

# Minutes University Council



Thursday, January 17, 2008  
3 p.m., W1012 Science Bldg.

In preparation for the Faculty Meeting, Tuesday, January 29, 2008

Present:

**William Bloodworth, Jr.** (Chair), President  
**Randle Berlin**, Chair, Staff Advisory Council; **Peggy Ruth Geren**, Education; **Richard Harrison**, Dean of Education; **Jeff Heck**, Faculty Secretary; **Helen Hendee**, Vice President of Development and Alumni Relations; **Edgar Johnson**, Chair, Academic Policies Committee; **Marc Miller**, Dean of Business Administration; **William Nelson**, Director of the Library; **Robert Parham**, Dean of Arts and Sciences; **Carol Rychly**, Chair, Faculty Policies Committee; **Bruce Saul**, Arts and Sciences; **Samuel Sullivan**, Vice President for Academic Affairs; **Cathy Tugmon**, Arts and Sciences; **Brigitte Ziobrowski**, Business Administration.

Not Present:

**Mark Fissel**, Arts and Sciences; **Donna Hobbs**, Arts and Sciences; **Chad Iden**, Vice President of the Student Government Association; **Joyce Jones**, Vice President for Student Services; **Isaac McAdams**, President of the Student Government Association; **Dan Whitfield**, Vice president for Business Services.

President Bloodworth called the meeting to order at 3:05 p.m.

## Agenda Items

I. **Approval of the Minutes** from November 15, 2007, available at:

[http://www.aug.edu/faculty\\_secretary/ucmin\\_11\\_15\\_2007\\_draft.pdf](http://www.aug.edu/faculty_secretary/ucmin_11_15_2007_draft.pdf)

**Vote:** approved unanimously as distributed

II. **Academic Policies Committee** – Dr. Edgar Johnson

1. One curriculum change for information only; does not require a faculty vote– **See Attachment A**

Dr. Edgar Johnson presented the change, reviewing the reason it was returned for clarification and the response received from Learning Support. Dr. Cynthia Craig provided estimates for increased faculty load and budget requirements. The change in rules would require 3.4 additional sections. No new full-time faculty would be needed at this time, but there could be a need for a couple of part-time faculty at a cost of \$1700 per section. There are 296 students currently in learning support; 85 students would be added. The intent of the rule change is to arm students with tools they need to succeed.

Dr. Bloodworth raised questions spurred by the wording of the proposed change, expressing a concern that the text needed change to define more precisely which students were affected by the change and when the indicated class needed to be taken within the student's academic progression.

Following discussion, a motion was made by Ms. Helen Hendee to summarize and put forward the group's proposed changes:

**Motion:** to revise the wording of the item and present it to Dr. Craig for approval. If agreement could not be reached, the item would be returned to the Academic Policies Committee for further work. If agreement could be reached, the text of the amended item would be sent to the faculty secretary for distribution prior to the faculty meeting. Dr. Craig would be asked to be available at the Faculty Meeting to respond to questions.

**Discussion:** Dr. Samuel Sullivan noted that the function of the university council was not to amend items presented for consideration. Traditionally, the item would be approved for inclusion on the agenda or returned to the committee for further work.

Drs. Bloodworth and Tugmon noted that the proposed change was not to take effect until next fall, so it would be possible to have the item presented at the March faculty meeting.

Dr. Brigitte Ziobrowski made a substitute motion:

**Substitute Motion:** to return the item to the Academic Policies Committee for wording changes.

**Vote:** all in favor. The item was returned to Academic Policies Committee.

### III. **Faculty Policies Committee** – Dr. Carol Rychly

#### 1. Changes to *Faculty Research and Faculty Development Committee* in the Faculty Manual. – **See Attachment B**

Dr. Carol Rychly presented changes proposed for the Faculty Research and Faculty Development Committee entry in the Faculty Manual. The changes provide a timeline for funding and address previous concerns about a lack of merit consideration in deciding who receives funding.

**Discussion:** none

**Vote:** all in favor. The item will be placed on the faculty meeting agenda.

### IV. **Presentation** by Dr. Chris Terry (Mathematics and Computer Science) on the subject of assessment. – President William Bloodworth

President Bloodworth presented the item to the university council and asked for a motion. Dr. William Nelson moved to place the item on the faculty meeting agenda. Dr. Rychly seconded.

**Discussion:** none

**Vote:** all in favor of placing the item on the agenda.

V. **Academy for Learning** team re-introduction and announcements – Dr. Cathy Tugmon

President Bloodworth introduced the item. Dr. Carol Rychly moved to approve the item. Dr. Hendee seconded.

**Discussion:** none

**Vote:** all in favor of placing on the agenda

VI. **Report** of the President

Dr. Kathy Hamrick will convene a meeting of the 11 non-administrative-position members of the university council in the next few weeks, to begin work toward Dr. Bloodworth's intent to review and possibly revise the university goals. Samples from the one-page summaries of departmental goals from the past year will be provided to the group, with additional information available on the planning pages of the ASU web site.

VII. **Announcements**

Meetings of the University Council will be held in the Hull College of Business conference room for the remainder of this academic year.

## Attachments

### Attachment A.

Items for information only; these do not require a faculty vote

1. Change in rules for Learning Support students, pdf C0733

This item was introduced at the November 15, 2007 University Council meeting and returned for clarification.

## Attachment B.

### **CURRENT SECTION**

#### ***204.9 The Faculty Research and Faculty Development Committee***

##### ***204.9.1 Membership***

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and sponsored Programs (ex-officio and non-voting), and six additional faculty members (one from the Hull College of Business, one from the College of Education, and four from the Pamplin College of Arts and Sciences).

##### ***204.9.2 Responsibilities***

The committee shall review research and development proposals by faculty members and allot funds from those budgeted for this purpose and refer to the Oversight Committee on Human and Animal Research any research proposals involving human or animal subjects for that body's review, with funding subject to that committee's approval. The Faculty Research and Faculty Development Committee will maintain, distribute, and adhere to the Operational Guidelines for the research and development proposals. This committee reports to the Vice President for Academic Affairs.

### **PROPOSED SECTION**

New text in blue

#### ***204.9 The Faculty Research and Faculty Development Committee***

##### ***204.9.1 Membership***

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and six additional faculty members (one from the Hull College of Business, one from the College of Education, and four from the Pamplin College of Arts and Sciences).

Faculty members shall serve a term of two years. Members are not eligible to serve two consecutive terms. Members of the Faculty Research and Faculty Development Committee shall be regularly appointed, following the procedure outlined in the Faculty Manual. Prior to the end of each Spring Semester, members shall elect (or, under special circumstances, the VPAA shall appoint) the chair for the coming academic year. The chair shall be elected from among those members whose committee service will continue into the coming academic year.

## **204.9.2 Responsibilities**

The Faculty Development and Faculty Research Committee is charged with evaluating proposals for funding support for faculty development and faculty research. Further, it shall have responsibility of allotting funds from those budgeted to support such research. Any proposals involving human or animal subjects shall be forwarded to the Oversight Committee on Human and Animal Research for review and comment. Funding for these forwarded proposals will be granted only with the concurrence of the Oversight Committee on Human and Animal Research. The Faculty Research and Faculty Development Committee is charged with determining the "significance" of the proposed work. Additionally, the committee is charged with recommending the allocation of available funding among the set of proposals submitted in a given application period.

### **Proposal Evaluation Criteria**

In the context of faculty research, the term "significance" is assumed to refer to contributions made to Augusta State University's reputation as a place where scholarly and creative endeavors are valued and where quality work is being done. Significant scholarly or creative endeavors typically include research or creative work and presentation or publication of original research or creative work to peers through conference presentations, conference proceedings, journal publications, book publications, or other scholarly media. All such activities are construed as making a valuable and meaningful contribution to ASU's reputation as an institution where scholarship is taken seriously and are deemed, in this sense, to be "significant".

In the context of faculty development, the term "significance" is assumed to embrace the concept that faculty development is a core value of Augusta State University and must also be supported by the institution. Significant faculty development should be considered to include, but not be limited to, training sessions, workshops, and additional graduate training.

Attendance at a conference as a discussant or attendee does represent important scholarly activity and should therefore not be precluded from funding consideration. However, such pursuits do not contribute to ASU's scholarly reputation as conspicuously as research productivity. Consequently, requests for funding to travel to present or generate original research may receive higher priority than requests for funding to attend a conference, even as a discussant or session leader.

In some instances, both faculty research and faculty development will qualify for external funding that requires matching funds. These proposals would also be considered "significant" in that they bring the attention of important funding institutions to work being done at Augusta State University.

In summary, FDFR funding should be available to support the following: 1) research or creative work; 2) presentation or publication of research or creative work; and 3) faculty development.

### **Funding Allocation Guidelines**

Proposals should be considered on the basis of merit. As much as possible, funding should be allocated among the three categories of qualified work with each receiving a significant portion of the funding commensurate with the number and quality of proposals before the committee at the time. It is the responsibility of the applicant to clearly demonstrate the significance of the work for which funding is being sought. This explanation must be one that is clear to scholars from diverse fields.

Further, the committee shall consider all forms of faculty research and faculty development activities in constructing the call for proposals and the proposed budget worksheet. The call and the budget worksheet should affirmatively indicate the range of activities that can be funded by FDFR monies, including, but not limited to, travel expenses (including transportation, accommodation, food, and registration); special materials and needs (including equipment, supplies, data acquisition, data assessment, distribution costs, and other costs); and miscellaneous costs (including publication and production costs, special fees, and other costs).

### **Timeline**

Proposals will be accepted for consideration by the committee twice each academic year according to the timeline shown. A proposal is not required to be submitted during the same semester as the activity to be funded (See

table below). To facilitate timely payment to faculty, the chair may authorize payment for work completed on or after July 1 and approved for funding by the committee in the previous academic year.

The committee should strive to adhere to the timeline and guidelines in the table below.

<b>Funding Cycle</b>	<b>Call for proposals</b>	<b>Proposals due</b>	<b>Funding notification to applicant</b>	<b>Period covered</b>
Fall	14 calendar days after beginning fall term	Seven days before Midterm fall semester	Seven days after midterm of fall semester	Current fiscal year - July past to June 30 future
Spring	14 calendar days after beginning spring term	Seven days before Midterm spring semester	Seven days after midterm of spring semester	Beginning of current academic year to June 30
Summer	14 calendar days after beginning spring term	Seven days before Midterm spring semester	Seven days after midterm of spring semester	July 1 to beginning of next academic year*
*Awards for July 1 until beginning of next academic year will be tentative awards pending finalization of academic year funding. It is recommended that the total awarded funding for proposals during this time period not exceed 15% of total anticipated funding.				

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