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## Minutes of October 13, 2016, Faculty Senate Meeting

### Members Present:

Christy Walker, Garen Evans, Ben Laughter, Sarah Min, Tami Tomasello, Kent Harrelson, Regina Ray, Jane Taylor, Gail Ward, Sarah Mergel, Christian Griggs, Cathy Hunsicker, Lee Ann Cline, Richard Hambrock, Vince Postell, Nicholas Gewecke, Norm DesRosiers, Jean Johnson, Chuck Fink, Chris Wozny, John Gullledge, Matt Hipps, Baogang Guo, Gene Powers, Margaret Venable (President, Dalton State).

Absent: Cynthia Fisher (2), David Williams, Lorraine Gardiner, Jacquelyn Mesco (2), Anna Hart, Cecile de Rocher, Annabelle McKie-Voerste, Gene Mesco, Robin Roe (2).

### Meeting called to order

Senate President Sarah Mergel called the meeting to order at 3:15. She asked for approval of the minutes of the September 14 meeting; the minutes were approved by voice vote.

### Administrative Withdrawal (Dropping of student by course instructor)

Registrar Rob Wingfield addressed the question of whether course instructors could drop students for nonattendance or poor attendance, allowing a student with excessive absences to receive a W rather than an F for the course. He said that the USG has no system policy on the issue. The primary concern is financial aid; the requirement is that students must attend 60% of classes. Rob stated that other schools in our sector do not allow administrative withdrawals but allow for grade penalties.

Chris Wozny asked if instructors could include a syllabus statement to inform students that they would be dropped for excessive absences. Rob stated that in practice, institutions tend to side with a student who protests being dropped from a course. He added that the current system is working well, with nonattending students being dropped at the beginning of the semester.

Rob added that the college could add a new grade code of "UF" to designate a failing grade for nonattendance.

### Waitlisting Students During Course Registration

Rob then addressed the topic of maintaining waitlists for classes. Kent Harrelson stated that some students have the idea that being on the waitlist practically guarantees them a spot in the class. Rob stated that the decision to maintain waitlists was made by the deans as an equitable way to admit students to courses. He added that when enough students are waitlisted for a course, another section of the course can be opened.

Richard Hambrock asked if the waitlists could be kept open longer at the beginning of the semester.

Cathy Hunsicker stated that including the waitlisted students on the class roster creates a problem for course instructors, who may accidentally include the waitlisted students when calling roll on the first day of class.

Sarah Min stated that the college's full-time advisors have added students to her courses during the add period; Rob stated that he prefers advisors to do this only with the instructor's permission.

Matt Higgs asked how students can drop a course without the instructor's signature. Rob stated that because the college allows students to drop online, an instructor's signature is not required for a student to drop a course.

## Committee Reports

### Ad Hoc Committee to Revise Senate Bylaws

Kent Harrelson stated that the committee expects to send a draft to the senate by the end of October for discussion at the November meeting.

### International Studies Committee

Baogang Guo stated that two new programs have been approved: the spring semester program in Mexico and the Maymester in Paris.

### Assessment Committee

Chuck Fink said that Weave is being replaced with Academic Effect; coordinators in each school will set up training sessions. Regina Ray stated that coordinators are already transferring material from Weave to Academic Effect.

Chuck said that the Assessment Committee could serve to collect assessment data from other committees and relay it to Henry Codjoe; he requested that such data be sent to the Assessment Committee.

Discussion followed on the complexity of the college's committee system. Dr. Venable stated that her previous institution maintained a list of all committees; Sarah Mergel said that Dalton State should work to create such a list. On the topic of making information as accessible as possible, Sarah mentioned the possibility of creating a Senate webpage that would make the bylaws, minutes of meetings, and other information available.

## Syllabus Statements

Sarah Mergel suggested that statements that are currently required on all syllabi could be placed on the college's webpage instead; this would keep the policies as up-to-date

as possible as well as reduce the number of pages printed for syllabi. Discussion of the college-wide attendance policy followed.

### USG Faculty Council meeting

Sarah stated that she is Dalton State's representative on the USG Faculty Council, which will meet Oct. 28. Topics to be discussed at the meeting include summer and overload pay, the definition of shared governance, and the status of the legislation concerning guns on campus. Anyone with questions or opinions on these issues should contact Sarah prior to the meeting.

### Adjournment and next meeting

There being no other new business, the meeting adjourned at 4:45. The next Senate meeting is scheduled for Thursday, November 10.

Respectfully submitted by Kent Harrelson, Secretary