

## Faculty Senate Meeting Minutes Oct 05, 2012

Call to Order by President Sandra Sharman

I. Roll Call

Faculty Senate Members Present: Reid Derr, Sandra Sharman, Walt Mason, Tori Kearns, Yelena White, and Jessica Todd

Absent: Mina Vora

Guests Present: Dr. Bartrum, Dr. Palumbo, and Dr. Goodman

Walt Mason made a motion to give voice to guests, and it was so moved.

II. Approval of Last Minute Meetings

There was a motion made to approve the minutes from the last FS meeting (Walt). There was a 2<sup>nd</sup> (Tori Kearns). Minutes were approved and accepted.

III. Items of Business Related to FS

- EGSC laptop for FS use for Secretary: Jessica volunteered to bring in her laptop to take FS notes during the meetings. Dr. Bartrum volunteered the use of his department's laptops if the need arises for the FS. Fritz has 4 computers and the FS will just need to check one out.
- Copies for the FS: Sandra inquired about funds for making copies of proposals, etc... for the FS. Dr. Goodman told the FS that the Academic Affairs has a general budget that the FS may use for small expenses such as copies. In addition, Dr. Palumbo offered the FS the free use of a Humanities Department copier code in order to assist them with their FS business.

IV. Miscellaneous Business

- Walt Mason inquired about the setting up of the gym for Athletic events by Plant Ops before 3 pm. Walt expressed that the gym is used as a classroom for the P.E. courses when it rains. When Plant Ops set up the gym for an athletic event before 3 pm, it can cause a problem for his as well as the other P.E. courses.
- Dr. Goodman assured Walt and the FS that academic courses have priority over athletics, and that he would take the responsibility for emailing a reminder to Plant Ops about not setting up the gym prior to 3 pm.
- Sandra asked Dr. Goodman if he would prefer the FS bring academic questions directly to him. He said that sometimes he is able to directly respond as in this case, but not always.

V. New Business

- 1) FS D2L Course: It was noted that all FS need administrative access to the D2L course as instructors.
  - a) A motion was made to make Jessica in charge of creating and uploading content to the D2L FS forum. It was seconded and so moved.
- 2) Deadlines: Proposal by Pat and Caroline's Email
  - i) Pat Homer's proposal about Admission deadlines was read; the main points included:
    - (1) Late Registration Problems
    - (2) Last Minute Drop -Add
    - (3) Students missing 1 wk of class
    - (4) Financial Aid- late paperwork and distribution of awards
    - (5) Bullying of Faculty/Staff on the Statesboro Campus

The Faculty Senate expressed that Administrative deadlines need to be held firm to prevent such problems. Reid asserted that this might be a proposal that should be sent to Institutional Effectiveness. A discussion on Financial Aid proceeded and was led by Dr. Goodman.

Sandra and Reid suggested that the FS talk with Financial Aid and Admissions to see how the Faculty Senate can work with these two departments; we need their input on how this process can be made more effective so that all parties will be satisfied.

Dr. Goodman discussed the Academic Appeals process and how if a student has his/her paperwork turned in in a timely manner, but it doesn't make it up the ladder, then it becomes a Human Resource issue (not enough staff to handle all of the paperwork).

Sandra suggested that we make a formal request to meet with Financial Aid and Admissions to ask about their deadlines and policies. Reid asserted that we need to understand both of their viewpoints on deadlines and policies so that we can assist them and resolve the issues that we see displayed in Pat's proposal and Caroline's email.

Reid volunteered to meet with Karen Jones concerning Financial Aid deadlines and policies while Jessica volunteered to approach Georgia Edmonds in Admissions. 3 items that Reid and Jessica will ask about are deadlines, policies, and suggestions/recommendations on improvement in the process. Reid and Jessica will make appointments with Karen and Georgia and report on their findings at the next FS meeting.

- 3) Lack of Office Staff at Statesboro Center: Dana's Proposal
  - i) Dana addressed the fact that there are 3 people on the Statesboro campus to address the jobs of multiple departments (Financial Aid, Business Office, Admissions, Registrar's Office, etc...)

(1) Dr. Goodman asserted that he and Caroline are working together now to rectify this situation. They are creating a job description for a Financial Aid position for the Statesboro Center. In addition, in order for the Statesboro Center to have an Associate of Arts degree program, the Statesboro Center will have to have comparable services (i.e. Business Office, Financial Aid, Administration, etc...). Therefore, the Executive Committee and the President's Cabinet are looking for ways in which to fund and create these positions on the Statesboro Campus. Note that this semester there are 6 part-time helpers over in Statesboro to try to alleviate some of the workload for office staff.

A motion was made by Reid to let the Cabinet and the Executive Committee handle this issue presented in Dana's proposal. Motion was seconded and so moved.

- 4) Departments by Discipline: Tommy Upchurch's Proposal
- a) A discussion on whether the position would be more administrative or more volunteer based was held. As per the proposal, the role was voluntary and for a year. Thus, the position seems more about peer collaboration and taking the burden off of administration than creating more administrative positions.
    - i) Dr. Goodman discussed the 5 year cohort plan that has a similar basis as Dr. Upchurch's proposal. This idea of department disciplines has already basically been adopted in the plan. There will be some minor differences.
    - ii) Reid made a motion that a copy of the Restructuring Plan Proposal be sent to the Faculty Senate. It was seconded and so moved.

[Note: The Restructuring Plan is a proposal only! It has not been approved yet].

### 3 Minute FS Break

- 5) ESOL Students and Academic Support: Pat Homer's Proposal
- i) It was noted that ECSC has seen a rise in the number of English as a Second or Other Language learners. As a result, many instructors are encountering students who need support.
  - ii) ESL does not fall under ADA nor is the college required to have ESL.
  - iii) Yelena discussed her experience as an ESL student; she suggested that we have a Foreign Student Services or ESL Coaching Program in the ACE.
  - iv) Jessica volunteered to assist and collaborate with Yelena on an ESL proposal/program. Jessica has taken ESOL courses and has experience in the ESOL classroom.
  - v) A motion was made that Yelena and Jessica work together to come up with a student led type of coaching program for ESL. Motion was seconded and so moved.
- 6) Learning Support: Pat Homer's Proposal
- a) Pat expressed concern about students who should be in Learning Support due to their compass scores finding themselves in ENGL 1101.

b) Dr. Goodman addressed this issue; sometimes the computer misses a pre-requisite score and allows a student to register for a course he/she should not be in. Dr. Goodman and Tori discussed how the Advisement Center Staff will be advising and registering all new Learning Support students and this should help rectify this problem.

7) Academic Policies Committee

a) Dr. Goodman will send the FS an agenda of what the Academic Policies Committee will be covering at their next meeting.

Motion to adjourn- seconded- so moved.