

**Faculty Senate  
Meeting Minutes  
February 21<sup>st</sup>, 2014**

**In Attendance:**

Jayme Feagin, Tim Floyd, Russell Fulmer, Mark Gatesman, Jim Graham, Charlotte Hall, Sharryse Henderson, Christine Hicks, Teresa Hutchins, Lisa Jellum, Leslie Johnson, Toni King, Mark Knauss, John Kwist, Vincent Manatsa, Donna Miller, Shea Mize, Melinda Myers, Clifton Puckett, Laura Ralston, Steve Stuglin, and Jake Sullins. Please email Sharryse if you were inadvertently left off this list.

**Call to Order:** Teresa Hutchins called the meeting to order at 9:00 am via videoconference between all campuses. She started the meeting by welcoming Clifton Puckett and Charlotte Hall who were attending the meeting in order to observe how our senate functions. Teresa reminded everyone that Dr. Laura Musselwhite and Mr. Jeff Davis would be available immediately following the senate meeting to continue discussions relative to summer pay.

**Old Business:**

- A. **Meeting Minutes:** Minutes from the January 17<sup>th</sup> meeting were distributed via email to the members of the faculty senate prior to the meeting. Sharryse Henderson called for any additions, deletions, or corrections. None were given. A motion to approve the minutes as written was made and seconded. Vote to approve the minutes was unanimous. Sharryse will post the January meeting minutes in Outlook for all faculty members to access. Faculty can find them in the public folders.
- B. **Old Business:** Teresa gave the following updates to the senate:
  - a. **Cabinet:**
    - 1) **HR Policies:** Human Resources discussed policies regarding job sharing and independent contractors. These policies do not directly affect faculty.
    - 2) **Lost Instructional Time:** Administration announced that Reading Day (May 6<sup>th</sup>) will be used as a class day for all Tuesday/Thursday classes in order to compensate for up to four lost days of instructional time as a result of weather related cancellations. Faculty teaching Tuesday/Thursday classes should adjust their class schedules accordingly. Other contingencies are being considered in the event additional instructional time is lost during the semester. Mark Knauss (on behalf of A&P instructors in the Biology Department) asked that the administration/senate consider a three-day schedule for final exams (May 12-May 14) rather than the week-long schedule (May 7-May 14) currently planned. This would allow May 7<sup>th</sup>-9<sup>th</sup> to be additional instructional time for classes that have lost so much time due to weather related cancellations. It was pointed out that the proposed final exam schedule is not a three-day schedule and it is in fact a week-long schedule, too. Teresa agreed to bring up this proposal to Dr. Musselwhite for further consideration.
    - 3) **Calculating Part-time Faculty Workloads:** It is necessary to reevaluate part-time faculty workloads with the new healthcare laws being enacted. It initially appears that part-timers will be allowed to teach approximately two course per semester and possibly as many as three. With all USG institutions combined, non-TRS part-time faculty cannot exceed 8 credit hours in the fall and spring semesters. No changes are expected in the short term.
    - 4) **Use of Personal Electronics on the Network:** "Bring Your Own Device" Policy. If you connect to the wi-fi on campus, you must sign a form agreeing to policies related to Acceptable Use and have it approved by your academic dean. Furthermore, the faculty member must use encryption software to protect sensitive data and must agree to install a pass-lock on the device. This is a USG policy and is in the USG IT Handbook.

b. **Instructional Council:**

- 1) **Community Outreach and Engagement:** The Service and Leadership Conference was postponed due to weather. Conference will now be held on Friday April 4<sup>th</sup>, 2014.
- 2) **Disabilities Statement and Universal Design for Learning Policy:** (this policy was presented by Harvey Moody at the Faculty meeting in January). There is a big question among the Instructional Council as to whether these policies are necessary because we may not be able to deliver the things referenced within the policy. Keep in mind this policy is separate from the current ADA policies included in our syllabi. Teresa read the proposed policy to the senate:

*"As a faculty member of Georgia Highlands College, I am committed to the principles of Universal Design for Learning. This means that instructional activities, practices, and interactions, whether they take place in a classroom or virtual spaces, will be as inclusive as possible. Furthermore, I am dedicated to respecting the diversity of student talents by providing options for multiple means of representation, engagement, action, and expression. As members of this class, you and I are expected to strive to create a learning environment based on civility and mutual respect which includes listening to points of view contrary to one's own."*

Senate members expressed concern that it would be difficult to comply with this policy because we do not have the resources to make all aspects of a course "inclusive". A motion was made for the senate to reject this policy as currently written. Motion was seconded. Vote was unanimous and motion carried.

c. **Subcommittee Updates:**

- a. **E-Learning Committee:** No updates to report.
- b. **In-service Committee:** No updates to report.
- c. **Course Development Committee:** No updates to report.
- d. **Summer Pay Committee:** Teresa reported the data from the faculty poll. A small majority of faculty were in favor of the salary cap proposal. Faculty members were largely against a percent pay cut. A recommendation was made to go forward with the proposal as presented to the faculty while others argued we should not put forward any formal proposal for fear it will become permanent (regardless of the fact the proposal may say temporary). Senate members also urged that any sacrifices made by faculty salaries should be matched by sacrifices from the administration salaries. Tim pointed out that increases in administrative and staffing costs (as a result of decentralization efforts) has led to less money in the budget for supplementing summer. Although faculty salaries have increased by 47% since 2007, administrative and staffing costs have increased by 153% since 2007 leaving less of the state funds given to the college available for summer. According to many, this is the issue that needs to be addressed rather than asking faculty to accept a pay cut to balance the budget. A motion was made to table the current proposal and to instead have the summer pay committee meet with Dr. Musselwhite to continue negotiating until a new president is hired and a long-term discussion about summer funding can be started with the new administration. Motion was seconded. Vote was unanimous and motion carried.

d. **Follow-ups:**

- a. **Security Cameras:** Dr. Musselwhite indicated that Cabinet has not worked on a policy but HR has. In fact, it is included in the Employee Handbook on page 24. Teresa read the policy from the handbook. Senate members reminded that the concern is not about the use of security cameras per se but instead the use of "hidden" cameras to surveil employees. Teresa suggested we have continued discussion with administration to ensure the policy address the hidden camera concern specifically.
- b. **Promotion to Professor without PhD:** What are the criteria used for promotion to full professor if the faculty member does not have a PhD? Several folks have received such a promotion but

the criteria have not been broadcast. Dr. Musselwhite stated: "The Statutes indicate that to be promoted to full professor a person must have a terminal degree or its equivalent in training and experience. Figuring out what this means is of course the key. Last year when I came into this position (VPAA), I was determined that we either abide by our policy as it is written or we change the policy. However, no one seems to want to change the policy so the academic deans and I went about the process of determining the criteria to be used. Here are the items we came up with: publications, presentations (to a lesser degree), certifications or other training (as related to the health sciences), leadership roles in discipline specific organizations, leadership roles at GHC, and time in position. We felt these items fit in the equivalent training and experience category. There are no quantitative bench marks that accompany the criteria. It is a qualitative process as is the entire Promotion and Tenure process." A motion was made to request the Statutes and Faculty Affairs Committee remove "terminal degree" from the faculty statutes and to add the criteria as listed above. Motion was seconded. Vote was unanimous and motion carried.

- c. **Part-Time Pay:** Teresa read the response from Dr. Musselwhite regarding part-time pay. "I totally sympathize. We have not brought up part-time pay raises lately but I know we need to. This really hampers us in our ability to get and keep part-time teachers. Plus, we all know we are on the low end of the scale. If we were able to make an increase, it would be for fall...I would think." The fiscal reality of this happening is really anyone's guess but at least the administration is considering it. One senate member also expressed concern about the timing of the part-time pay disbursements. They are only paid in three installments (September, October, and November for fall semester and then February, March, and April for spring semester). This results in part-time faculty not getting their first pay check until they have taught more than a month and a half. According to Jeff Davis, there is no USG policy on this and it appears to be a GHC business office issue. Is there something we can do to improve this? Teresa will inquire with the business office to see if changes can occur easily.

#### **New Business:**

**Lecturer Proposal:** Shea presented a proposal from the Lecturer Committee regarding the lecturer positions at GHC. The proposal included a reduction of teaching load to 5/5 like full-time faculty. Shea further pointed out that despite the similarity in load, lecturers still have a clear distinction from full-time faculty as they are not allowed to seek tenure and if in the event they are not going to be hired back for the next year, a different timeline must be followed compared to that of full-time faculty. Laura recommended we actually request that the lecturer position be dissolved or eliminated and that the faculty in lecturer positions be converted to either full-time, tenure-track faculty or full-time, temporary faculty. According to USG policies, a conversion is allowed as long as 100% of all lecturers are converted at the same time. If not 100%, the positions would have to be advertised and full searches conducted to fill all of the the FT positions which may or may not then go to the lecturer previously serving in that position. Laura also pointed out that USG policy allows for time served in the lecturer position to be used as credit towards tenure in a full-time, tenure-track position. It was decided that the proposal would be reworked to include language to eliminate the lecturer position and provide a series of steps to deal with the faculty in those positions. Discussion will continue via email.

**Next Meeting:** Teresa reminded everyone of the next senate meeting scheduled for April 18<sup>th</sup> 2014 at 9:00 am. Phil Gaffney, GHC Athletic Director, will be attending this meeting. It will be video-conferenced on all campuses and all senate members are encouraged to participate.

**Adjourn:** Motion to adjourn was made and seconded. Meeting was adjourned at 10:03 am.

Respectfully submitted,  
Sharryse Henderson, secretary