redesign of a course currently being taught.
3. Should this be retroactive and if so, how far back? Discussion led Teresa to believe that the Administration may consider going back two years to compensate faculty who created Area B courses to go under the special topics listings. There is no guarantee that they will enact compensation retroactively but ultimately a date will be established.
4. Many questions were raised about what constitutes new course development and who gets paid if teams work on a new course or if multiple instructors develop the same course independently. Tim Floyd suggested a subcommittee work on this to be proactive and make recommendation to the Administrative Council. The following senate members volunteered: Tim Floyd and Jayme Feagin.

iii. **Standardized Athlete Attendance Policy:** Laura read the draft policy being considered by the coaches and Administrative Council:

"Student athletes are excused from class while attending GHC sanctioned athletic events. Student athletes are responsible for turning in assignments prior to the excused absence. Student athletes are responsible for any missed assignments and/or notes that were presented the day of their absence. And, student athletes are responsible for rescheduling any tests given that day, and preferably, tests should be taken prior to the excused absence."

1. Concerns were raised about this policy particularly with regards to what constitutes a "GHC sanctioned athletic event" because athletes are currently missing class for a) physical therapy appointments, b) fundraising activities, and c) packing/eating before leaving for GHC sanctioned events. Clarify what is sanctioned events was recommended.
2. Questions about whether this policy overrides an instructor's syllabus were also raised. Several instructors have a "no make-up policy" even for excused absences. Will instructors be forced to give make-ups for athletes and therefore, set up inequities between how athletes are treated versus non-athletes?
3. Concerns about how reporting is being done was also expressed. Several senate members complained about inconsistency in reporting (self-reporting versus instructor-reporting), timing of reporting, and being overwhelmed with the amount of reporting when large numbers of athletes are enrolled in a single class or across multiple courses.
4. This led to a broader discussion about other problems with student athletes including: a) short notice about athletic absences, b) number of athletes in a single class altering the dynamics of the class (cliques, make-ups, reporting, etc.), c) number of athletes getting presidential exceptions versus non-athletes

getting presidential exceptions, and d) number of credit hours athletes are taking in a single semester.

5. Tim recommended the senate request the coaches come before the senate to address some of these concerns much like Dr. Watterson met with us earlier in the semester. We should do this to ensure they are aware of some of these issues and not just assume they know these problems exist.

d. **D-LAG:**

- i. **Rejoining E-Core:** Libby's impression is that the committee is leaning towards rejoining e-core stating there is no risk to rejoining and could even increase revenue by boosting enrollment. She stated D-LAG also feels it may insulate us from being merged with other institutions as there are only seven institutions currently enrolled in e-core. The e-core rate is \$189 per credit hour (GHC charges approximately \$86 per credit hour) along with GHC fees so it would still be cheaper to go to GHC through e-core than attending most other institutions in the state. E-core has done a lot to improve student success and provides faculty development opportunities. Student success is being improved by employing an extensive e-core staff that will contact students who are not completing assignments or logging into their classes. D-LAG is currently monitoring and studying other institutions who are members of e-core to see how it has affected their revenue and enrollment. There was fear that the e-core classes would cannibalize our on-line courses and therefore, offer less teaching opportunities for GHC faculty but with the higher fee structure, it is believed this will not be the case. Some have suggested we should "get in while the getting is good". Tim reported he attended a recent SACS meeting where they discussed requiring separate accreditation for online programs just as they currently have a separate accreditation for adding campuses. We need to make sure e-core meets the quality standards because we may be subject to a separate SACS accreditation in those programs.

C. **Subcommittee Updates:**

- a. **Summer Teaching Subcommittee:** We have emailed back and forth and have started a draft proposal we hope to have it ready to present to the senate by the December senate meeting. Some of the ideas we were considering are: 1) consolidating classes and offering fewer sections, 2) capping class size at 25 students so to more evenly distribute students in the classes and to ensure faculty are responsible for similar work loads, 3) ensuring equity among faculty teaching assignments, 4) maintaining the tiered pay-scale, 5) although keeping the % pay for faculty, capping the salary at \$4500 for a 3 credit hour class, and 6) eliminating inequities between divisions. The subcommittee is also dedicated to including justifications for why we should continue to get percent pay rather than part-time pay. Full-time faculty members do more than just teach in summer, such as advising and committee work, and hence should be compensated accordingly.
 - b. **Lecturer Subcommittee:** Shea reported he is preparing a proposal for developing a policy for including work as a lecturer towards tenure should a lecturer later be hired in a tenure-track position. Furthermore, his proposal will suggest that current faculty in this situation be grandfathered into that policy if it is accepted by the administration. Shea will present a draft proposal at the December meeting.
- D. **Compensation Study:** Teresa got a copy of the compensation study and one of the interesting things about it is that only 3 pages out of 25 pages address faculty/instructional positions. Senate members are encouraged to contact her if they want to review the documents.

New Business: Because another meeting was scheduled for the video-conference room at 9am, all new business was tabled until the December meeting.

Next Meeting: Laura reminded everyone of the special senate meeting at 11:00 am in room 160 of the Cartersville Campus. This meeting will not be video-conferenced and all senate members are encouraged to drive to Cartersville to participate. Dr. Renva Watterson, Dr. Laura Musselwhite, Dr. Todd Jones, and Mr. Jeff Davis will be present to continue our discussions from the October meeting with Dr. Watterson.

Adjourn: Motion to adjourn was made and seconded. Meeting was adjourned at 9:00 am.

Respectfully submitted,
Sharryse Henderson, secretary

**Faculty Senate
Special Meeting Minutes
November 15, 2013 at 11:00 am**

In Attendance:

Stacy Brown, Jeff Davis, Jayme Feagin, Tim Floyd, Blanca Gonzalez, Libby Gore, Jim Graham, Fred Green, Tom Harnden, Sharryse Henderson, Chris Hicks, Leslie Johnson, Todd Jones, Toni King, John Kwist, Melanie Largin, Bronson Long, Vincent Manatsa, Laura Musselwhite, Melinda Myers, Laura Ralston, Jake Sullins, Renna Watterson. Please email Sharryse Henderson if you were inadvertently left off this list.

Call to Order: Laura Ralston called the meeting to order at 11:00 am. She thanked Dr. Watterson, Dr. Musselwhite, Dr. Todd Jones, and Mr. Jeff Davis for attending.

Old Business:

- A. **Dr. Watterson's:** There were two or three things that we did not address in October meeting with which she opened:
- a. **Possible Reduction of Faculty Pay for Summer:** The last two summers we were down 10% in summer enrollment which was a serious blow to our budget...a compelling argument for reviewing our academic and financial model for summer. Clearly a response will be needed. Dr. Watterson called on Dr. Musselwhite to share some of the discussions and analysis that has occurred at the administrative level thus far.
 - i. Dr. Musselwhite stated that conversations have been casual so far. She went on to remind the senate that the academic deans instituted a sliding scale of pay depending on class size. The sliding scale worked well; it was comfortable but it functioned. Aside from the sliding scale, there are no draconian measures being considered at this time (such as not allowing full-time faculty to teach in summer or a flat rate of pay) but the bottom line is that summer has to pay for itself. So far, it hasn't been paying for itself efficiently. One thing we must consider is class size. Administration has not paid as much attention to class size in the past but our average class size this past summer was 10.4 students per class. GHC cannot continue to average 10.4 students per class...it just doesn't work. Maybe we don't offer as many courses.
 - ii. Mr. Davis interjected that tuition has to cover the cost of instruction (salary and benefits for the faculty) and unfortunately, we aren't consistently doing this in the summer. If there are enough tuition payers in the class to cover the cost of the faculty member teaching the class, then the college should be operating within budget. Right now, we're not doing that. Senate members inquired as to how many students (tuition payers) this would be and Mr. Davis stated there was no set number because each full-time faculty member makes a different salary. Tim asked if we set a bottom number where you don't get your full compensation, would administration consider an upper number where if you have student above let's say 25, the faculty member should be paid more. Laura said this was typically not a problem for summer and that only a few classes were above 25. Beyond that, she would have to think on that longer before she could answer. Sharryse asked if we could cap class size as a secondary benefit of salary but more importantly helping to ensure equity in workload. Dr. Musselwhite said this was a possibility but something she would have to discuss with the academic deans. Mr. Davis stated we need to be careful to establish class sizes based on pedagogy and not to pad faculty salaries. Libby asked how the administration planned to determine the magic number students for financial efficiency since the faculty salaries do vary so widely. Laura stated the magic numbers last year were 11+ was percent pay, 6-10 was

paid at the part-time rate, and 5 or less was paid at the independent study rate. No discussion to change that sliding scale has occurred at this time.

- iii. Leslie inquired why the enrollment was down 10% for the summer and what the college has done to try to boost enrollment. Dr. Jones said he believes there are several problems: a) students often pay more in fees than in tuition during the summer semester and as a result it deterred some students from attending. He stated we are considering waiving some of those fees but it will affect other departments. b) Changes to the HOPE scholarship and federal financial aid have impacted enrollment. We are considering doing some additional financial aid workshops where we inform students of these changes so they are better educated and can prepare for summer school accordingly. Advisors are also encouraged to discuss this with students during EBA appointments. c) He also believes competition with the technical colleges has led to a drop in enrollment since there are now 27 courses that can transfer from the technical college to USG institutions and therefore, students can earn a large number of credits at the technical college for free. d) There are fewer high school graduates and the market right now is the adult students and flexible class schedules. To respond, maybe we should be offering more courses in the online format as well as maybe more night classes for the working adults.
- b. **Athletics:** Dr. Watterson reminded the senate that athletics must be self-supporting and its budget does not co-mingle with the general budget. The athletics budget is available online under the athletics webpage. Mr. Davis stated that athletics is paid for by the student athletics fee which has been charged every semester and for even one year prior to the implementation of any athletic teams. As a result, athletics has built up a healthy surplus budget. According to Mr. Davis, athletics will have to consume a small part of their surplus this year and will probably continue to do so for the next two or three years. At that time, a small fee increase will be required to sustain the athletic programs, assuming enrollment stays relatively stable. For full disclosure, there are a few positions that are split-funded (by athletic budget and general budget) because they assume other responsibilities outside of athletics. Mr. Davis said that it is his understanding that collectively less than \$40,000 is coming from the general budget. This will be an area of focus in the upcoming audits. Tim commented that students attending campuses without athletics are being deterred by an athletics fee and yet never have an opportunity to attend an athletics event. Dr. Jones replied that we are trying to address this by having some of the games near/at the other campuses such as in Marietta so we can bring the sports to them. Dr. Davis suggested the senate address adult education in their meetings and how we can adapt our schedules and pedagogy to attract these students.
- c. **Professional Development:** Dr. Watterson stated that there may be a small pot of money from a contingency fund release that could be used for professional development (if enrollment is flat in the spring semester). She challenged the faculty senate to determine the best use of these funds to enrich professional development. Mr. Davis elaborated on replenishing the contingency fund that had been depleted in recent years and how this small pot of money is now a possibility. He further stated that this is a one-time contingency fund release and could not be used for recurring expenses such as salaries. Dr. Musselwhite stated that typically professional development funds come from division budgets which the deans proportion out to the faculty. Unfortunately, these funds have been reduced in recent years. She also reported that her office maintains a small amount of money for professional development (currently used for the mini-grants and iPad grants). To her disappointment, not many faculty members are applying for these professional development funds and she encouraged the senate to spread the word within their divisions so more faculty will apply. Dr. Musselwhite prefers the contingency fund release be used for more universal professional development activities from

which all faculty members can benefit rather than for individual activities such as attending conferences. Tom Harnden suggested a survey be sent to the faculty to determine their needs.

New Business:

- A. **Security Cameras for Surveillance:** Laura stated she thought this topic related primarily to the events that happened at the Paulding campus. Tim stated he believed there were two issues: cameras for protection and cameras for the surveillance of employees. He went on to say that senate concerns are not about security cameras used for the protection of faculty, staff, and students but instead, the issue is more about the use of security cameras to surveil employees. He asked Dr. Watterson "Would you in the future approve the use of a hidden camera to surveil GHC employees?" She responded "Obviously that needs to be discussed and it depends on what we are talking about." Tim went onto explain that he was not referring to the use of a camera for protection but instead for the perceived use of the hidden camera in Paulding such as theft or inappropriate activities. Dr. Watterson stated "I would defend, absent specifics and details to which I'm not prepared to answer as a blanket, the College's right to, in public areas where there is no expectation of privacy, to install a camera for that purpose." She then called on Mr. Davis to address the issue. He stated "The laws are pretty clear. If it's a public area, the institution has the right to surveil as it sees fit." For clarification, Tim asked "with a hidden camera and without notification" to which Mr. Davis responded "Sure and without notification." He went onto explain there are wire-tapping laws that would preclude voice recording but as far as imaging, there is no implication of privacy. Tim then asked: What areas are "public areas"? Are we talking about faculty offices, lobbies, hallways? Mr. Davis responded "All of those are fair game." Tim asked "What was the chain of approval for that (the use of a camera in Paulding) and do you have a policy in place to repeat that process without notification? Whatever motivated the purpose for that camera, who approved it and would you approve it again for a similar circumstance?" Dr. Watterson stated "That did not come before me for approval." and Mr. Davis said he believed the use of a camera in that particular circumstance was "ill-conceived". Tim then stated the fact that it has happened once suggests three things: a) the college should draft a formal policy, b) surveillance of an individual employee should come under Dr. Watterson's direct approval, and c) some confidential individual (such as a member of the senate) should be notified. Dr. Musselwhite explained that there has been extensive discussion, after the fact in cabinet, about this and the need for policy and in her opinion she does not feel things would occur in that way in the future. Dr. Watterson then reassured the senate "I hear you. I agree there ought to be a succession line of approval and that these sorts of measures, for both surveillance and for security, need to be under continual scrutiny and fully vetted. I would call this an isolated incident and one on which you can rely will not happen in the same way again. Not with this administration."
- B. **Athletes:** In our meeting earlier today, it was decided that we should meet with the coaches to address some of our concerns relative to athletes.
 - a. **Late notice of athlete absences:** Dr. Musselwhite contacted the coaches earlier in the semester. She asked them to give more advance notice of athlete absences and to even send out the full list of expected absences at the beginning of the semester.
 - b. **Inconsistency in reporting and inconvenience:** Dr. Musselwhite also asked all the coaches to develop a more standardized method of reporting. She has been assured by the coaches this will happen. Libby asked that athletes be encouraged to utilize D2L for checking their grades so that conversations between the athlete and coach can happen immediately and also teach the athlete responsibility. Laura apologized that she may have inadvertently messed up the use of D2L by suggesting the athletes need to develop a relationship with the faculty members. Libby stated she feels like nothing seems to change in response to the paper reporting she has done...it doesn't seem to make a difference. Blanca stated that she has felt threatened by athletes to not give an honest opinion of their behavior or performance. Libby reported she felt the same way by students last year. Dr. Jones suggested they immediately contact the coaches

and potentially complete a Care Team memo. Bronson suggested the athletes be required to schedule an appointment rather than hand in report forms at the beginning or end of class and then expect them back immediately.

- c. **Number of credit hours athletes are taking per semester:** Libby asked if there was a policy for inflating athlete's schedules for the purpose of ensuring the athletes complete enough credit hours to ensure eligibility. Dr. Musselwhite stated she had inquired about this and she was reassured that this was not the practice. Libby also asked if there was a policy to limit the amount of participation during the current semester if the student was not performing satisfactorily in a class. No one addressed this question. Dr. Musselwhite stated "We want them to be successful in class but there are going to be bumps along the road. Hopefully we are going to develop policies that work and are consistent."
 - d. **Athlete attendance policy:** Laura shared the senate's earlier concerns with the administrators with the circulating draft policy and suggested the meeting with the coaches will allow the faculty to help shape this policy especially with respect to what constitutes a "GHC sanctioned athletic event."
 - e. **Number of presidential exceptions going to athletes:** Dr. Jones addressed this by saying that the System allows up to 2% of the year's full-time enrollment to be awarded a presidential exception and some institutions meet that every semester. According to Dr. Jones, GHC hasn't even come close to that 2% and because the System is moving toward performance funding, GHC has cracked down on this more than ever. Furthermore, the students must demonstrate how they will be successful and in many cases, faculty/staff/or coaches must be able to recommend them and structure a success plan for the student. Laura asked about how structured these success plans are and who oversees them to ensure they are completing the plan. Dr. Jones admitted it may vary from one sport to another. Dr. Watterson reminded the senate that athletics is a beginning program that we all want to see be successful and develop academic momentum. She also stated we want to start it right.
- C. **E-cigarette:** Laura recalled the experience of another faculty member who had a student light up an e-cigarette in class. Dr. Jones stated that the administration is well aware of this issue and is revisiting the College's Tobacco policy, seeking advice from other institutions, and considering ways to address the issue. He went on to say the instructor can easily address the issue themselves by the fact it is distraction and the professors have the right to establish disruption policies in their syllabi. The SGA has been asked to provide input. Dr. Jones also said court rulings have been made on this issue in other states but not in Georgia. On a similar topic, he reported that the College is still having a major problem with the low-riding pants and clothing with vulgar language. Dr. Jones asked the faculty to let students know that this is not going to be tolerated.
- D. **Hardship withdrawal:** Laura reported on the current process and suggested a step appears to be missing. Faculty are concerned that they are no longer being involved in the process. In the past, faculty members were sent a notice of the approval of a hardship withdrawal from the VPAA's office along with a grade change form. Currently, the grade is being changed to a W without the faculty member being notified. Dr. Musselwhite indicated that as far as she can recall (Dr. Watterson confirmed during her tenure as VPAA) that the form has not been used and is not sure where/when it stopped being used. She went on to say that she prefers the current process as the faculty member is sometimes unaware of the hardship and the extensive documents the student provides to verify the hardship. Dr. Watterson stated that the documents are also frequently verified. Laura requested that faculty at least be notified that the student's grade is changed to a W out of courtesy. Tom requested an additional advising component be added to the process specifically if a student is given the hardship withdrawal, they be required to follow up with advising because a W has implications with SAP in financial aid, admissions to nursing and dental hygiene, and possibly with attempt policies the College is currently considering. Dr. Watterson stated intermediary steps have been added to the process such as financial aid.

- E. **New Building:** Dr. Watterson distributed the handbills that are circulating in order to seek funding for construction of the new building. So far, only two construction projects have been approved: one at Albany State and one at University of Georgia. Dr. Watterson stated that we have gotten some favorable response thus far. She also went on to say that she has been questioned by a faculty member as to why the College is constructing new buildings when faculty members haven't gotten raises in years. She asked Mr. Davis to address this. He started by saying "state capital budgets are completely independent of general operating budget." Construction projects are state financed by state-issued 10 year or 30 year bonds and the payments for those bonds becomes a part of each year's operational budget. Therefore, the fact that capital projects continue despite operational budgets remain stagnant is completely independent. According to Mr. Davis, there is "no way constitutionally those lines can ever be crossed." Tom questioned whether our operational budget would increase accordingly to furnish and maintain a new building and Mr. Davis responded that the MAO (maintenance and operation) part of the budget is determined by the square footage GHC reports to the USG. So yes, the operational budget would increase accordingly and hopefully our enrollment increase would increase revenue as well. Bronson then explained he thought "the spirit of the faculty member's comments to Dr. Watterson was more to say 'why are there no handbills advocating faculty raises' and suggest a lack of priority on that issue. Dr. Watterson responded that she would continue to join the chorus when down at the capital and when speaking to legislators to petition for money to go towards faculty raises. Laura echoed this and stated that the chancellor and vice chancellor are taking every opportunity to appeal to the governor, congress, and legislators to provided funds for raises. Tom reminded everyone that the USG has not yet been forced to participate in formula-funding and if we scream about raises, they may come down on the USG to institute formula-funding in exchange.

Next Meeting: Laura reminded everyone that the next regularly scheduled senate meeting is at 9:00 am on December 17 and will be video-conferenced between all campuses.

Adjourn: Laura thanked the administrators for attending and adjourned the meeting at 12:52 pm.

Respectfully submitted,
Sharryse Henderson, secretary