PRESENT: Senate members: Glenn Abney, Paul Alberto, Lisa Armistead, Jeff Ashby, Benjamin Baez, Roy Bahl, Pam Barr, Tim Bartness, Dan Benardot, Cathy Brack, Greg Brack, Shelia Bradley, Michelle Brattain, Kyle Bruner, Laura Burtle, Damon Camp, Mary Jane Casto, David Cheshier, Gayle Christian, Barry Chung, Carolyn Codamo, Ron Colarusso, Sam Cox, Dean Dabney, Harry Dangel, Charles Derby, Anne Emanuel, Paul Farnham, Hector Fernandez, Martin Fraser, Bill Fritz, Charles Gallagher, Peggy Gallagher, Christine Gallant, Sandra Garber, Gerald Gay, Cecelia Grindel, Johannes Hattingh, Ron Henry, John Hicks, Hugh Hudson, Charlene Hurt, Fred Jacobs, Steve Kaminshine, Susan Kelley, John Kesner, LaLoria Konata, Ralph LaRossa, Susan Laury, Amy Lederberg, John Lee, Tom Lewis, Peter Lyons, Steve Manson, John Marshall, Basil Mattingly, Al McWilliams, Marian Meyers, Sandra Miller, Ptlene Minick, Robin Morris, Michael Murrell, Tom Netzel, John Newman, Lloyd Nigro, Yi Pan, Carl Patton, Marcia Pearl, John Peterson, Charlotte Petrek, Cora Presley, Jerry Rackliffe, George Rainbolt, Bala Ramesh, Donald Reitzes, Tim Renick, Mary Ann Romski, Debbie Rupp, Jeff Rupp, Hazel Scott, Jim Senn, Marti Singer, Debra Snell, Tammy Sugarman, Andrew Sumner, Susan Talburt, Cherian Tachenkary, Robert Thompson, Laurie Tis, Sally Wallace, Bill Waugh, Marta White, Armenia Williams, Carol Winkler, Leslie Williams, Jim Wolk, B. J. Yergens, Mary Zeigler. Others attending: Beth Flannigan, Mary Hocks, Matthew Momtahan, Rebecca Stout.

ORDER: The chair, President Carl Patton, called the meeting to order at 3:05 p.m.

MINUTES: The minutes of the October 9, 2003, Senate meeting were approved with no amendments.

COMMENTS BY THE CHAIR: Dr. Patton thanked everyone for all their hard work and urged them to take time to enjoy the winter break with their families. Georgia State is still on the BOR’s list for the building of the Science Teaching Laboratory. To supplement state funds, Georgia State needs to raise money for this project. There is also $1.55 million earmarked for the Science Teaching Lab in the federal budget. Next week the former Atlanta Jail property at Piedmont and Decatur will be transferred to Georgia State.

President Patton discussed the budget. Georgia State has had some real reductions in funds. Very good management has mitigated the cuts by the state. He thanked the Provost, the FACP, and the Budget Committee for their work in this area. In addition, he recognized Jerry Rackliffe’s work and the work done by the colleges and departments to manage their finances. He doesn’t anticipate that Georgia State will have any additional revenue from the state to offset any of the proposed reductions. We need to continue to manage our resources well, look at our expenditures, check our revenue projections, and continue to work so that there is not a drop in student enrollment. Decisions need to be made on where to focus our resources. Structural changes need to be made so that Georgia State is a stronger and more resilient institution to weather the budget reductions.

The chair asked Provost Henry to discuss the budget priority process. Dr. Henry began by summarizing past years’ budget trends and putting this current situation in context. The trends are not good. There is the expectation that we are going to lose 2.5% of the money that we started with this year from the state and an additional 5% next year. Some of this may be offset with workload money. We have increased our credit hours by over 20% over the last two years. This is helping to offset some of the reductions as well. We are almost at capacity of credit hours we can generate. After all of the analysis and discussions, the conclusion reached is that something must be done to preserve the faculty work life. Instead of doing more with less, we must determine how we are going to do less with less. For many years the strategic plan has been driving how any new money is allocated. Now the strategic plan will drive the whole budget. Three parallel areas are being reviewed: administrative and support unit activities; all academic programs and centers; and the direction that Georgia State should head in the next ten years. There will probably be fairly flat budgets for the next few years. As we move toward our centennial vision we need to continue to enhance the quality of our programs, the quality of our departments and centers, and support activities. We need to maintain our credit hours and strengthen our infrastructure. This will be a big undertaking.

NEW BUSINESS: The Executive Committee recommends a “do pass” on the following agenda items.

1. **Motion to amend the Bylaws regarding faculty terms on Senate committees** presented by the Statutes and Bylaws Committee; Amy Lederberg, chair. This proposal will align current practice with the Bylaws (Article VI, Section 3). The question was called. The motion passed.

2. **Motion to amend the membership on an IS&T subcommittee** presented by the Statutes and Bylaws Committee; Amy Lederberg, chair. This proposal would change the term “a representative of the Staff Advisory Council” to “a staff senator”. This will correct an oversight from last year. The question was called. The motion passed.

3. **Motion to require the writing portion of the ACT** presented by the Admissions and Standards Committee; George Rainbolt, chair. This proposal would require students to take the writing portion of the
4. **Motion to modify the academic orientation requirement** presented by the Admissions and Standards Committee; George Rainbolt, chair. This proposal would require all new freshmen to go through academic orientation unless they receive a waiver from the Student Advisement Center. The question was called. The motion passed.

5. **Motion to revise the academic renewal policy** presented by the Admissions and Standards Committee; George Rainbolt, chair. This proposal would clarify current policy. The two substantive changes are required to bring GSU policy in line with BOR policy. The question was called. The motion passed.

6. **Motion to revise the rules on applying to graduate** presented by the Admissions and Standards Committee; George Rainbolt, chair. This proposal would set specific deadline dates by which undergraduate students must apply to graduate. Graduate colleges would now be responsible to set the dates to apply to graduate for their particular programs. The question was called. The motion passed.

7. **Motion on the policy regarding principal investigator/project director eligibility** presented by the Research Committee; Don Reitzes, chair. This policy is the result of work done by the Research Committee in response to a request from the Vice President for Research. The question was called. The motion passed.

8. **Administrator evaluation summary report changes** presented by the Faculty Affairs Committee; Cherian Thachenkary, chair. This proposal would modify the procedures for the summary faculty evaluation of the administrator (SEFA) reports. Sally Wallace proposed two friendly amendments on behalf of the Executive Committee. One was to add the word “data” to the 5th paragraph and the other was to add the phrase, “upon conclusion of the evaluation process” to the second sentence in the 7th paragraph. Dr. Thachenkary accepted both friendly amendments. The question was called. The motion passed.

9. **Motion to approve the evaluation instrument for the Associate Provost for Undergraduate Studies** presented by the Faculty Affairs Committee; Cherian Thachenkary, chair. This is a new evaluation instrument and needs the approval of the full Senate. Sally Wallace requested that the changes to the summary report made in the previous motion be applied to this evaluation instrument as well. Dr. Thachenkary accepted the changes. The question was called. The motion passed.

10. **Motion on Long Term Care** presented by the Faculty Affairs Committee; Cherian Thachenkary, chair. This proposal would authorize the Office of Human Resources to investigate, identify, and request competitive bids from insurance providers regarding Long Term Care. This program would be 100% employee-paid. It is also requested that any administrative cost associated with implementing and offering such a plan be added to the budget of the Human Resources Office. The question was called. The motion passed.

11. **Budget priorities** presented by the Planning and Development Committee; Carol Winkler for P. C. Tai, chair. This motion concerns the budget priority process discussed earlier in the meeting. It uses principles that have been used for many years and the proposal asks that these principles be applied during this current process. The floor was opened for discussion. Sally Wallace proposed a friendly amendment on behalf of the Executive Committee to strike point number 3. Dr. Winkler accepted the friendly amendment. A question from the floor asked if NTT faculty should be mentioned in this document. Dr. Winkler stated that the process would include both TT and NTT faculty. Leslie Williams asked where staff are on the priority list. Steve Kaminshine stated that this motion is premature at this time. This motion is not appropriate in isolation. Carol Winkler responded that the committee decided to move this motion forward because there was not another Senate meeting until March but the budget review process is starting very soon. Dr. Kaminshine stated that timing is also an issue for the other priorities brought forward by other Senate committees. Marta White feels that teaching should also be emphasized, not just research. Anne Emanuel spoke against this motion and moved to table the motion. The question was called. The motion to table the proposal was passed.

**COMMITTEE REPORTS:**

**APACE** (John Newman, chair): The committee has met twice and taken the following actions. It has given feedback to the Executive Committee about the two documents related to the redirection. It has approved a proposal for a joint degree in law and health administration and has approved completed self-studies of the CIS Department and the Management Department.
Admissions and Standards (George Rainbolt, chair): In addition to today’s motions, the committee passed a resolution about its recommendations for budget priorities. The new Senate calendar is hampering administration and the committee’s ability to respond to changing student demands.

Athletics (Andy Sumner; chair): The committee met on November 19 and discussed NCAA requirements for students. There has been no movement on an athletic conference change for Georgia State.

Budget (Steve Kaminshine for Fenwick Huss; chair): The committee met in December and focused on two items: progress on budget priorities report by the subcommittee and a motion to add the strategic planning subcommittee to the redirection process being discussed around the university.

Commencement (Carl Patton; chair): Commencement will be Saturday, December 20. There will be two ceremonies. Faculty are encouraged to attend.

Committee of Chairs (Sally Wallace; chair): The committee has not met since the last Senate meeting.

Cultural Diversity (Cora Presley, chair): The committee has met twice and is working on several items. One is the access of web based instruction and registration of students with disabilities. The committee assisted the Provost in developing a list of candidates to fill the Senior Faculty Associate for Women position. Susan Talburt has been appointed and will assume the position in the spring. The committee is assisting the Senior Faculty Associate for Underrepresented Faculty gather data from the colleges about how they are implementing their minority faculty recruitment guidelines. It passed a motion to allow for proportional representation of its at-large members and forwarded that to the Statutes and Bylaws Committee for action.

Executive (Sally Wallace; chair): The committee has met twice. In addition to the items presented today, the committee has been developing a Senate composition committee. Statutes and Bylaws has taken on this subcommittee and its charge. Hugh Hudson asked if the Executive Committee has discussed any proposals relating to the redirection process and returned these items to the originating committee. Dr. Wallace said that the two items that were reviewed were information items from APACE and Budget. Dr. Hudson asked what issues were brought forward. John Newman reported that APACE was concerned about the pace and the process. Steve Kaminshine stated that the Budget Committee asked for a status report of the process and for clarity of the procedure.

Faculty Affairs (Cherian Thachenkary; chair): The committee has met three times. In addition to the items brought forward today the committee has been working on the policy on senior lecturers and the student evaluation process. The benefits subcommittee has been discussing the viability of the university offering early retirement incentives similar to what MCG offered its faculty a few years ago. Dr. Thachenkary offered a summary statement about a resolution sent to FAC from the Educational Policy Studies department.

FACP (Ron Henry; chair): The committee has met several times. It recommended increases in some student fees for next year. It has been reviewing and refining the documents related to redirection and working on guidelines for the areas of focus review process.

IS&T (Marty Fraser; chair): The committee has met twice. The call for student technology fee proposals went out in October. There are two stages to the proposals and stage one is due no later than January 20, 2004 to facilities and UCCS of IS&T. The stage two proposals are due no later than March 4, 2004. Proposal forms are available on the web.

Library Advisory (Ralph LaRossa for Mona Matthews, chair): The committee has met once. It has been strategizing with the library on ways to decrease costs for publications. The committee supports the library’s decision to move to electronic only subscriptions for the bulk of its journals when those companies provide reliable archives that are equivalent to the ownership of paper archives. The vote to support the student fee to fund the expansion and renovation of the library passed through the mandatory fee committee and FACP. Next it will be presented to the BOR for final approval.

Planning and Development (Carol Winkler for P. C. Tai; chair): The committee has met twice and has organized itself into subcommittees on the following topics: child development center task force, university performance indicators, strategic planning, administrative support unit review, CBSAC, office subcommittees, fire safety, MMR process, traffic safety and university closings.

Research (Don Reitzes, chair): The committee has met twice. It is considering a new secrecy and openness of research policy. It continues to investigate the policies and practices of internal grant allocations. It reviewed its membership and charge as stated in the Bylaws. Along with IS&T it has created a new ad hoc subcommittee on university
Statutes and Bylaws (Amy Lederberg; chair): The committee has met twice. The committee is revisiting email voting and will be looking at the Senate calendar. There is also an ad hoc committee consisting of S&B members and members appointed by the Executive Committee to examine Senate composition.

Student Discipline (Sam Cox; chair): The committee will meet next week to hear a code of conduct case.

Student Life and Development (Rebecca Stout; chair): The committee has met twice. It has approved new charters for 48 student organizations. The code of conduct subcommittee continues to meet. The chair thanked the members of the student activity fee committee for their hard work.

OLD BUSINESS: None.

ADJOURNMENT: Since there was no additional business, the meeting was adjourned at 4:21 p.m.

Respectfully submitted,

Mary Nell Stone
Secretary to the Senate