

Minutes University Council



Thursday, October 23, 2008
3:00 p.m., N113 HCoB

In preparation for the Faculty Meeting, Tuesday, November 4, 2008

Present:

Barbara Coleman, Business Administration; **Tom Crute**, Chair, Faculty Policies Committee; **Richard Harrison**, Dean of Education; **Pam Hayward**, Arts and Sciences; **Jeff Heck**, Faculty Secretary; **Donna Hobbs**, Arts and Sciences; **William Nelson**, Director of the Library; Cliff Gardiner for **Robert Parham**, Dean of Arts and Sciences; **Sam Robinson**, Arts and Sciences; **Todd Schultz**, Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs; Rich Griner for **Cathy Tugmon**, Arts and Sciences.

Not Present:

William Bloodworth, Jr. (Chair), President; **Peggy Ruth Geren**, Assistant Dean, Education; **Andre Goodman**, President of the Student Government Association; **Helen Hendee**, Vice President of Development and Alumni Relations; **Najhee Jackson**, Vice President of the Student Government Association; **Joyce Jones**, Vice President for Student Services; **Marc Miller**, Dean of Business; **Michelle DeLoach**, Chair, Staff Advisory Council; **Dan Whitfield**, Vice president for Business Services.

Dr. Sullivan called the meeting to order at 3:02 p.m.

Agenda Items:

I. **Approval of the Minutes** from September 25, 2008, available at:

http://www.aug.edu/faculty_secretary/ucmin_09_25_2008_draft.pdf

The minutes were approved as distributed.

II. **Faculty Policies Committee** – Dr. Tom Crute

1. **Intellectual Diversity amendments to the Academic Grievance Policy**

Dr. Crute introduced an FPC-recommended addition to the Student Grievance Policy, related to intellectual diversity. He noted that each school in the university system was mandated to develop such a policy, for students who might be uncomfortable about going to their instructor initially. The policy change will allow them to see the dean of the department or the Dean of Students as part of the informal, pre-grievance process.

Dr. Cliff Gardiner noted that he deals with a few grievances a year, and he asked if this process would serve in cases that were less severe than the usual instances of plagiarism or being expelled. For example, if a student were asked to leave a class because they were disruptive that day and the student disagreed, would the grievance policy be the best course? Isn't there a better avenue than using this tool, which usually takes weeks to months to employ? Wouldn't a faster resolution serve better?

Dr. Crute replied that there needs to be some mechanism to handle and balance the rights of the student to be heard with the right of the professor not to have class disrupted.

Dr. Gardiner asked for specifics on how the Dean of Students would be involved. At what point will they enter into grievance process.

Dr. Crute said the hope of the FPC was that the Dean of Students would be unbiased and help resolve the issue before it had to enter the formal part of the academic grievance process. If the Dean of Students can not resolve this issue, the dispute will continue into the formal process.

Dr. Gardiner expressed concern that the text of the changes did not adequately address this. It is appropriate for the Dean of Students to be involved – but is tying that involvement into the academic grievance process necessary? Imagine it's a case where student feels class discussion inappropriate. Is the Academic Grievance Policy the best process to resolve the issue? The formal procedure is months long – do relatively minor issues call for that depth of involvement? The student may feel there's no substantive harm. Is it possible to have another process that folds back into the Academic Grievance Policy?

Dr. Donna Hobbs felt there was no other location to place the change.

Dr. Crute noted that an FPC subcommittee worked on, considered and rejected the formation of committee specifically to handle this area of grievance.

Dr. Gardiner added that this approach may be the best but that there likely would be questions if the proposal is made to the faculty.

Dr. Sullivan reminded the group that we have a process in place for all but the intellectual diversity concerns, and this change provides an avenue for that. Nothing else changes.

Dr. Gardiner felt the wording was not yet sufficient to show how the Dean of Students would return the issue back into the academic grievance process.

Drs. Hobbs and Hayward replied that this change only affects the informal process portion of the academic grievance process. Dr. Hobbs said the issue first goes to the Dean of Students or the departmental dean, then into the regular channel.

Dr. Griner agreed with Dr. Gardiner that the wording needed clarification.

Dr. Crute indicated students already must try to resolve the issue before it begins the formal part of the Academic Grievance process. This is just an alternative starting point.

Dr. Sullivan asked for motions to return or approve the recommendation.

Motion - Dr. Todd Schultz moved to approve the recommendation for inclusion on the Faculty Meeting agenda.

Vote – ayes have it on voice vote. Dr. Hobbs called for a recorded vote.
Ayes – 5, nays – 4; the motion carries.

Dr. Griner asked where intellectual diversity is defined. Are we working from a definition provided by the Board of Regents? Dr. Schultz added that it's a concern, as Intellectual Diversity could be defined too broadly.

The council concluded this item by discussing the level of control faculty must be allowed to prevent disruption. Students must not commandeer the classroom, and faculty must be allowed to define the course content.

2. Dr. Crute requested that the faculty meeting date be changed to accommodate the needs of faculty to vote in the national election. Dr. Sullivan's office will consider an alternative date.

3. Dr. Crute requested an ad-hoc addition to the agenda, which was approved. He requested time during the faculty meeting for an emeritus faculty member to speak with the faculty about the Teacher Retirement System cost of living increases, for informational purposes. The time was approved. Dr. Crute will contact an emeritus faculty member for this purpose.

III. Addition of Wallace and Bell guidelines to the Faculty Manual – Faculty Secretary

Mr. Jeff Heck presented the administrative change, which adds existing guidelines to the Faculty Manual, and adjusts section numbering and some text to reflect the additions. This will be presented for information only.

IV. Report of the President

President Bloodworth is attending a Phi Kappa Phi meeting and will not present a Report of the President at this meeting.

V. Announcements

Dr. Richard Harrison will be retiring. His service to the College of Education and to Augusta State University is deeply appreciated.

Adjourned at 3:44 p.m.

Attachments

Attachment A - from the Faculty Policies Committee

Proposal for Revised Grievance Procedure on Intellectual Diversity

Revisions Passed by FPC

CURRENT

850.3 Academic Grievances

1. You must start with a sincere attempt to settle the dispute in an informal manner with the instructor. Administrators can initially hear your concerns and refer you to this document, but they will not discuss any specific grievance until the appropriate procedural steps have been taken.

850.4 Academic Grievances Procedure

I. STAGE ONE: THE INFORMAL PROCEDURE

The student should first make a sincere attempt to settle a dispute in an informal manner with the instructor. If the student is still not satisfied with the instructor's decision, s/he may then discuss the matter with the instructor's department chair. If the problem remains unresolved, the student may then discuss the matter with the instructor's dean.

PROPOSED

850.3 Academic Grievances

1. **As outlined in Stage One below, except when your complaint is related to intellectual diversity, you must start with a sincere attempt to settle the dispute in an informal manner with the instructor. However, if your complaint is related to intellectual diversity—i.e., your right to take a reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion without fear of penalty—you may take your complaint to the instructor's immediate supervisor or to the Dean of Students.** Administrators can initially hear your concerns and refer you to this document, but they will not discuss any specific grievance until the appropriate procedural steps have been taken.

850.4 Academic Grievance Procedure

I. STAGE ONE: THE INFORMAL PROCEDURE

The student ~~should first~~ **must** make a sincere attempt to settle a dispute in an informal manner with the instructor. If the student is still not satisfied with the instructor's decision, s/he may then discuss the matter with the instructor's department chair. If the problem remains unresolved, the student may then discuss the matter with the instructor's dean. **Should the dispute involve an issue of intellectual diversity, the student may choose the alternative route of first discussing the matter with the instructor's immediate supervisor or the Dean of Students.**

Attachment B – From the Faculty Secretary

Proposal: **Insertion of Guidelines:** Wallace Service Award and the Bell Research Award into the Faculty Manual.

Rationale: the guidelines for the Outstanding Teaching Award and the Wallace and Bell awards all are maintained and used by the same committee. The Outstanding Teaching Award guidelines are already printed in the Faculty Manual. The insertion of the guidelines for the other two awards would provide the committee with all their materials in one location, as well as allowing the general faculty to more easily find the criteria.

1. Amend Faculty Manual Section 204.8.2 to read:

204.8.2 Responsibilities

The committee shall make recommendations to the Vice President for Academic Affairs regarding campus-wide awards to faculty for teaching or scholarly excellence. The guidelines and procedures for the Outstanding Teaching Award, *the Lewis K. Bell Alumni Research Award, and the Richard S. Wallace Distinguished Service Award* are shown in Sections 204.8.3 *through 204.8.5*. The committee may become involved in establishing other forms for recognizing outstanding faculty contributions as may be appropriate. Specific guidelines and procedures for each award shall be maintained by the committee. These should address means of soliciting nominations, gathering relevant information, evaluation, and selection. The committee will, when appropriate, invite qualified off-campus reviewers and/or the Vice President for Academic Affairs to assist with the evaluation and selection process.

2. Insert these guidelines, passed at the Faculty Meeting September 9, 2008, but not previously printed in the Faculty Manual

New Faculty Manual Section 204.8.4

204.8.4 Lewis K. Bell Alumni Research Award Guidelines

NAME: The name of the award shall be “The Lewis K. Bell Alumni Research Award.”

PURPOSE: Recognize outstanding contributions in the areas of research and publication by an Augusta State University faculty member

FORMS OF RECOGNITION: Recognition shall be in the form of two plaques—a permanent plaque to be displayed in Reese Library and an individual plaque to the recipient—and \$1000 cash award

ELIGIBILITY: All full-time members of the Augusta State University faculty shall be eligible for the award

NOMINATION: An individual may be nominated by any colleague, alumnus, student, or friend of the university. If the individual who is nominated chooses to be considered, it is his or her responsibility to put together the packet of material for consideration. The packet of materials will be submitted to the chair of the Faculty Recognition Committee by the deadline specified below.

PACKET CONTENTS: The nominee will make all arrangements for the contents of the packet submitted. The packet will consist of:

- A. Current curriculum vita
- B. Letters of recommendation that address the quality of the nominee's research and the contribution of the nominee's research to the profession with special attention to making the information informative to reviewers outside of the discipline. A maximum of three letters of recommendation will be submitted as follows:
 - 1. A letter from the chair of the nominee's department (or Dean for the Hull College of Business)
 - 2. A letter from a senior faculty member (associate professor or professor) in the nominee's department in the same discipline, or if necessary, a closely related discipline
 - 3. A letter from a person in the discipline from outside of ASU such as a professor from another institution
- C. A cover letter with a maximum of 3 pages in 12-point font that specifies research accomplishments and significance in language understandable to those outside the discipline. If the contributions may not be immediately recognizable as research scholarship, then the cover letter should clarify their relevance for a research award.
- D. A list of relevant examples that illustrates research productivity over the past 5 year period. Do not include actual samples. The significance of these examples should be discussed in the cover letter and not as part of the list

IMPORTANT DATES: In the first week of September the chair of the Faculty Recognition Committee will send an announcement by email inviting nominations for this award, with a reminder in the first and last weeks of October. Other announcement methods such as electronic posting or hard-copy fliers will also be pursued. The deadline for submitting nominations will be November 1. The chair will contact each nominee to solicit a packet of materials shortly after receipt of each nomination. The deadline for receipt of the packet from the nominee will be the third Friday in November. The chair will keep the packets in a secure location while members of the Faculty Recognition Committee have the opportunity to review them. The committee will meet no later than January 10 to select the most deserving applications—normally the top three—to be submitted to the Vice President for Academic Affairs. The VPAA will arrange for a selection committee to be comprised of professors from other colleges or universities who have distinguished records as research scholars who will review the packets and make recommendations to the VPAA.

ANNOUNCEMENTS: The selection will be completed with sufficient time to have the recipient announced and recognized at the appropriate ceremony.

3. Insert these guidelines, previously passed and in current use but not yet printed in the Faculty Manual

New Faculty Manual Section 204.8.5

204.8.5 Richard S. Wallace Distinguished Service Award

Criteria

The selection criteria will be distinguished service to the University, the students, and the community. Distinguished service is that which exceeds the expectations of one's professional obligations, which would be taken into consideration for promotion and/or tenure.

The recipient will be a member of the Augusta State University faculty. The recipient should demonstrate a broad range of service to the University, the students, and to the community at large. Criteria will include (but not limited to):

- * the unselfish offering of time, energy, and ideas
- * significant participation in a wide range of university and community activities
- * action without regard to personal benefits
- * support of service organizations and activities in leadership roles
- * projection of a positive image for the institution
- * involvement in programs addressing extraordinary concerns (e.g. handicapped, minority, disadvantages, elderly, etc.)
- * service as a mentor within the university and the community
- * quality service far exceeding one's peers in the dispatch of professional responsibilities such as student advising, committee leadership and ad hoc committee service

jh 10/27/2008