

February 13, 2013

## Agenda

Call to Order

Welcome Ray Dales who will be taking Kelson Smiths' seat on the senate

Approval of December Minutes

### **Unfinished Business**

Jodi Johnson has prepared a two-year academic calendar. This calendar extends the grade submission from a half day after finals to a day and a half after finals, with the exception of one semester. Thank you to Jodi for your dedication to this task.

Turnaround time between final exam date/time and grade submission (potentially resolved based on Jodi Johnson's update to academic calendar)

Scheduling of final exams- Cheryl Owens proposes that academic affairs tries to make the finals schedule as close to the class time as possible, especially for the evening classes.

Design and facilitate a method of collect minutes from campus committees

Revised copy of the Faculty Senate Bylaws reflecting approved changes from 12-7-13 faculty meeting

Course Evaluation Process- Celeste Humphrey

### **New Business**

Strategic Plan- Dr. Sandra Stone

Academic Conduct Committee- April Kaye

Faculty Welfare Subcommittee- April Kaye, Matt Higgs

Student Readmission Process- Matt Higgs

Approval of the Academic Programs Committee Minutes – Vince Postell

Faculty Senate Portal added

Adjourn

Next Meeting March 13, 2013



Members Present: Dr. Sandra Stone, Roschelle Bautista, Sharon Beavers, Herbert Blankson , Joey Cagle, Matt Chenoweth , Robert Clay, Robin Cleeland , Richard Collison, Emma Cooley, Ray Dales, Mary Edwards, Hassan Elnajjar , Fernando Garcia, Kent Harrelson, Leslie Harrelson, Mike Hilgemann Matthew Hipps, Celeste Humphrey, Cathy Hunsicker, Lisa Hunt , Barbara Jones, April Kay, DK Kim, Jonathan Lampley, Sarah Mergel, Sunny Park , Vince Postell, Ryan Reece, Natalie Trice, Dana Trowell, Gail Ward, Sean Weitz

Member Absent: Robert Culp, Keith Perry

Member by Proxy: Ellie Jenkins for Keith Perry

Guests: Andy Meyer, Mary Nielson, Barbara Murray, Judy Cornett

The meeting was called to order by Vince Postell upon verification that a quorum was present.

#### Unfinished Business

1. Minutes from December 2012 meeting approved
2. Senate reviewed two year academic calendar submitted by Jodi Johnson
3. Follow-up of final exam schedule post concerns that scheduled times conflicted with time of day students are typically on campus. For example, night students may be schedule for mid-day exams. It was noted that final exam schedules can be changed with the permission of the schools chair and dean.
4. A systematic approach was discussed to collect minutes from faculty committees. A decision was made to create a faculty dropbox. Communication will be sent to committees as a reminder that minutes are to be submitted to the dropbox within 10 days of the committees meeting date. The dropbox will be linked to a faculty senate portal (soon to be created on the DSC webpage). Currently, faculty senate documents are being stored electronically at <http://site.ebrary.com/lib/daltonstate1/search.action?>
5. Celeste Humphrey updated the senate on the new course evaluation process that is in progress. The committee working on this process meets each Wednesday from 1:50p-3p in Tech 203. All faculty are welcome to attend and familiarize themselves with the progress being made.

#### New Business

1. Leslie Harrelson proposed a motion to print only the agenda for faculty senate meetings and to not print attachments. Motion: Passed
2. *Dr. Stone reported on the progress being made to provide child care on campus. She has met with a consultant who provided courtesy access to a website covering the dynamics of such a project. The website will is a caregiver resource and referral system. The consultant also discussed with the*



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*committee some other things we might explore to assist with caregiving responsibilities, realizing that the campus was NOT in a position to establish on-site care at this time.*

3. Dr. Stone proposed a motion for change in FS bylaws. Motion for Article VI, Section 2, FDW Committee, subcommittee II (Teaching, Scholarship, and Service Awards), Duties: TSSA Subcommittee will be convened at the call of the vice president for academic affairs, upon a date no later than one week prior to the end of year faculty meeting, and will make its selection from the nominees chosen by the schools of the College and submitted to the Office of Academic Affairs. *Awards will be given out at the end of the year faculty meeting and not at the honors convocation.* Motion passed. This motion move forward for a vote by all faculty. Upon a favorable vote, will be sent to Dr. Schwenn for final approval. Quick movement on this process is needed; therefore the faculty vote will be conducted via online resources.
4. Dr. Stone announced that the BOR will be conducting a routine audit of Dalton State. The BOR of has expressed statewide concerns about study abroad programs and unreported faculty leave time.
5. *April Kaye volunteered to coordinate an ad hoc committee for the Honors Convocation and also to coordinate a week in April where each department/school will host an event to showcase student scholarship.*
6. Dr. Stone announced that *the Board of Regents Academic Affairs Committee* is working on a new policy for intercollegiate athletics. There is concern about the cost of athletics across the board and a need to initiate cost control measures.
7. *Dr. Stone reported that the NAIA visited DSC on February 11, 2013 for a site visit. The NAIA visit was about athletics. The visiting team was on campus and will send a report back to let us know if we have been approved to play.*
8. *Dr. Stone reported back from a meeting she attended for the Academic Affairs Committee of the Board of Regents.* She shared that they may be looking for programs that they define as low productivity and may be pressed to get rid of them, she will report back if any red flags are found. They are working on a new policy that defines what each sector will be allowed to do, i.e. Technical, Research, Undergrad, Doctoral Programs, Regional Universities, State Universities and the State College sector. In the State College Sector, a focus exists on general education, AAAS and AAS degrees, certificate and limited work force four year degree programs. There is an emphasis on teaching and service. Dr. Stone will follow-up with more details as they become available. The chancellors' view on this is to focus on what we do really well and try not to do and/or offer everything.
9. Dr. Stone distributed an update of the Strategic Plan- see Addendum
10. April Kaye distributed Academic Conduct Committee minutes- see Addendum
11. Matt Hipps distributed Faculty Welfare Subcommittee minutes- see Addendum
12. Academic Programs Committee issued minutes- see Addendum
13. Matt Hipps presented a motion recommending there be a standardized readmission process. Motion passed.
14. Matt Hipps presented a motion to create an ad hoc committee to undertake standardization of the readmission process. Motion passed.
15. Vince Postell called for members to serve on the ad hoc committee. FS members who volunteered are Matt Hipps, Cathy Hunsicker, Jonathon Lampley, Sarah Mergel and Richard Collison. A motion was



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presented to accept these volunteers to serve on the ad hoc committee for standardization of the readmission process. Motion passed.

Motion to Adjourn: Passed

Next meeting March 13, 2013

Draft

DALTON STATE COLLEGE  
STRATEGIC PLAN  
2013 – 2015**GOAL I: STUDENT SUCCESS**Strategy 1: Redefine Student Success and Measures to Focus on Specific Goals of the Individual and the Institution

- 1) Collect students' individual goals upon enrollment
- 2) Improve advising to ensure consistency, continuity, development and implementation of completion plans
- 3) More thoroughly assess the needs of the identified student populations that appear to need additional targeted intervention/support services, determining areas that need special assistance
- 4) Review relevant policies and procedures that might serve as barriers to student success and change as needed
- 5) Engage in targeted marketing efforts to reach traditionally un/underserved student populations
- 6) Based on data from #3, initiate new services and expand/enhance existing ones to better assist high risk students in being successful.

Strategy 2: Enhance College Readiness Skills to Improve Student Success

- 1) Expand the communication and collaboration between DSC faculty/staff and the faculty/staff in the local P-12 systems that serve as feeders to DSC.
  - a) Serve on each other's advisory boards as appropriate
  - b) Participate in each other's staff development activities as appropriate
  - c) Provide speakers for each other's activities and events
  - d) Participate in mutual conferences and staff development efforts
  - e) Establish consortia around specific areas of common interest
  - f) Visit each other's classrooms to observe and provide feedback
  - g) Create DSC faculty awareness of high school culture and instructional practices
  - h) Work together to align curricula, especially in gateway courses, and have DSC faculty and administrators collaborate with the P-12 systems to help them meet state mandates in regard to instruction and teacher preparation
  - i) Participate in the Archway Literacy Collaborative with local schools
- 2) Collaborate with P-12 systems to improve college enrollment, readiness, and success of high school graduates.
  - a) Expand the Summer Bridge Program
  - b) Expand the Near Peer Program
  - c) Expand the Summer Academy Program
  - d) Expand the Dual Enrollment Program
  - e) DSC staff to attend middle and high school events to provide information on college in general and DSC in particular
  - f) Recruit high school students, specifically for STEM majors, including the RETP program



Strategy 3: Incorporate a Heightened Sense of Personal Responsibility for Student Success for Everyone on Campus, Including Students

- 1) Improve instructional assessment for faculty to identify areas for improvement and develop a plan for addressing those areas
- 2) Clearly and consistently communicate, implement and carry out the faculty evaluation policies, emphasizing increased expectations for faculty to engage in on-going faculty development and apply evidence-based instructional strategies in their classes to increase student engagement and improve student learning outcomes
- 3) Improve D/F/W rates in all courses such that they do not consistently exceed 30% of students enrolled in the course, and include the measurement of these rates as a data item in the faculty evaluation process
- 4) Develop and implement a campus wide service excellence initiative with a focus on improving faculty, staff and student interpersonal communication, support and other interactions

Strategy 4: Improve the Academic Performance of High Risk Students Through the Transformation of Learning Support

- 1) Improve student outcomes and ensure that the content of the learning support 0090 classes is such that students are prepared to successfully complete the required English and math courses in their respective certificate programs.
- 2) Improve student outcomes in ENGL 0098, READ 0098, and MATH 0098 through implementation of alternative instructional design such that students on their first attempt to exit learning support are prepared to successfully complete ENGL 1101 and their selected course to satisfy the math requirement for Area A in the Core
  - a) Pair each section of ENGL 0098 with a section of FYE
  - b) Revise the content of READ 0098
  - c) Make READ 0098 a co-curricular option that students will take along with their regular class and if they pass their regular class with a "C" or better, they pass the learning support class as well
  - d) Offer computer assisted sections of MATH 0098
  - e) Offer MATH 0098 as a co-curricular option with the student's choice of college level math in Area A of the Core
  - f) Establish a new Math course, 0099, that would be a 6 hour course combining the content of 0097 and 0097 into one semester

Strategy 5: Expand Access to Quality Educational Opportunities

- 1) Expand hybrid and online course offerings, including quality control measures and training for faculty
- 2) Offer alternative course scheduling options (weekends, evenings, split sessions, etc.)
- 3) Add new bachelor's degree programs
- 4) Expand alternative course credit opportunities (AP, CLEP, PLA, Challenge Exams, Portfolios, ACE, etc.)
- 5) DSC administration will review policies that may be barriers to access and completion

Strategy 6: Increase Faculty Development and Scholarly Research Opportunities and Encourage Implementation of Evidence-Based Pedagogy and Effective Instructional Practices to Improve Student Success and Course Completion

- 1) Increase faculty participation in professional development and scholarly research opportunities both on and off campus
- 2) Provide incentives/rewards for implementation of high impact instructional methods that are effective in increasing student success

Strategy 7: Improve First Year Students' Retention and Success Rates Through a Redesign of the First Year Experience Course and Program

- 1) Design and implement a new First Year Experience Program
- 2) Develop and implement a First Year Initiative with criteria for credentialing first year courses based on best practices

Strategy 8: Change Campus Culture

- 1) Conduct a campus climate assessment to help identify areas for improvement then develop a plan based on results
- 2) Engage in "branding," and identify what makes DSC unique
- 3) Establish campus traditions, including annual events, events associated with athletics, and family oriented events
- 4) Explore the feasibility of providing/improving campus level support services

**GOAL II: Seek and Steward Resources**

Strategy 1: Grow and Manage Existing Assets While Developing New Opportunities to Increase Financial Resources

- 1) Increase endowments and contributions to the Foundation.
- 2) Increase the number of grants from both public and private sources.
- 3) Increase the number of Public/Private Partnerships.

Strategy 2: Update/Implement the Sasaki Master Plan and Create a Framework for Campus Facility Expansion

- 1) Update master plan and determine an implementation strategy.
- 2) Revisit the use of the Wood Valley land after the apartment pay-off in 2014/15.
- 3) Assist the Board of Regents in conducting a space utilization study – may need to adjust the master plan.

Strategy 3: Grow and Develop Human Resources to Help Develop and Nurture Diverse and Mutually Beneficial Relationships

- 1) Support professional development for faculty and staff.
- 2) Increase diversity in hiring.
- 3) Implement recommendations of the salary study as resources allow; at a minimum, try to get all employees to the minimum recommended salary over the next three years.

Strategy 4: Improve Smart Business Practices to Increase Sustainability and Reduce Risk, Ensure Compliance with BOR/State/Federal Regulations, and Engage in Evidence-Based Decision-Making



- 1) Increase efforts toward sustainability.
- 2) Educate the campus on risk management issues and ensure compliance with BOR policies and state/federal law.
- 3) Practice data-driven decision-making.

Strategy 5: Determine Best Practices and Implement Appropriate Methods for Increasing Efficiency and Service Excellence in Campus Processes

- 1) Conduct systems audits.
- 2) Identify professional standards/guidelines for processes and develop plans to meet them.
- 3) Engage in formal assessment processes at all levels and engage in continuous improvement.

**GOAL III: ENHANCE/EXPAND CAMPUS LIFE OPPORTUNITIES**

Strategy 1: Deliver Activities After Business Hours and on Weekends

- 1) Academic arts on campus (theatre and music) will provide increased program offerings for the entire student body that includes both after business hours and weekend activities
- 2) Beginning fall 2013, Athletics will provide activities after business hours and on weekends
- 3) The Division of Student Services and other areas on campus that offer student programming/resources will provide increased program offerings for the entire student body that will include both after business hours and weekend services

Strategy 2: Develop Joint Service-Learning Opportunities Between Academic Affairs and Student Services

- 1) By spring 2015, there will be at least one service learning project done in conjunction with a class for each school each semester.
- 2) Students who participate in a service learning project will report a greater understanding of social responsibility and stewardship.

Strategy 3: Provide Adequate Facilities for Campus Life Activities and Services

- 1) Renovate the Bandy Gymnasium
- 2) Renovate the Pope Student Center
- 3) Replace existing housing stock with a new residence hall(s)
- 4) Increase participation in residence life and campus programming

Strategy 4: Enhance Programming Resources and Support Programs that Reflect our Diverse Population

- 1) Faculty and staff will assume greater responsibility for developing cultural competencies both inside and outside the classroom, in addition to exploring alternative funding sources to support these efforts
- 2) Seek funds to hire a support services professional with expertise in diversity and inclusion
- 3) Revise Dalton State's website to include online resources that represent and/or address the needs of our diverse population.



- 4) All faculty and staff and students will take advantage of opportunities to participate in diverse experiences

Strategy 5: Diversify Student Leadership and Student Engagement Opportunities on Campus

- 1) Establish Greek organizations on campus – at least 2 for males and 2 for females will be operational by 2015
- 2) Increase the number of new leadership and involvement opportunities for residents
- 3) NSSE and FSSE surveys will show an increase in student engagement on campus
- 4) The Graduating Student Survey will show an increase in satisfaction related to involvement outside the classroom
- 5) Retention rates will begin to increase as a result of diversifying student leadership and student engagement opportunities



## **Minutes of Academic Conduct Committee 01-31-13**

**Members Present:** April Anne Kay (Senator), Jamie Connors (Business), Seth Weitz (Liberal Arts), Matthew Chenoweth (Math, S &T), Molly Zhou (Education), Donna Lee Sullins (Student Conduct Board)

**Members Absent:** Cynthia Fisher (Allied Health)

The meeting was called to order by April at 1:30pm

### **Agenda**

1. To meet as a group, to define our purpose.
2. Meet with the Associate Director Student Conduct and Student Development, Donna Lee Sullins, to discuss policy pertaining to academic conduct statement to be added to syllabi across campus.

### **Meeting Outcome**

1. It was established and the committee agreed that a chair is not needed for this committee at this time. The Senator will be responsible for taking minutes and reporting back to the Senate.
2. It was established that this group of faculty will be more than likely the pool of faculty to also serve on the Student Conduct Board.
3. Donna Lee informed the committee (that it is her current understanding) that if a student is punished for academic dishonesty (plagiarism or cheating) by the teacher, even though the course policy states said punishment, that the student has the right to due process. What that means, is if that student is punished without due process the student can sue the instructor. Donna Lee is still waiting to hear back from UGA lawyers on the legal ramifications of this matter.
4. What is this school's current due process? In brief, the instructor should report a violation of academic dishonesty to the Student Conduct. The Student Conduct will undergo the due process, of collecting evidence leading to a hearing where a panel determines if the student is likely or not likely in violation. If the student is likely in violation, the Student Conduct will set forth sanctions which may include a recommendation to the instructor to go forth with said punishment in syllabus.
5. Donna Lee expressed that reporting academic dishonesty is important to aid in our student's development. Also, reporting will help keep track of students with multiple violations.
6. Donna Lee suggested that a blanket statement be placed in all syllabi across campus stating that if academic dishonesty is suspected that students will be reported to the Student Conduct. Donna Lee will be drafting a statement, when this is received the committee will review, and share with the Senate.
7. Donna Lee will also determine the legal right students have to due process if caught in violation of academic dishonesty.
8. The committee will meet again, once we received a draft for this statement from Donna Lee, and once we establish if we need to comply with this policy due to legal.

Meeting adjourn at 2:30pm

## **Faculty Development Subcommittee 1-16-13**



## CAE Spring Planning

**Members Present:** Katie Pridemore, Matthew Hipps, April Anne Kay, DK Kim, Mike Hilgemann, Andy Meyer, Jason Schmurr, Doyle Loughren, Linda Wheeler

**Members Absent:** Josh Pfiester, Marina Smitherman, and Jerry Drye

The meeting was called to order by Katie at 12:30pm

3. Katie requested a secretary be appointed and April accepted the challenge.
4. Katie provided a document that contained this meeting's agenda.

### Items discussed not on the agenda

1. Katie informed the group of upcoming CAE events
  - a. "MOOCs for the Rest of Us" webinar on Tuesday, January 22, she sent out an email pertaining to this event.
  - b. Speaker Meghan Burke on Feb 1 to be held from 3:00 to 4:30pm with adult beverages served compliments of Dr. Stone. Location is TBA.
  - c. Locked in Key-note speaker for the Teaching and Learning Conference on March 15, 2013. Saundra McGuire a chemistry professor from LSU. She will conduct two sessions: 1) how to motivate students and 2) how to teach students how to learn
2. Jenny Crisp is bringing in a speaker to tie in with the QEP on April 19, 2013. This speaker will talk about how to transition from on high school to college. We will invite local high school teachers to join.
3. Sharon Hixon is working on first year instructors workshop which is geared toward promotion and tenure information for new faculty. More to come on this topic since many aspects of this are still up-in-the-air.
4. iPad club: a setting for sharing apps and how to's on the iPad. Katie asked for volunteers: April, Mike and Doyle

### Items on the Agenda

1. Katie requested volunteers for several Sub Sub Committee's. See table below for assignments.
2. Teaching and Learning conference: discussion included: making this event more selective, sending out acceptance and rejections letters, possibly some round table discussions perhaps for iPad sessions. Plan to have 24 talks, possibly have presenters present twice in order to put more fans in the stands, and to accommodate for folks who would like to go to talks with overlapping times. Also mentioned possible poster presentations to accommodate for numerous submissions. Discussed if submissions are rejected then suggest to that individual someone who has a similar topic to do a group presentation with them. Briefly tossed in the ideas that future conferences may be expanded to two days, possibly include student research presentations, and be moved to the Fall session.
3. CAE is moving to WEAVE: We need to work out our mission and goals, Matt and Mike will help out with this. The talk around our table suggests that Patrick Tisdell can help with this too.



4. Book Groups: send out faculty survey to determine if the books discussed are worthy and how many sessions for each book. See Agenda for books.
5. Analysis of Course redesign, Christy Price is taking the helm.
6. Biweekly Newsletter: Barbara Tucker is tackling this. Discussed that there will be a major newsletter a couple times throughout the semester and also send out biweekly memos to cover fresh happenings.
7. D2L workshop planning: DK will help with that.
8. CAE Facebook page planning and upkeep:) Jason Schmurr will help with that.
9. Caught in the Act of Great Teaching: Planning of this will occur with the help of Linda, April and Andy. This event is a for sure morale booster! Each month starting in Feb. submission for this award will be reviewed and a winner will be selected. Before the winner's class they will be presented with their gifts and Rage will appear! Derek will provide some awesome DSC swag for prizes!!! And April mentally thought that she can produce specialty mugs for the winners☺ More details to come!
10. Open classroom Initiative: help with this will be aided by Doyle. This is where if you want to learn how to FLIP a classroom or see how others teach, you can sit in on a their classes.
11. Faculty survey: What do the faculty want? Discussion consisted of working with the promotion and tenure committee in order to better serve the faculty in regards to professional development. Matt will help with this. A gift card may be given out to entice faculty to participate.

1:30pm Katie called the Meeting Adjourn

<b>Sub<sup>2</sup> Committees</b>	<b>Members</b>
Conference Planning	Matt, April, Doyle and DK
CAE WEAVE	Matt and Mike
D2L workshops	DK
Facebook page	Jason
Caught in the Act of Great Teaching	Linda, Andy and April
Open Classroom	Doyle
Faculty Survey	Matt
IPad club	April, Mike, and Doyle

**MINUTES**  
**ACADEMIC PROGRAMS COMMITTEE**  
**JANUARY 25, 2013**





Sandra Stone called the meeting to order at 12:30 p.m. in the Eddie Miller Room, Pope Student Center.

Members present: Ginger Almon, Herbert Blankson, Randall Griffus, Tim Hawkins, Larry Johnson, Alex Kumi-Yeboah, Sarah Mergel (Committee Senator), Gene Mesco, Cal Meyer, Mary Nielsen, Lynda Ridley, Natalie Trice, Christy Walker

Guests: Mike D'Itri, Tom Gonzalez, Andy Meyer, Lisa Peden

Dr. Stone advised that a quorum was present.

The November 16, 2012, Minutes of the Academic Programs Committee were approved as circulated.

### School of Business

A motion was made to rename BUSA 2050 as ECON 2050. (L. Johnson/Nielsen) The motion was carried, pending approval for use as an Area F course by the Business Advisory Committee. Effective term Fall 2013

### School of Health Professions

The revision to the prerequisite for NURS 3000 was an informational item and stands as circulated.

### School of Liberal Arts

A motion was made to include additional Area D courses as Area D electives for all AA, BA, and BS programs in the School of Liberal Arts. (Nielsen/Griffus) The motion was carried. Effective term Fall 2013

The deletion of CRJU 2000 from area F and the modification to the prerequisite of CRJU 4000 were informational items and stand as circulated.

### School of Science, Technology and Mathematics

A motion was made to approve the new courses **MATH 0091**, Quantitative Skills and Reasoning/Co-Curricular Component and **MATH 0092**, Mathematical Modeling/Co-Curricular Component. (Griffus/Nielsen) The motion was carried. Corrections to the course syllabus are shown on the attachments. Effective term Fall 2013

A motion was made to approve changes to the AAS and Certificate programs in computer Networking and Service Technology, to include eliminating ELCT 2100 from both programs; changing the hours for ELCT 1100 from 4 to 3 (2-2-3); changing CAPS 1152 and CAPS 1275 from electives to required courses in the AAS and CAPS 1152 to a required course in the Certificate; and changing the hours for CAPS 1140 from 4 to 3 (2-2-3). (Griffus/Nielsen) The motion was carried. Effective term Fall 2013

The creation of an Actuarial Science Concentration option for the B.S. Mathematics program was an informational item and stands as circulated.

A motion was made to approve the new course **GEOL 1000**, Natural Hazards, and add it as an Area B elective. (Griffus/Nielsen) The motion was carried. Effective term Fall 2013, pending approval by the Council on General Education.

Revised 03/05/13



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A motion was made to approve the new courses **MATH 4102**, Abstract Algebra II and **MATH 4001**, History of Mathematics. (Griffus/Mergel) The motion was carried. Revisions to the course description and learning outcomes for MATH 4102 are shown on the attached page. Effective term Fall 2013

The next meeting of the Committee will be April 5, 2013, at 12:30

pm. There being no further business, the meeting was adjourned at

1:10 pm. Respectfully submitted,

*Deby West*

Deby West  
Recording Secretary