Faculty Senate Minutes
Tuesday, May 6, 2008
4:00 p.m.
Torian Auditorium, Jordan Hall


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

II. Approval of Agenda
   - Under Old Business, add the issue of when faculty will be paid in May.
   - Add a discussion of grades being due at 9:00 a.m. on Friday, May 9 when some faculty are giving exams on Thursday.
   - Add induction of new Senators under New Business.
   - Move the Presidential report early in the agenda.
   - With these modifications, the agenda was then approved.

III. Approval of Minutes
   - The minutes were approved without changes.

IV. Old Business
A. Archives report
   - Dr. Metts, Dr. Schroeder, and Professor O’Brien cleaned out the old Senate office in Herty 201. Professor O’Brien is in the process of organizing records from 1996-1997, 1997-1998, 1998-1999, and 1999-2000 into the categories of minutes, agenda, attendance, correspondence, curriculum proposals, administrative evaluations, and miscellaneous documents. Once this task is completed, Professor O’Brien will bring the folders to the archives in the library.

B. Merit Pay Raise Document
   - The Senate has approved and distributed a document which states that, at the time of the annual evaluations, the Department Head is supposed to inform each faculty member of the recommended merit pay increase. Dr. Wyatt said that the budget and evaluation period did not occur simultaneously. Without the budget in place for next year, the merit pay recommendations were not done this year at the time of the conferences with professors. Dr. Wyatt hopes to expedite the process moving forward. She will meet with the deans soon.

C. Faculty paychecks in May
   - A question was asked about the pay date in May. Faculty will not be paid the final paycheck until May 28. Faculty contracts expire on May 12. It was suggested that faculty be paid when contracts expire instead of at the end of the month.
Yarbrough said that he would meet with the Vice President of Financial Affairs to investigate this matter.

V. New Business
A. Election of Senate Officers
   - There was uncertainty over which Senators were eligible to vote. There was a debate over whether new Senators, currently serving senators who are continuing next year, or Senators who are not continuing next year could vote.
   - A motion was made that only currently sitting Senators for 2007-2008 should vote. The motion was approved.
   - Dr. Metts and Dr. Jordan were nominated for Vice-Chair. Dr. Metts was elected as Vice-Chair.
   - Professor Morgan and Professor O’Brien were nominated for Recording Secretary. Professor O’Brien was elected as Recording Secretary.
   - Dr. Jordan and Dr. Yousuf were nominated for Corresponding Secretary. Dr. Jordan was elected as Corresponding Secretary.
   - Dr. Reddick was nominated and elected as Parliamentarian.
   - Dr. Park was nominated and elected as Logistics Officer.

B. Induction of newly elected Senators
   - Dr. Yarbrough inducted the new Senators: Dr. Mukhtar, Dr. Johnson, and Dr. Stewart.

VI. Reports
A. President
   - There were appointments before Dr. Yarbrough became President. He was asked by Faculty Affairs to look into these appointments. Dr. Yarbrough spoke with Dr. Scott, who had made these appointments. Dr. Yarbrough requested that a four person panel give a report on these appointments by June 1, 2008.
   - Although there are faculty on the Athletic Committee, there are no faculty on the committee to search for a new Athletic Director. Dr. Yarbrough will bring this to Dr. Flythe’s attention.
   - Dr. Shearin asked when faculty would get contracts. Faculty have sometimes not received contracts until August and have not received summer contracts until well after the summer session has started. Dr. Yarbrough said contracts for the fall semester will come out as soon as possible.
   - A question was asked about revisiting the summer school policy. If a college averages 22 students per course, everyone gets paid. However, one professor may have 44 students and another only 9 but both receive the same pay if the average is met.

C. NPCC (New Programs and Curriculum Committee)- Curriculum Proposals from COBA
   - The proposal is developed to:
     a. Update the course description of Leadership and Professional Development I & II (BUSA 1101 and BUSA 2101
b. Change the course number of Leadership and Professional Development III from BUSA 3101 to BUSA 4101 and the course description.
   The curriculum proposals were approved.

D. Handbook Committee
   Dr. Alemayehu asked for authority to insert needed items approved by the Senate into the Faculty Handbook if the Handbook Committee is unable to get a quorum. The motion was not approved.

E. Evaluation Committee
   Dr. Metts has four different administrative evaluation instruments form the University System of Georgia Faculty Council.
   Dr. Jordan said that the evaluation of administrators and other evaluation matters were not addressed due to time and work load problems.
   Dr. Gardner-Martin stated that administrators should be established in their positions before being evaluated.

F. Faculty Affairs
   There was no report.
   Dr. Jordan expressed his concern about the activities of Faculty Affairs. Dr. Metts said that she would speak with Dr. Hahn.

G. CUTEC Report
   Professor Morgan will send her report to Dr. Metts

VII. Announcements
   Dr. Myers thanked faculty for supporting the play Juice, which ran for three nights. Students will perform the play in July in Orlando.
   Dr. Metts expressed her thanks to Mr. Litus Marshall for posting Senate documents on our new website.
   Dr. Metts showed the new Senate website. There is a separate link for curriculum proposals. These are proposals that are approved and others that are pending.
   We must update Senators and committees on the website.
   Dr. Gardner-Martin said that the Senate should encourage faculty to attend Senate meetings.
   Dates for Faculty Senate meetings will be posted on the website on a month to month basis.
   There was a suggestion by Dr. Metts to hold a short Faculty Senate meeting at the Fall Institute in August while faculty are still present so that all faculty get an idea of Senate activities.

VIII. Adjournment
   The meeting was adjourned at 5:40 p.m.