

**Faculty Senate
Meeting Minutes
September 20, 2013**

In Attendance:

Jesse Bishop, Joan Christian, Jayme Feagin, Tim Floyd, Russell Fulmer, Mark Gatesman, Blanca Gonzalez, Libby Gore, Fred Green, Randy Green, Tom Harnden, Sharryse Henderson, Chris Hicks, Teresa Hutchins, Lisa Jellum, Leslie Johnson, Toni King, Mark Knauss, John Kwist, Bronson Long, Vincent Manatsa, Donna Miller, Shea Mize, Melinda Myers, Jasmine Olander, Laura Ralston, Steve Stuglin, and Jake Sullins. Please email Sharryse Henderson if you were inadvertently left off this list.

Call to Order: Teresa Hutchins called the meeting to order at 8:00 am via videoconference between all campuses and Collaborate.

Old Business:

- A. **Meeting Minutes:** Minutes from the August 16 meeting were distributed to the members of the faculty senate prior to the 09/20 meeting. Sharryse Henderson called for any additions, deletions, or corrections. Updates were made accordingly. A motion to approve the updated minutes as written was made and seconded. Vote to approve the minutes was unanimous. Sharryse Henderson will post the minutes in Outlook for the full faculty to access.
- B. **Meeting days/times:** Teresa Hutchins led a discussion of the current meeting days and times. After a brief poll of the group, it was determined that Friday mornings were the best time for the faculty senate to meet.
- C. **Lecturer Update:** On behalf of the sub-committee considering the lecturer positions, Shea Mize reported that of the 23 USG institutions he investigated, all but two (GHC and South GA College) have a 4/4 or 5/5 teaching schedule for the lecturer positions. Shea emailed the report to his subcommittee members and Teresa Hutchins. Tim Floyd suggested we make recommendations regarding the inclusion of hybrid and online courses in lecturer teaching loads. Shea reported that USG has a policy on that issue but not sure if GHC has a more specific policy. Shea also notified the group that GA Southwestern College uses a rubric based on average student enrollment in their courses. Several agreed such a rubric based on enrollment could be problematic. Teresa Hutchins brought up that the lecturer positions could not count years of service towards tenure should they be hired in a tenure-track position. Why? Shea pointed out that lecturers and senior lecturers, according to the USG policy 8.3.8, can use probationary credit toward tenure and it simply needs to be negotiated at the time of a lecturer being hired in a tenure-track position. Apparently, we need to disseminate this to those in the lecturer positions. Additional questions were raised regarding GHC Statutes. Laura Ralston indicated that GHC Statutes have not been updated to reflect the lecturer positions. Laura was added to the sub-committee on lecturer positions and will be making recommendations of adding specific policies and procedures, job descriptions, and responsibilities for the lecturer position.
- D. **E-Learning Update:** Teresa, Libby Gore, and Jessie Bishop reported on the most recent D-LAG meeting (Wednesday Sept 18th) which included topics such as 1) possibility of rejoining e-core, 2) Quality Matters, 3) ADA compliance, and 4) DOC Soft. Libby reported specifically on DOC Soft for transcribing video but it initially seems that it would be a lengthy process with a steep learning curve. Libby also reported that the E-Learning Policy is scheduled to undergo a complete “overhaul” with subcommittees being assigned specific sections to review and revise as needed. Jessie reported on Quality Matters, a peer-reviewed teaching evaluation process and a way to certify our online courses and use of best practices. Jessie felt that DOC Soft would

be initially difficult but once set up would adapt to the user. Tim Floyd commented that offering courses via the internet is the future of academia. Further he stated that we need to be attuned to this so we can help shape the policies that will ultimately guide online instruction.

New Business:

- A. **Cabinet:** Teresa reported on the following issues arising from the Cabinet Meeting (held on September 16th):
1. **Conflict of Interest Policies:** Ginni Siler states that issues regarding conflicts of interest will become part of the yearly compliance training. The hope is to release compliance training in October.
 2. **Direct Deposit Policies:** The USG requires that all faculty and staff participate in direct deposit for salary and payment. Please ensure your account information is up-to-date especially if you change bank accounts. Waivers may be granted to those who cannot have a bank account (such as in the case of bankruptcy).
 3. **College Vehicles and the Transport of Students:** New policies need to be disseminated. The state insurance on fleet vehicles will cover the driver, students, and the vehicle if you, the driver, cause an accident while operating a fleet vehicle for college business. However, if you are in an accident that is not your fault, the state insurance will only cover you and the fleet vehicle and WILL NOT cover the students. The students will then in essence be responsible for seeking damages from the at-fault driver. Faculty and staff should consider using Enterprise to rent a vehicle when transporting students. The in-state contract with Enterprise WILL cover you, the students, and the vehicle regardless of who causes the accident. Out-of-state, the contract is with National rather than Enterprise and still covers the driver, students, and vehicle. What about the additional Liability Coverage offered for an additional fee? With the state contracts with Enterprise and National there is no need for additional insurance. Can we use Hertz or other providers? No! Finally, don't forget, coverage is void if the driver uses the fleet vehicle for non-college business related activities.
- B. **USG Faculty Council:** Teresa attended the USG Faculty Council in Bainbridge, GA on September 13th 2013 and reported on the discussions from those meetings:
1. **Massive Open Online Courses:** Doug Moody from Kennesaw State led a discussion on MOOCs. USG launched MOOCs initiative in September in collaboration with D2L and others. MOOCs allow any student within the USG to enroll in the course in order to enhance their knowledge in defined subject areas and earn credits that will count towards a degree awarded from USG institutions. Currently no policy on enrolling out of state students in MOOCs. Although other colleges within the system are already offering MOOCs, GHC does not offer MOOCs at this time.
 2. **Skyped with Houston Davis:** Additional consolidations will occur the questions is just when. He did not say which institutions would be involved or when these consolidations would occur. Shea reported that he's heard that KSU and SPSU would be consolidated within the next year or so. Houston Davis stated that the consolidations completed thus far have resulted in saving the USG money. He also noted that some mergers have been smooth while others have not. Lessons have been learned from previous mergers and Houston Davis anticipates making changes to the consolidation process to reflect what they've learned works best.
 3. **Salary Compression:** Houston Davis acknowledged that faculty raises have not been given across the USG for 5-7 years and further acknowledged that out of state colleges are luring good faculty away from Georgia by offering them more money. The USG

plans to go to Legislators and a request an additional \$140 million to provide a 1% increase across all USG institutions. Rome News Tribune reported that the university system asked for additional money in this year's budget but did not specifically earmark any of that increase for faculty raises. Houston Davis acknowledged that some colleges are being creative in their budgets to ensure some meager faculty raises. Furthermore, Teresa reported that other institutions are seeing a similar trend with administrators getting significant raises despite the lack of raises for everyone else.

New Business:

- A. **Summer Teaching:** Summer school is not paying for itself. The cabinet has asked the faculty senate to consider this issue and discuss options. Currently, we utilize a tiered pay scale (1-5 students = independent study rate; 6-10 = part-time pay; and 11+ students = percent pay) for summer. Is this system workable? Should we up the tiers as Southern Policy has done? There was some discussion of: 1) consolidate courses, 2) provide better financial aid training to students, 3) offer fewer sections and limit number of courses per faculty members, 4) eliminate summer activity fees, 5) close campuses that do not have a minimum number of students/classes, and 6) don't offer short session courses such as June only or July only. Laura stated that part of the problem is the economic downturn and summer enrollment is down across the USG. A subcommittee was created and charged with developing options to present to the Cabinet. Subcommittee members include: John Kwist, Leslie Johnson, and Sharryse Henderson. There was some discussion of boycotting summer but most in attendance were not in favor of this option. Laura reminded everyone that summer teaching is by choice and outside of our contract. Other comments included: 1. If you aren't happy with summer pay, there are plenty of part-timers who will line up to teach your course during summer; 2) I need the summer pay just to make ends meet; 3) I have to teach summer in order to make up for the reduction in salary I suffered from being converted into a lecturer.
- B. **Overload Teaching:** When Virginia Carson was here, the faculty was limited to one overload per academic year. In recent years, that "policy" has been relaxed but there is discussion among the Cabinet which suggests this may tighten up. Faculty need to be aware of this possible change. The subcommittee considering summer pay will also address this issue.
- C. **Final Exam Schedule:** Some faculty feel the two hour time blocks are too long for a final exam as most instructors do not use the full two hours. Others feel the final exam period is stretched over too many days. Teresa suggested we consider eliminating the "reading day". Laura agreed the "reading day" is no longer needed since Compass testing is no longer conducted that day. Some complained that the final exam times do not correlate with class times. Shea said he has worked on a revised schedule and would serve on a subcommittee to develop recommendations. Teresa, Laura, and Jake Sullins also agreed to serve on the subcommittee.
- D. **Part-time Faculty Concerns:** Teresa reported on concerns coming from the part-time faculty.
 1. Part-timers only get paid in three monthly installments, the first of which is paid in late September. Teresa offered to contact Sherry New to determine the rationale behind making them wait until September 30th. Laura suggested it may be because there is a delay to get the hiring paperwork completed and uploaded into ADP.
 2. Part-timers should get reimbursed for travel to professional conferences if they make a presentation at the conference. Unfortunately, even the full-time tenure track faculty is not currently getting money for travel to professional conferences. A moratorium on travel has been in place since the furloughs were first instituted.
 3. Part-timers cannot "buy into" the health care plans offered to full-time faculty. Teresa offered to contact Human Resources to find out why this is the case.

4. Getting gas reimbursement for travel between campuses. This has never been the case. Joan suggested that we at least consider asking for some type of reimbursement. The problem is likely because the USG has a very specific policy on subtracting your commute from your "home" office. Because the part-time faculty does not have a home office, there is no way to determine a reimbursement within the confines of the current USG policy. This issue should be addressed with part-timers at their in-service.
5. Part-time faculty attending and sitting with the full-time faculty at graduation. Laura recommended we reword the statutes to include the part-time faculty as invited but not required. Part-time faculty would be required to wear regalia should they choose to attend. Several senate members were in full support of part-time faculty attending and sitting with the full-time faculty during graduation.
6. Part-time faculty would like to be recognized for years of service or be eligible for teaching awards. Laura stated that those awards are typically given during in-service and may require they attend in-service to be recognized.

Teresa volunteered to contact the part-time faculty by email to determine how widespread their desire for recognition and graduation is among them.

Postponed Business Items (presented via email for consideration): Because the meeting was reaching the two hour mark, Teresa tabled the remaining agenda items and shared them with the senate via email and asked for comments and feedback.

- A. **Paychecks for Monthly Employees:** Shared Support Services is going to implement a policy that will require that monthly employees be paid at the end of the month in December like we are the rest of the year. Jeff Davis said that Shared Support Services was going to allow institutions this year to pay in the middle of the month for faculty, but that next year, we would, in all likelihood, be forced to move to paying faculty at the end of December. Since this is a BOR/Shared Support Services initiative and we will be forced to do this in the future, the Cabinet voted for the December pay this year to come at the end of the month as it usually does. This does help make the time to our January pay a bit shorter. Jeff Davis is investigating whether this will affect the May pay date but because faculty contracts end before the end of the month, May will likely be paid "as usual".
- B. **Online Self-Evaluations:** There is concern that the online faculty self-evaluation system takes more time to complete than the old paper-based format. Teresa sought the group's feedback on this issue. The only major difference in the process is the mid-year reporting. Perhaps there needs to be more time to adjust to the online faculty evaluation system. Most follow-up emails also suggested the process was no more cumbersome than before.
- C. **Early Bird Advising:** Todd Jones and the professional advisors presented a plan at Cabinet on September 3 concerning Early Bird Advising. Laura Ralston attended this meeting on Teresa's behalf. The basic argument for the plan is that they want to get more students participating in Early Bird Advising by giving them an incentive. Thanks to comments that Laura expressed during that meeting, they have changed their original plan to the following: Faculty will work through EBA as they have in the past, providing students with a "road map" for their next few semesters. If you, as a faculty member, want to help them come up with a specific schedule for spring, you can. Once the faculty member has placed a note in SCORECARD that the student participated in EBA, a report will be run that will grant permission to that student to register for classes as early as Oct. 21. Students can take their proposed schedule to one of the professional advisors to be registered for their classes. The plan was approved by Academic Advising Council and by Instructional Council. Questions or comments?

- D. **Emergency Response Plans:** A part-timer expressed concern that there are no visible emergency procedures for how to respond to an active shooter situation on campus. We do have posters on the Cartersville campus in the rooms that express emergency procedures, but none of those deal with an active shooter situation. It might be useful to make a proposal to the Environmental and Safety Committee to revise the emergency procedure posters to add such a situation to it.
- E. **Gym Use** (reservation of space for weight training class): Scott Flynn has had some issues relating to the use of the gym for his weight training class in Cartersville. He has approximately 25 students in his weight training class. He has encountered problems with students that are not enrolled in his weight training class, participating in the class. He has also had an issue getting his students through their exercises because they have to wait for equipment. He was hoping that perhaps the gym space (a rather small space) could be reserved for the times that his class meets so that he can carry on the business of his class in that space. This would account for approximately 2.5 hours per week. Thoughts?
- F. **Data on ATD/NA and S/U:** A question was brought forth concerning the data we have on the success or failure of the Early Warning Program. If the data are showing that the program is helping, then great. However, if the data were to show that the program is not working, then why are we spending time on it? Teresa Hutchins contacted Dr. Langston who provided data from the past several semesters. Teresa distributed the data to senate members via email. Changes have been made to the reporting process as a result of the data; for example, dropping the "course pursuit" reporting. There are plans to review the data from this year to determine if other changes are warranted or if the plan should be scrapped altogether.
- G. **Hardship Withdrawals:** There used to be a form that the faculty member had to sign off on in order for a student to get a hardship withdrawal. That form also came with a grade change form that allowed the faculty member to award the student a W or a WF in the course based on their performance in the course. Where did that process go? What oversight, if any, does the faculty have over the process? What happens with the information that we send as part of the current process where we respond to an e-mail about whether or not the student contacted us about a hardship situation? Are all of the students automatically awarded a W even though they might deserve a WF? Thoughts or comments on the issue?

Next Meeting: Teresa reminded everyone of the next senate meeting on October 18th, 2013 at 9:00 am. Dr. Renva Watterson will be attending to respond to senate questions regarding faculty pay and GHC's strategic plan. All senate meetings are held on the third Friday of each month via video-conferencing but senate members are encouraged to consider attending the next senate meeting in Rome so that we are a united voice in our concerns. Furthermore, Teresa requested that questions for Dr. Watterson be sent to her no later than October 3rd so that they could be compiled and sent to Dr. Watterson at least one week in advance of the meeting.

Adjourn: Motion to adjourn was made and seconded. Meeting was adjourned at 9:44 am.

Respectfully submitted,
Sharryse Henderson, secretary