Savannah State University Executive Committee Meeting of the Faculty Senate

Sept. 14, 2011 at 4 PM

Present: Dowling, McClain, Dolo, Metts, O’Brien

1. Call to Order- the meeting was called to order by Vice-Chair Dr. Dowling at 4 PM.
2. Items of Business
3. All-user access- Dr. Dowling said that the members of the Executive Committee should have all-use access.
4. Site for Senate meetings- The first choice for Faculty Senate meetings is the Social Sciences building. If that is not available, the Jordan Auditorium or Whiting Hall would be other possibilities. Dr. Dolo will check on the availability of rooms in these buildings.
5. Dates for Senate meetings- The senate will meet in 2011 on Oct.4, Nov. 1, and Dec. 1 and in 2011 on Jan.10, Feb.7, March 6, April 3, and May 1. All meetings will be at 4 PM.
6. Meetings for the Executive Committee- The Executive Committee will meet in the Business building in 228 or downstairs. Meetings will be held on Monday or Wednesday at 4 PM.
7. Procedure for disseminating minutes of Senate meetings- Professor O’Brien will send a draft of the minutes to the other members of the Executive Committee within one week. The minutes will be sent out to the faculty, who will have seven to ten days to make comments and propose changes. The amended minutes will be sent out again to all users. At the Senate meeting, an up or down vote will be made on the minutes as corrected.
8. Committee on Committees- The Executive Committee will ask the following faculty to serve on the Committee on Committees: Dr. Asad Yousef as Chair, Dr. Sharlet Rafacz, Dr. George Tessema, Professor Sherrie Williams, and Dr.Tamara Friedrich.
9. New Programs & Curriculum Committee- We recommend that the New Programs & Curriculum Committee consist of the chair of each college’s NPCC plus one other faculty member from each college who will be selected by the Committee on Committees.
10. The Committee on Committees should review the committee structure. The number of committees could be reduced but this would limit opportunities for faculty to serve.
11. We plan to invite Dr. Arora and Dr. Yount from the Planning and Budget Committee to meet with the Executive Committee.
12. Wages- Dr. Dowling will write Dr. Dozier to have institutional research do a study on the status of salary in terms of parity and equality. A plan should be put forth to reduce salary inequities.
13. Workload- the Executive Committee will call on Faculty Affairs to develop a workload policy. The Executive Committee recommends that overload pay be the same as summer pay. Professors earn much more for a course taught during the summer than during the semester as an overload and the summer pay is closer to fair compensation for the work it requires to teach a course. As part of the workload policy, Faculty Affairs should address issues such as (1) the number of courses taught, (2) student credit hours taught, (3) course minimums and maximums and course caps, (4) instituting a sabbatical policy, (5) overload pay, and (6) scheduling.
14. Evaluation Instrument- The Executive Committee will ask Dr. Gardner-Martin to give us a written report on the status of the faculty evaluation instrument and assessment in general. This report should also address the timing in the semester that the evaluation be administered.
15. Senate actions should be posted on the Senate website and it should be determined whether or not Senate actions have been carried out by the Administration.
16. Agenda for the Faculty Senate meeting of Oct.4
17. Call to Order
18. Approval of Agenda
19. Approval of Minutes
20. Committee on Committees
21. Faculty Affairs Committee
22. Handbook
23. Executive Committee report
24. President’s report
25. Announcements
26. Adjournment

Respectfully submitted,

Kevin O’Brien- Recording Secretary