Executive Committee of the Faculty Senate of Savannah State University

Friday, April 13, 2012 2PM Business Building

Present: Dowling, Dolo, McClain, O’Brien

Excused: Metts

1. Call to order- The meeting was called to order by Dr. Dowling at 2:05 PM.
2. The agenda for the April 24, 2012 Faculty Senate meeting was determined. It will consist of the following:
3. Call to order
4. Approval of agenda
5. Approval of minutes
6. Old business
7. Student evaluations
8. New business
9. Administration of annual faculty evaluations
10. Committee reports
11. Executive Committee
12. Other committee reports
13. President’s Report
14. Swearing-in of new senators for 2012-2013
15. Election of the Executive Committee officers of the Senate for 2012-2013
16. Vice-Chair
17. Recording Secretary
18. Corresponding Secretary
19. Parliamentarian
20. Logistics Officer
21. Announcements
22. Adjournment
23. Student evaluations
24. Regarding student evaluations, it was suggested that a statement could be put in the syllabus to stress that doing the evaluation is part of the class.
25. Dr. Dowling suggested that the Student Government Association should call on students to do course evaluations.
26. All student evaluations of faculty and grade distribution sheets should be published.
27. Administration of annual faculty evaluations.
28. There has been a problem with the administration of faculty annual reviews in the Department of Social and Behavioral Sciences.
29. Department Heads should be trained in how to administer the evaluations.
30. Grading/Assessment workshop
31. Dr. McClain attended the grading/assessment workshop. She questioned how we would assess students who don’t come to class and don’t do any work as well as students who regularly attend but don’t do any work as opposed to students who regularly attend and do assignments but still do not make satisfactory progress.
32. When Dr. Metts sends out the agenda, she should:

 A. Remind College Deans to send us a list of Senators for 2012-2013

1. Remind Senators who are finishing their 2011-2012 term and new Senators for 2012-2013 to attend the April 24 meeting.
2. Remind committee chairs to submit a written annual report at the April 24 meeting.
3. Send a copy of Dr. Sivapatham’s proposal to change the name of the Admissions Committee to all Senators.
4. Memo from Dr. Sarhan regarding students participating in the graduation ceremony if they are short 6 or less credits
5. Dr. Dowling commented that the senate had voted to not allow students to participate in the graduation ceremony if they were short of the required credits.
6. Adjournment- The meeting was adjourned at 2:55 PM.

Respectfully submitted,

Kevin O’Brien- Recording Secretary of the Faculty Senate