Faculty Senate- Savannah State University
Minutes for Tuesday, Nov. 6, 2007
4:00 p.m.
Torian Auditorium, Jordan Hall

Senators present: Shearin, Purnell, Jones, Reddick, Yousuf, O’Brien, Metts, Schroeder, Han, Brown, Hahn, Park, Gardner, Jordan, Geiger, Snyder, Ide, Franklin, Chukwukere, Zhao, Alemayehu, Oh
Excused: Gentry, Spicer

I. Call to Order
   ✓ The meeting was called to order by Dr. Yarbrough at 4:10 p.m.

II. Approval of Agenda
   ✓ Curriculum issues were moved to the first item under New Business.
   ✓ The student evaluation instrument was added to the agenda under New Business.
   ✓ With these additions, the agenda was then approved.

III. Approval of Minutes(from Oct. 2, 2007)
   ✓ Under Old Business V.A, the first two lines should read: Teaching load for mathematics faculty- Dr. Yarbrough has directed Dr. Gates to ensure that any professor who is teaching an overload(more than 12 credit hours), will be paid for those courses.
   ✓ On page 2 of the minutes, the name Dr. McCord Best should be Dr. Sandra Best.
   ✓ On page 2, correct the name Ouandlos to Ouandlous.
   ✓ With these changes, the minutes were then approved.

IV. Correspondence
Letter from Dr. Chambers
   ✓ The letter asked the Senate to confirm academic freedom and parliamentary procedures for all official meetings. Dr. Chambers affirmed the right to information and the right to discussion. He indicated that matters are often rushed through at the end of the semester and that faculty sometimes do not know what they are voting for. There must be a complete knowledge of what we are voting for. Meetings need to be long enough to discuss issues fully. The faculty handbook indicates that the faculty has legislative authority and that there should be shared governance. Minorities should not be punished. At a recent CLASS meeting, Dr. Chambers was making a point of order and should have been allowed to speak.
   ✓ A motion was made to adopt a policy to apply Robert’s Rules of Order to any official meetings (departmental, college, and university-wide). The motion was approved. The Vice Chair will send a notification by e-mail to Department Heads and Deans.

V. Old Business
A. Committees- assignments- The committee on committees is still working on committee assignments. Dr. Snyder sent e-mails at the beginning of the semester regarding committee assignments but received little response. Dr. Snyder will send another e-mail listing committees with vacancies so that faculty can sign up for them. Some committees required tenured members and equal representation from all colleges.

B. Archives- Dr. Hahn and Dr. Alemayehu said they do not need to oversee the process of going through recent documents which will be then sent to the archives in the library.

VI. New Business
   A. Curriculum matters

   ✓ The following courses for COBA were approved by the Senate.
   ✓ BUSA 4126- Business Policy
   ✓ FINC 3155- Business Finance
   ✓ FINC 3000- Personal Finance

   ✓ The following courses for Social and Behavioral Sciences were approved by the Senate.
   ✓ BEHV 2102/PSYC 2102- Behavior Statistics
   ✓ BEHV 3105/PSYC 3105- Learning and Motivation
   ✓ BEHV 3106/PSYC 3106- Neuroscience

   ✓ Curriculum matters should only be addressed if there is a formal presentation by the Chair or by a representative of that department designated by the Chair.

B. Annual Faculty Evaluation Instrument

   There was a comment that the instrument approved by the Senate is not even being used by some departments. The evaluation subcommittee of the faculty affairs committee can address this.

C. Merit pay recommendation by the department chair

   ✓ Dr. Shearin asked about equity pay. Some faculty who have been teaching for many years with good evaluations are earning less than some new faculty.
   ✓ The Chair should inform faculty what merit pay they will earn based on their performance. The percentage has not even been indicated in the contract.
   ✓ The evaluation subcommittee of faculty affairs will look at the issue of merit pay. Faculty affairs will then bring a proposal on this issue to the Senate.

D. Faculty parking

   ✓ Parking is critical at Savannah State. There are not enough faculty spaces at Payne Hall due to heavy equipment using them in addition to students.

E. Election of a chairperson and alternate chairperson for the Board of Review
Dr. Mukhtar, Dr. Ide, and Dr. Geiger were nominated for chairperson. Dr. Ide was elected as Chair of the Board of Review.

Dr. Yousuf was elected as the Alternate Chair of the Board of Review.

F. Student evaluation process

Dr. Jordan’s concern is that the student evaluation process has not been following the procedures set forth by the faculty handbook. Page 54 states that, by the fifth week of each semester, the Director of Institutional Research will distribute forms for the student evaluation of instruction. Faculty members will then administer the evaluation immediately following mid-semester examinations. Since the policy has not been followed, it was suggested that a request be made by CLASS faculty to Dr. Yarbrough in order to cancel the fall 2007 student evaluations for CLASS faculty. At this point, (5:45 p.m.), the quorum was lost.

VII. Committee Reports

Committees- Faculty affairs

The members of faculty affairs are: COBA: Alemayehu, Hahn(Chair), Ouandlous, Philbrick CLASS: Chambers, Gardner, Jindani, K. Jordan CTLAS: Tessema COST: Awan I., Lin, Sajwan, Zhang

Faculty affairs requested “all promotions with the last six months” from Human Resources. Sandra Best said initially that she would have to be paid a fee for “Open Records” information, which we addressed at the previous Faculty Senate meeting in October. Dr. Yarbrough spoke to her and the fee was waived. Human Resources information identified six such promotions. Faculty affairs met with Dr. Yarbrough and put a document in his hands with the promotions list and the comments of Faculty affairs regarding policies, etc. Dr. Yarbrough is considering it.

B. President

Dr. Mary Wyatt is the new Vice President for Academic Affairs and will be on campus on Nov.20.

Five people have been interviewed for the position of Chief Information Officer

Building managers have been named for every building.

Dr. Yarbrough has appointed a parking ad hoc committee.

VIII. Announcements

The United Way campaign is under way.

IX. Adjournment

The meeting was adjourned at 6:00 p.m.