Savannah State University Faculty Senate

 Minutes for meeting of Tuesday, October 6, 2016 Whiting Hall 4 PM

Senators Present: Deloach, Gardner, Hamilton, Jordan (Vice-Chair), Mallard, O’Brien, Rukmana, Trammel, Yount, Arora, Cannonier, Choi, Oakley, Toney, Adeyemo, Hayder, Brannen, C. Thompson, Tedrick

Excused: Dozier (Chair)

Senators excused: Lewis, Myrick-Harris

Ex-Officio: Scipio, Kropiewnicki, Best, D. Smith, Goldwire, F. Williams

Visitors: Schroeder, Pinheiro, Serdikoff, Odum, Myers, Merkousko, Mosley, Iancu

1. Call to Order- The meeting was called to order by Dr. Jordan at 4:08 PM.
2. Approval of Agenda- The agenda was approved.
3. Approval of Minutes (from Sept. 6) Add the name of Oakley on the attendance. The Minutes were then approved.
4. President’s Report- Dr. D. Smith (see the attached report)
5. Storm Update- Chief Barnwell
6. Members of the Emergency Management Team met on Monday to prepare for the storm. They will meet again tomorrow morning. There may be evacuations and school closings.
7. Ms. Merkousko asked about the transfer of critical paper documents that are not online.
8. We have a hurricane and severe weather plan in place and will follow it.
9. Dr. Jordan asked if evacuation routes will be recommended.
10. We will have 9-11 buses to evacuate about 500 students.
11. Overview of FLSA- Dr. Best (Fair Labor Standards Act)\_
12. As of Dec. 1, there will be a change in what constitutes exempt (paid on a monthly basis) and non-exempt (paid on an hourly basis).
13. Teachers are not subject to the $47,476 salary level requirement if their primary duty is teaching, tutoring, or instructing.
14. About 100 people at SSU will change from monthly to hourly.
15. USG will implement this policy on November 1.
16. Benefits and Open Enrollment- Dr. Best
17. Dr. Best gave a presentation on health benefits for 2017. A brochure will be coming out with all of the information.
18. Ad Astra Update- Ms. Merkousko
19. Emails were sent to Deans and Chairs to review spring schedules and attach courses that have not been taught since Ad Astra was implemented.
20. New courses will have course preferences attached to them.
21. We are currently working on an electronic room change request form.
22. We are holding off assigning spring 2017 classrooms so that we can make assignments based on the actual enrollment in courses. If you have a capacity of 35 but an enrollment of 20, you will be assigned to a room for 20-25 students. This will be double-checked in case enrollment in such classes goes up.
23. Student PINS are now available for advisors.
24. Building preferences have been attached to many courses.
25. Dr. Serdikoff was asked to contact Ms. Goldwire if she has advisees without a PIN.
26. Committee reports
27. FAR (Faculty Athletic Representative)- Dr. Schroeder
28. There is a staff shortage for advisors in Athletics.
29. Please do Early Alerts for athletes in Grades First.
30. If you wish to join the Academic Working Group, let Dr. Schroeder know. They work through academic issues for athletes.
31. Guest Coach is available for this weekend.
32. ISSP- Dr. Pinheiro (Chair of the Committee)
33. We might have up to 60 students from Angola next semester.
34. Please get involved with the International Education Center.
35. There will be a new Director of the International Education Center.
36. We hope to create an international house for international students. We could possibly partner with SCAD or Armstrong to create an international house.
37. Committee on Committees- no report
38. Faculty Affairs- Dr. Adeyemo
39. Issue of grade Appeals: Can faculty appeal a changed grade? Are faculty informed of a changed grade? Dr. Myrick-Harris will address this at the next Senate meeting.
40. Distance Learning- Dr. Serdikoff
41. This committee will meet next Tuesday.
42. Dr. Serdikoff said many people were not aware they were on this committee.
43. There are no Senators on the committee but a Senator is supposed to be the Chair.
44. Some people said they could not serve on the committee.
45. NPCC- Dr. Scipio
46. The next two meetings are scheduled for Oct. 26 and November 16.
47. Curriculum proposals should be reviewed once a month.
48. Library and Educational Media- Dr. Iancu
49. Dr. Iancu is the Chair.
50. The committee is calling for proposals regarding data bases in journals.
51. We will have a meeting at the end of October.
52. Discussion Item: Specific Goals for Committees
53. Dr. Jordan asked committee members to come up with specific goals they would like their committees to accomplish.
54. Please convene committees and structure your goals and objectives for the year.

XI- Timeline for Tenure and Promotion- Dr. Jordan

1. Many application do not reach the President’s desk until April. They should reach her in February.
2. The whole process should begin on Oct. 15.
3. Faculty Handbook Update- Dr. Jordan
4. Dr. Dozier found glitches, errors and inconsistencies in the Handbook.
5. Updates are not reflected in the Handbook.
6. We need a complete and accurate handbook for SACS review.
7. The Handbook Committee plans to meet regularly.
8. The members of the Handbook Committee are Mallard, Goldwire, Odum, Arora, Nitta, Brannen, and F. Williams.
9. SACS will check to see is our policies are current.
10. Please contact Dr. Mallard if you wish to serve on the Handbook Committee. As Secretary of the Faculty, Dr. Mallard is Chair of the Handbook Committee.
11. Tenure, Promotion, Pre-tenure, and Post-tenure areas are not specific enough regarding requirements for attaining them.
12. Colleges sometimes have their own tenure processes which have not been added as an addendum to the Handbook.
13. Updates to the handbook need to be made by February.
14. Dr. Odum will email colleges to see what updates they want to add or subtract from the Handbook.
15. We need to be familiar with the process by which the Faculty Handbook must be amended.
16. Dr. Scipio suggested that faculty should be notified in the spring that their tenure and promotion applications will be due in the fall instead of being notified in October.
17. Dr. Dozier said that there are inconsistencies in the quality of the portfolios.
18. It was suggested to have training for putting portfolios together.
19. There was a book detailing the Tenure and Promotion procedures from Academic Affairs.
20. The guidelines for putting together portfolios should be in the Handbook.
21. The Faculty Development Committee is looking at setting up workshops for Promotion and Tenure.
22. Announcements
23. Sitting Senators on committees should be posted online.
24. On Oct. 19, Criminal Justice , Public Safety, Student Affairs, etc. will hold a Town Hall meeting on underage drinking in the King Frazier Ballroom. There will be a panel of experts addressing this issue.
25. There will be a NASA Professional Development Program in the Student Union on December 1.
26. The Political science Association is working on two events. On Oct. 8, there will be last-minute voting registration. On Oct. 22, an event called Know your ballot will be held to prepare students to vote.
27. Adjournment- The meeting was adjourned at 6 PM.

Respectfully submitted,

Kevin O’Brien- Recording Secretary of the Senate