

Gordon State College Faculty Senate
Approved Meeting Minutes
April 18, 2016
Russell Hall 208 2:00 P.M.

Faculty Senate Members Present: Prof. Marlin Adams, Dr. Michael Bender, Dr. Theresa Buchanan, Dr. Ric Calhoun, Prof. Beverly Eskridge, Dr. Brenda Johnson, Dr. Mark King, Dr. Andy Osborne, Dr. Jeff Rogers, Dr. Lynn Rumfelt, Dr. LaRonda Sanders-Senu, Dr. Richard Schmude, Dr. Wesley Venus, Prof. Mickie Weldon

Faculty Senate Members Absent: Dr. Bruce Caper, Prof. Rebecca Morgan

Faculty Senate Non-Voting Members: President Max Burns, Interim Provost & VPAA Jeffery Knighton

Call to Order: Senator, Chair Elect and Interim Chair Dr. Andy Osborne

Suspension of the Rules: Suspension of the rules to allow non-senators to speak.

Approval of Minutes: The minutes from the March 28, 2016 Faculty Senate Meeting were approved with one correction.

Committee Reports:

Academic Judicial Committee

Senator(s): Dr. Richard Schmude and Prof. Mickie Weldon
Chair: Dr. Amanda Duffus
Recorder: Prof. Anissa Howard
Report: No meeting.

End-of-year report:

The committee met twice:

- a. Once on August 31. We elected a chair and a recorder.
- b. Once again on November 30. Dennis Chamberlain discussed the role of the committee and some guidelines. We also approved the minutes from the August 31 meeting.
We have not met since November 30, 2015.

Academic Policy Committee

Senator(s): Professor Marlin Adams
Chair: Dr. Bernie Anderson
Recorder: Dr. Lynn Rumfelt
Meeting: April 15, 2016
Report: Approved Proposal to Alter B.S. Middle Grades Education Program.

No written report received.

End-of-year report:

Members of the Committee:

- Faculty Senator: Professor Marlin Adams, Programs in Fine and Performing Arts
- Interim Provost & VPAA: Dr. C. Jeffery Knighton
- Director of Learning Support: Dr. Steve Raynie
- Dean of each school of the College
 - Dean of the School of Arts & Sciences: Dr. Susan Finazzo
 - Dean of the School of Education: Dr. Michael Mahan
 - Dean of the School of Nursing & Health Sciences: Dr. Anne Purvis
- Registrar: Ms. Janet Barras
- Faculty From Academic Units
 - Department of Biology: Dr. Lynn Rumfelt (Committee Recorder)
 - Department of Business and Public Service: Dr. Christy Flatt
 - Department of History and Political Science: Dr. Kris Beck
 - Department of Humanities: Dr. Darren Broome
 - Department of Math and Physical Science: Dr. Bernie Anderson (Committee Chair)
 - Programs in Fine and Performing Arts: Professor Tony Pearson
 - School of Education: Dr. Cindy Casebeer
 - School of Nursing and Health Sciences: Professor Melvin Seale
 - Library: Professor Brenda Rutherford
- Student elected by SGA: Sydney Travers

The chair notes that late proposals required some emergency meetings of the committee, and that this is responsible for low attendance at some meetings.

Meetings:

September 4 (2 PM, Fine Arts 205)

Members absent: Janet Barras, Kris Beck, Susan Finazzo, Melvin Seale

Proposals considered:

- Proposal to alter the existing courses Biol 2210 and Biol 2211 by changing the amount of lab time from 3 hours to 2 hours (tabled)
- The committee discussed the proposal made by the Excused Absence Task Force. The committee voted to approve the proposal.

September 16 (2 PM, IC 119)

Members absent: Kris Beck, Melvin Seale, Lynn Rumfelt

Proposals considered:

- The committee discussed the Reverse Articulation Agreement with the University of West Georgia. The committee voted to recommend that Gordon State students be required to receive 24 credit hours from Gordon State College in order to receive a degree from Gordon State.
- Proposal for a new form for the proposal of new degree programs (passed)

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- Proposal for a new course Arts 2221 (tabled)
- Proposal to alter the existing courses Biol 2210 and Biol 2211 by changing the amount of lab time from 3 hours to 2 hours (passed)
- Proposal for new courses: Nurs 3010, Nurs 3011, Nurs 3012, Nurs 3212, Nurs 3220, Nurs 3322, Nurs 3324, Nurs 4412, Nurs 4420, Nurs 4512, Nurs 4522, and Nurs 4524 (passed)

October 23 (3 PM, IC 222)

Members absent: Lynn Rumpfelt, Tony Pearson, Melvin Seale

Proposals considered:

- Proposal for a new course Arts 2221 (passed)
- Proposal to change the wording of the Learning Support mission, program goal, and program outcome in the catalog (passed)
- Proposal to adopt new formatting for the following forms: Form to alter a baccalaureate program, Form to alter an area F, Form to alter an existing course, Form to eliminate an area F, Form to eliminate an existing course, Form for proposal of new courses, Form for proposal of honors section of existing courses, and Form for proposal of new degree program (passed)
- Proposal to alter Psychology Area F (tabled)
- Proposal to alter the English baccalaureate program as listed below (passed)

1. Eliminate Engl 3910 as a required course for B.A. English students.
2. Require Engl 3912 for all B.A. English students.
3. Require Engl 3911 for track 1 (Liberal Arts) and track 3 (Professional Communication) B.A. English students.
4. Reduce by 3 hours the 3000 level and above elective requirements for track 1 and track 3 B.A. English students.
5. Add Comm 3930 as an option for the required communication courses for track 3 B.A. English students (currently choose two of Comm 3100, Comm 3940, and Comm 3950).
6. Eliminate Engl 3910 as a required course for a minor in English
7. Add “Choose Engl 3911 or Engl 3912” as a requirement for a minor in English.

November 13 (3PM, IC 207)

Members absent: Lynn Rumpfelt, Christy Flatt, Mike Mahan, Stephen Raynie, Cindy Casebeer, Susan Finazzo, Janet Barras, Sydney Travers

Proposals considered:

- Proposal to change Psychology Area F by removing Biol 1107 and Biol 1108 and adding Biol 1111 and Biol 1112 in their former place (passed)
- Proposal for new courses Mngt 3050 and Mngt 4900 (passed)
- Proposal for a new course Nurs 2905 (passed)

January 20: A meeting was scheduled for this date but did not occur because the committee lacked a quorum.

February 1 (2 PM, IC 205)

Members absent: Marlin Adams, Tony Pearson, Sydney Travers

Proposals considered:

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- The committee discussed the Policies and Procedures for Distance Education. The committee voted to approve the policies.
- The committee voted to recommend use of the ETS Proficiency Profile for assessment testing.
- Proposals for new courses Biol 4700, Biol 4750, Husv 3341, Husv 4990, Mgnt 4500, Mgnt 4990, and Soci 3090 (passed)
- Proposals to alter existing courses Arts 3000, Educ 3500, Educ 3501, Educ 3502, Educ 4600, Educ 4901, Husv 3001, Husv 4030, Mgnt 3341, and Mgnt 3500 (passed)
- Proposal for an honors section of the existing course Biol 1108 (passed)
- Proposal to change Psychology Area F by changing requirements from Biol 1111 to 1107 or 1111 and from Biol 1112 to Biol 1108 or 1112 (passed)
- Proposal to change the catalog to allow students not in the honors program to take embedded honors courses (passed)
- Proposal to change the baccalaureate program in Human Services to add the courses Husv 3341 and Soci 3090 (passed)
- Proposal to change the baccalaureate program in Management and Administration to add the courses Mgnt 3050, Mgnt 4500, and Husv 4030 (passed)

February 29 (2 PM, IC 205)

Members absent: Michael Mahan, Anne Purvis, Janet Barras, Sydney Travers

Proposals considered:

- Proposal for a new course Comm 2900 (passed)
- Proposal to eliminate an existing course Engl 3910 (passed)
- Proposal to add Comm 2280 to Communication Area F (passed)
- Proposals to eliminate area F in Dental Hygiene – Transfer, Radiologic Sciences - Transfer , and Physician Assistant – Transfer (passed)
- Proposal to change the catalog by adding Theater courses to the List of Courses Approved for Students in Learning Support (passed)

March 21 (2 PM, IC 208)

Members absent: Darren Broome, Janet Barras, Michael Mahan, Steve Raynie, Sydney Travers

Proposals considered:

- Proposal for an honors section of the existing course Math 1501 (passed)
- Proposal to eliminate existing courses Math 1113H and Math 3201 (passed)
- Proposal for a new course Math 4501 (passed)
- Proposals to alter the existing courses Math 4900, Husv 3341, Mgnt 3341, Chem 1211K, and Chem 1212K (passed)
- The committee voted to approve a plan for the creation of Associate degrees with majors in Art, Music, Theater, Teacher Education, Criminal Justice, Business Administration, and Computer Science/Information Technology.
- Proposal to alter the Mathematics baccalaureate program as listed below (passed)
 1. Add Math 4501 as a required course for track 1 and track 2 majors.
 2. Reduce the number of hours required under other mathematics requirements from 9 hours to 6 hours for track 1 majors and from 6 hours to 3 hours for track 2 majors.

3. Remove Math 3201 as a possible course for the theoretical courses emphasizing mathematical reasoning and from the list of upper level mathematics courses.
4. Add Math 4501 Introduction to Analysis to the list of upper level mathematics courses.
5. Change the title of Math 4900 from “Senior Seminar: Analysis” to “Senior Seminar” in the mathematics requirements for track 1 and track 2 majors, and in the list of upper level mathematics courses.

April 15 (2 PM, IC 205)

Members absent: Janet Barras, Sydney Travers, Kris Beck, Christy Flatt, Lynn Rumpfelt, Melvin Seale

Proposals considered:

- Proposal to alter the Middle Grades Education baccalaureate program as listed below (passed)
 1. Math 1501 was added as a requirement for students with an area of concentration in Mathematics.
 2. Engl 3910 was removed as a requirement for students with an area of concentration in English Language Arts.
 3. Engl 3911 and Engl 3912 were added as requirements for students with an area of concentration in English Language Arts.

AARRFA (Admissions, Advisement, Registration, Retention, and Financial Aid Committee)

Senator(s): Dr. LaRonda Sanders-Senu

Chair: Dr. Neil Boumpani

Recorder: Dr. LaRonda Sanders-Senu

Report: No meeting.

End-of-year report:

Members of the Committee

Ms. Janet Barras, Dr. Neil Boumpani, Professor Bruce Capers, Professor Cassandra Dansby, Ms. Jody DeFore, Mr. Ben Ferguson, Dr. Adria Goldman, Professor Peter Higgins, Dr. Joyce Klaus, Dr. Steve Raynie, Dr. Jeremy Richards, Professor Gwen Sharpe, Dr. LaRonda Sanders-Senu, Dr. Pam Terry

The committee met on September 9, 2015. During that meeting, Dr. Boumpani was elected chair and Dr. Sanders-Senu was elected recorder. The committee discussed the University system’s new placement indices that that will come into effect in the fall of 2016. The new algorithm used in the indices is intended to better predict the best chance of success for students, and it will place students in regular, co-requisite learning support, or foundations courses. The committee discussed the need to investigate more efficient ways to administer the Guided Pathways and the President’s charge to revise the procedure that allows students to change their major.

The Committee met on January 27, 2016 and discussed the Faculty Welfare Proposal to Lower Admission Standards for Two-Year Programs. The committee unanimously decided not to lend support to the proposal. The committee also discussed the degree to which students use degree works and the degree to which advisors integrate it into advising sessions. The committee discussed the registration process. More significantly, the committee discussed the process of creating readymade schedules for new students. The discussion explored whether the practice negatively affects specific programs.

Assessment Committee

Senator(s): Dr. Lynn Rumfelt
Chair: Dr. Lynn Rumfelt
Recorder: Dr. Brian Webb
Report: No meeting. Final meeting to review finished reports for BS Biology/with Teacher Certification and BS Mathematics/with Teacher Certification will be on April 25, 2016 at 2PM in IC 222.

End-of-year report:

Purpose of the Committee: The Academic Assessment Committee shall provide leadership and oversight to support the quality of education and academic related services at Gordon State College.

Composition of the Committee:

The committee shall be composed of:

- Faculty Senator (1)
- Provost & Vice President for Academic Affairs
- Representative from Institutional Effectiveness
- Director of Student Success
- Other Faculty, with at least one year served at Gordon State College, 1 per academic unit

Duties of the Committee:

The Committee shall:

- Coordinate academic assessment activities with the General Education Assessment Committee
- Serve in an advisory capacity to the President, Provost and Planning Committee by submitting an annual report concerning the strengths and weaknesses of academic programs and student learning outcomes and to review the consistency of our educational activities with our mission
- Promote assessment activities on campus
- Ensure that institutional assessment activities meet the criteria of the University System of Georgia (USG), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies by providing feedback as peer reviewers to other committees and academic units performing assessments

Members of the Committee:

- Faculty Senator: Dr. Lynn Rumfelt, Department of Biology (Committee Chair)
- Interim Provost & Vice President for Academic Affairs: Dr. C. Jeffery Knighton, with Dr. Brenda Johnson serving as Academic Affairs Liaison
- Representative from Institutional Effectiveness: Prof. Terry Betkowski
- Director of Student Success: Professor Peter Higgins
- Faculty from Academic Units
 - Department of Biology: Dr. James P. Williamson
 - Department of Business and Public Service: Dr. James Awbrey and Dr. Brenda Johnson
 - Department of History and Political Science: Dr. Brian Webb (Committee Recorder)
 - Department of Humanities: Dr. Cortney Grubbs
 - Department of Math and Physical Science: Dr. Satyajit Karmakar replaced Dr. Susan Glenn
 - Programs in Fine and Performing Arts: Dr. Masoud Nourizadeh
 - School of Education: Dr. Cindy Casebeer
 - School of Nursing and Health Sciences: Professor Annette Jackson

- Library: Professor Beth Pye
- Additional Faculty member from the units being assessed in 2015-2016: Dr. Allen Fuller of the Mathematics and Computer Science Department.

Actions completed by the Committee:

A. Election of Committee Chair, Dr. Lynn Rumfelt, and Committee Recorder, Dr. Brian Webb.

B. The committee was charged by Interim Provost and VPAA Dr. Knighton at our initial meeting as follows:

1. Assessing the assessment process – Not a USG requirement
2. Assessing programs, a USG requirement, particularly bachelor's programs:
 - i. Bachelor of Science in Biology
 - ii. Bachelor of Science in Biology with Secondary Teacher Certification
 - iii. Bachelor of Science in Mathematics
 - iv. Bachelor of Science in Mathematics with Secondary Teacher Certification

Committee work will be directed to assessing our BS programs based on the original program documents submitted to the Board of Regents (BOR) establishing the Bachelor of Science in Math and Bachelor of Science in Biology are to be assessed five years after these programs started so will be assessed 2015-2016 academic year. The assessment of these BS programs are required by USG. The completion of these four program assessments will be posted on Institutional Effectiveness website without direct report to BOR. Assessing the assessment process is not a USG requirement and will be completed if time available in Spring 2016.

C. The assessment of programs underwent a name change used by the (BOR) and agreed upon by the committee members: **Comprehensive Program Review**.

D. Committee agreed upon a schedule of assessment for program assessments. This review schedule has been posted on the Institutional Effectiveness (IE) website under assessments topic. Link: [Comprehensive Program Review Cycle at Gordon State College](#).

E. Dr. Brenda Johnson completed work on the Procedural Handbook for the Academic Comprehensive Program Review, which was reviewed and approved by the committee. This handbook has been posted on the Institutional Effectiveness website under assessments topic. Link: [Procedural Handbook Comprehensive Program Review revised Jan 20 2016](#).

F. Subcommittees were formed to work on specific Bachelor of Science programs as follows:

Bachelor of Science in Biology and Bachelor of Science in Biology with Secondary Teacher Certification subcommittee members: Annette Jackson, James Awbrey, Masoud Nourizadeh, James Williamson, and Lynn Rumfelt.

Bachelor of Science in Mathematics subcommittee: Brian Webb, Cindy Casebeer, Brenda Johnson, Susan Glenn replaced by Satyajit Karmakar, and Allen Fuller.

G. The committee met on January 6, 2016 jointly with the General Education Committee to discuss and review use of the Education Testing Service (ETS) Proficiency Profile to assess student learning as

students' progress through their academic program. Effective specific and consistent data may be obtained through use of the ETS proficiency test to assess skills in critical thinking, math, reading and writing to incoming freshmen (0 semester hours), sophomores (60 semester hours) and seniors (120+ hours). The Assessment Committee approved use of this assessment tool for General Education assessment of core curriculum courses and recommended its implementation to the Academic Policy Committee. Academic Policy Committee agreed this assessment tool should be implemented to our students. More information will be forthcoming on use of this assessment tool from the General Education Committee this academic year.

H. Comprehensive Program Review Assessment of the four Bachelor of Science programs: Biology, Biology with Secondary Teacher Certification, Mathematics, and Mathematics with Secondary Teacher Certification will be completed by May 15, 2016 and these reports will be posted on the Institutional Effectiveness website under **assessments** topic.

In addition, the completed CPR reports will be sent to the Department Heads of Biology and Physical Sciences, and Mathematics and Computer Science, for their review and comments per the CPR procedural handbook, then to the Provost and President for their review. All faculty will be sent an email link to the IE website so that they may review the findings of the Committee's programs assessment and provide comments back to the committee.

Budget Advisory Committee

Senator(s): Dr. Ric Calhoun
Chair: Dr. Susan Finazzo
Recorder: Dr. Masoud Nourizadeh

End-of-year report:

The Budget Advisory committee met on Monday, August 31st at 2 PM. Dr. Susan Finazzo was elected as chair, and Dr. Masoud Nourizadeh was elected recorder. The role and purpose of Advisory committee was discussed as well as the history of the workings of the committee. Dr. Finazzo will work to determine an appropriate meeting schedule based on the information delivered from the Planning committee. The Budget Advisory committee met on Friday, February 26. The committee reviewed Division/Department Budget Requests for fiscal year 2017, which were distributed by the Planning Committee. The Budget committee assessed these requests and prioritized them in terms of their implication and how they would best relate to the mission of our institution. The prioritized requests were forwarded to the President.

Faculty Development Committee

Senator(s): Dr. Mark King
Chair: Dr. Prathibha Joshi
Recorder: Dr. Rhonda Wilcox
Meeting: March 30, 2016
Report: Considered sixteen faculty development proposals.
No written report received.

End-of-year report:

The Chair of the FDC was Dr. Prathibha Joshi and the Recorder was Dr. Rhonda Wilcox. The following is the list of Committee Members: Dr. Kris Beck, Dr. Michael Bender, Prof. Samantha Bishop, Dr. Prathibha Joshi (Chair), Dr. Mark King, Dr. Richard Schmude, and Dr. Rhonda Wilcox (Recorder). \$19,400 was budgeted for the FDC committee for the academic year 2015-2016 from the business account and Cy Neuner Fund. For Fall 2015, the Committee is pleased to report that \$ 5,852.09 was allocated to 9 grant proposals. Three proposals were denied for various reasons. In the Spring 2016, \$ 9,842.60 was allocated to 15 grant proposals and one was denied. In summary, the FDC used \$ 15,694.69 in funds for faculty development in the 2015-2016 academic year. The FDC website was updated to include the date for the fall and spring deadline. All the forms of the faculty development grant are now electronic and can be accessed on the website.

Faculty Welfare Committee

Senator(s): Dr. Michael Bender and Professor Bruce Capers
Chair: Dr. Frank Winters
Recorder: Dr. Michael Bender
Meeting: April 11, 2016
Report: The committee had a general conversation about the promotion and tenure process and also on improving communication across campus.

End-of-year report:

The Faculty Welfare Committee's agenda during the 2015-2016 year was revision of the Faculty Handbook. The committee met on fourteen occasions during the academic year. All chapters of the handbook and Appendix A were revised and sent to the Faculty Senate for consideration.

General Education Committee

Senator(s): Dr. Theresa Buchanan
Chair: Dr. Theresa Stanley
Recorder: Dr. Masoud Nourizadeh
Meeting: April 11, 2016
Report: The committee discussed its concerns regarding the administration of the Proficiency Profile for General Education/QEP assessment and the use of the data collected. The committee approved a proposal to adopt the Proficiency Profile for General Education/QEP assessment, which is an exam designed and marketed by Educational Testing Service (ETS). The proposal endorsed by the General Education Committee will be presented to the Faculty Senate.

End-of-year report:

On September 14, 2014: Dr. Theresa Stanley was elected as the committee chairperson, and Dr. Nourizadeh was elected as the recorder. The committee discussed the importance of researching assessment methods available for general education. Dr. Stanley suggested the committee review the Value Rubrics created by the Association of American Colleges and Universities (AACU) to assess the effectiveness of the general education at Gordon State College (GSC). On January 6, 2016 a joint meeting of the general education committee and the assessment committee was held to discuss the use of an assessment tool to measure the learning gains of students over time. The committees discussed the use of the Educational Testing Service (ETS®) Proficiency Profile, which, was developed to measure and

demonstrate the outcomes of general education programs in order to help institutions improve the quality of instruction and learning. It is a test of college-level skills in reading, writing, critical thinking and mathematics designed to measure the academic skills developed through general education courses, rather than the subject knowledge specifically taught in those courses. The general education committee discussed the concerns of the faculty, the use of the data collected and the implementation of ETS proficiency Profile as a general education assessment tool. The committee discussed is concerns regarding the administration of the ETS Proficiency Profile for General Education/QEP assessment and the use of the data collected. The committee approved a proposal to adopt the ETS Proficiency Profile for General Education/QEP assessment The proposal endorsed by the General Education Committee will be presented to the Faculty Senate.

Gordon State College Statues Committee

Chair: Dr. Jeffrey Rogers
Chair-Elect: Dr. Andy Osborne
Recorder: Prof. Beverly Eskridge
Parliamentarian: Dr. Brenda Johnson
Meeting: April 11, 2016
Report: Considered Proposal to Amend Distance and Instructional Technology Committee Statue and Proposal to join Planning and Budget Advisory Committee.

Instructional Technology Committee

Senator(s): Dr. Wesley Venus
Chair: Dr. Melinda Hawley
Recorder: Dr. Erica Johnson
Report: No meeting.

End-of year report:

Members of the committee: Faculty Senator Dr. Wesley Venus, Department of Humanities; Director of Information Technology Mr. Jeff Hayes; Distance Education Coordinator Dr. Caesar Perkowski; Consortium for Excellence in Teaching and Learning Director Dr. Erica Johnson (Committee Recorder); Instructional Technologist from Information Technology: Ms. Autumn Schaffer; Faculty Members from School of Arts & Sciences Dr. Melinda Hawley (Committee Chair), School of Education Dr. John Barnard; School of Nursing & Health Sciences Professor Mary Williams; Library Faculty Professor Jim Rickerson; and one student elected by Student Government Association Tayler Patton.

At its first meeting (8/31/2015), members discussed the responsibilities of the committee, reviewing committee activities in previous years. It was noted that the committee does not have executive authority, but can make recommendations to the Faculty Senate. Members discussed concerns expressed by some faculty members about the considerable commitment of time required to create and administer online courses, and that some faculty, whose more traditional methods are successful, believe that online courses lack validity and value. The committee also cited research that indicates online classes can be successful. The committee considered how to share information about best-practices in online teaching with Gordon faculty. Members discussed President Max Burns' support of

online learning and acknowledged that the University System of Georgia Board of Regents identified further development of online teaching as a priority. The members identified financial support and student support (including “nontraditional” students) as appropriate foci for the committee. These students include nontraditional students. Support of faculty was also acknowledged, as some faculty are saturated with responsibilities and learning to teach online could seem overwhelming.

At its second meeting (1/26/16) the committee discussed the possibility of recommending a work study student to assist Instructional Designer Autumn Schaffer in her duties. The committee plans to investigate the requirements for such a recommendation (such as funding availability) and Schaffer's specific needs. The committee discussed a faculty technology survey, suggested and requested by the Honors Council and created primarily as marketing research, to be distributed by the Consortium for Excellence in Teaching and Learning. The committee reviewed a draft of the survey and suggested revisions and additions to Dr. Erica Johnson, who presented this Honors Council Initiative. Johnson said she would revise the draft and redistribute it to the committee members for further feedback. The committee discussed subsidized internet options for students and the chair offered to investigate possibilities, if they exist. The committee hopes to make this information available to students in the future. The committee acknowledged that the Teaching Matters conference was scheduled for April 1-2, 2016 at Gordon State College. Two committee members confirmed that they were submitting proposals for the conference.

Library Committee

Senator(s): Dr. Brenda Johnson
Chair: Dr. Cindy Casebeer
Recorder: Dr. Franklin Williamson
Report: No meeting.

End-of-year report:

Purpose: The purpose of the Library Committee, as stated in the *Faculty Senate By-Laws* (ARTICLE VI, Section 2) is to "to make recommendations on all matters relevant to the maintenance of an effective library program." The Library Committee was successful in completing this objective.

Organization: The 2015-16 Library Committee membership included:

PROF Rovina Billingslea (N&HS)
Dr. Sonya Gaither (LIB)
Dr. Brenda Johnson (Senate Representative)
Kirsten Joiner (STAFF)
Dr. Frankin Williamson (A&S)
Zach Findley (SGO)
President Max Burns (*ex officio*)
Provost and VPAA Jeffrey Knighton (*ex officio*)

Duties: The committee shall make recommendations on all matters concerning the library, such as
a) Library requirements; staffing and equipment

- b) Acquisitions
- c) Operating hours

Meetings: The Library Committee met three times during the 2015-16 academic year:

- September 4, 2015
- October 5, 2015
- February 11, 2016
-

The Faculty Senate Representative called the first meeting on September 4, 2015. With all but one member present, Dr. Cindy Casebeer was elected Committee Chair and Dr. Franklin Williamson the Committee Recorder. At the first meeting the Strategic Goals for 2015-16 Library Committee were established as:

- a) Supporting off-campus classes and online classes with more electronic resources
- b) Supporting the Baccalaureate programs (on-campus and online) with more resources
- c) Completion of library renovations, and
- d) Improving information literacy for Freshmen

Projects Completed: Following presentation by the Director of Library Services on the “State-of-the-Stacks,” the Library Committee focused on three identified projects: (1) the Library Budget, (2) services comparison to peers based on staffing, electronic materials, and expenditures, and (3) current challenges facing the Library, including insufficient workspace and low student traffic. The Committee discussed ways in which the campus could assist the Library during the renovation time. Faculty can request new acquisitions electronically using Yankee Book Peddler (<http://www.ybp.com/>).

AY 2015-16 saw the Library moved out of the Hightower Library facility and compressed into classrooms in the Instructional Complex and archived in Guillebeau Hall. Undergoing a \$4.9 million renovation, the 35,000 square foot building was transformed into a state-of-the-art, open-floor-plan learning center. On April 21, 2016, the successful transformation of the Hightower Library was completed. Resulting in a more efficient use of space, students can check out books, study in one of the many group or individual study areas, rehearse a project in a presentation practice room or use one of the many computers. Classrooms are available for up to 60 students, study tables with a surface for dry-erase marker notes, and many areas for quiet individual study time. The entrance of the library also offers study space that students may use after hours. Guillebeau Hall now holds the *Archives Reading Room* and artifacts from Gordon State College’s 160 years of history.

At the February 11, 2016 meeting, the Library Committee discussed ideas for a new name for the Hightower Library complex. Five names were considered:

1. Dorothy W. Hightower Collaborative Learning Center & Library
2. Dorothy W. Hightower Collaborative Learning & Resource Center
3. Dorothy W. Hightower Collaborative Knowledge Library
4. Dorothy W. Hightower Center for Collaborative Learning
5. Dorothy W. Hightower Collaborative Knowledge Center & Library

The committee agreed through secret ballot on the “Dorothy W. Hightower Collaborative Learning Center & Library. The second most preferred name was the “Dorothy W. Hightower Collaborative Learning & Resource Center.” The Committee’s selections were communicated to President Burns February 17. The College settled on the *Dorothy W. Hightower Collaborative Learning Center and Library*. This project fulfilled one of the College’s Facilities Strategic Goals 2011-2015 (www.gordonstate.edu/facilities) and completed the renovation announcement of April 25, 2014.

Recommendations for Future Library Committee: For AY 2016-2017, the following recommendations are offered to the new Library Committee:

1. Continue the focus on the four strategic goals established in the 2015-16 Committee.
2. Continue to support the Library staff with the relocation of materials from I/C and Guillebeau Hall to the newly renovated Collaborative Learning Center and Library.
3. Assist Library staff in communicating with Academic Unit Faculty the resources available to them and to students, including access to GALILEO through D2L (<http://www.galileo.usg.edu>).
4. Consider planning and hosting an annual “Library Open House” for new Faculty each Fall semester, scheduled during the preparation week prior to the first day of class.
5. Work with Library Staff in composing a summary paragraph informing students of Library hours of operation, services, and contact information. The paragraph can be included in Course Syllabi and can be emailed to Faculty during preparation week proceeding each Fall semester.

Planning Committee

Senator(s): Dr. Andy Osborne
Chair: Dr. Adam Davis
Recorder: Dr. Becky Godlasky

End-of-year report:

(President) Dr. Max Burns
(VPAA and Provost) Dr. Jeffery Knighton
(VPSA) Dr. Dennis Chamberlain
(VPBA) Ms. Kristen Albritton
(VPIA) Ms. Rhonda Toon
(AVPIE) Professor Teresa Betkowski
(Chair) Dr. Adam Davis, **Biology**
(Recorder) Dr. Becky Godlasky, **Humanities**
(Senate Representative) Dr. Andy Osborne, **M&PS**
(Student Representative) Ms. Sallie Nowell
Dr. Qi Zhou, **B&PS**
Professor Beth Pye, **Library**
Dr. Joe Eyles, **M&PS**
Professor Stephen Agyare, **Nursing**

Meetings: The Planning Committee met six times during AY 2015-2016

- September 14
- September 30
- December 2
- January 27

- April 25
- The Planning Committee also held a joint meeting with the Budget Advisory Committee meeting on February 26.

Projects Completed: The first meeting was called to order on September 14 by Senate Representative Dr. Andy Osborne. The Purpose and Duties of the Committee were read and Officers were elected (as shown in the roster above). The principal project of the Planning Committee was to review and make recommendations on the individual Plans created by the 35 separate Units in Gordon State College for FY 2017. After being trained in Performance Cloud software by Weave, each committee member was assigned a number of Unit Plans to review. In total the committee members reviewed 35 plans in December of 2015. Each plan consisted of between three and five Goals. Each Goal, in turn, consisted of one or more Objectives. In total, the committee authored 97 reports on Goals and 191 reports on Objectives. These were submitted back to the Unit heads for review. Chair Dr. Adam Davis compiled the data into the Fiscal Year 2017 Plan Data- Spring Status Reports document.

Recommendations for Future Planning Committee: Chair Adam Davis has prepared a Proposal to Amend Statutes to combine the Planning Committee and Budget Advisory Committee into one body. This Proposal will be on the Agenda for the first Executive Board meeting in AY 2016-2017.

Old Business:

Second Reading: [Proposal to Amend Statutes – Instructional Technology and eLearning Committee](#)

Action taken: There was much discussion and several failed amendments. The proposal passed with the following amended changes:

d.) Other Faculty, 1 faculty per Academic Unit, preferably with certification to teach online at GSC.

Under *Duties*, change Chair to Provost and Vice President of Academic Affairs

In the last sentence, change President of Gordon State College to Chair of the Faculty Senate.

New Business:

Proposals for Consideration: Academic Policy Committee

- [Proposal for Honors Section of MATH 1501](#)
- [Proposal to Eliminate MATH 1113H](#)
- [Proposal to Eliminate MATH 3201](#)
- [New Course Proposal: MATH 4501](#)
- [Proposal to Alter MATH 4900](#)
- [Proposal to Alter HUSV 3341](#)
- [Proposal to Alter MGNT 3341](#)

- h. [Proposal to Alter CHEM 1211K](#)
- i. [Proposal to alter CHEM 1212K](#)
- j. [Proposal to Alter Math Baccalaureate Program](#)
- k. [Proposal to Alter B.S. Middle Grades Education Program](#)

Action taken: Where appropriate, items were joined (f and g). All items passed.

Recommendations made: (1) In the future, the proposing/supporting faculty member(s) need to sign proposal forms in addition to the Academic Unit Head. (2) All sections of the form need to be completed. "See attached" should not be used because the attached documents can become lost. All documentation needs to travel with the form. It was pointed out that on occasion the rationale may be too long to fit on the form.

Proposal for Consideration: Faculty Welfare Committee

- a. [First Reading: Appendix A to Faculty Handbook](#)

Action taken: None, this is a First Reading only.

Election of Gordon State College Faculty Senate Officers for AY 2016-2017

- a. Chair- Elect
- b. Parliamentarian
- c. Secretary

Action taken: Tabled until called meeting of the Faculty Senate on April 25, 2016.

Announcements:

1. Called Faculty Senate Meeting: Monday April 25th
 - a. Approve Minutes from April 18 meeting
 - b. Second Reading: Appendix A of the Faculty Handbook
2. Interim Provost & VPAA Jeffery Knighton

Dr. Knighton offered regrets for Dr. Burns who is in Washington and Atlanta working on our behalf. He reminded the Senate of the grand re-opening of the renovated Dorothy W. Hightower Collaborative Learning Center and Library on Thursday, April 21, 2016 at 2:00 pm. The 5th Annual Trivia Night will be held Thursday night. The teams will be competing for the Einstein bust. This weekend there will be a 24 hour play fest held. Mrs. Laura King will be working with her colloquium students on this effort. It starts on Saturday at 7:30 pm. Next Wednesday, April 27th at 2:00 pm there will be a Faculty Meeting. Items to be discussed include the financial aid audit. The college must show evidence of the last day of attendance for all grades of WF and F. He thanked the Faculty Senate officers and the senators for a job well done during this hectic year.

Adjournment: The meeting was adjourned at 3:25 pm. The next Faculty Senate Meeting will be April 25, 2016.

GSC Faculty Senate Meeting Minutes – April 18, 2016

Professor Beverly M. Eskridge
Secretary
Gordon State College Faculty Senate