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## Dalton State Faculty Senate: Minutes of Jan 17, 2019, Meeting

### Members Present:

Robert Overstreet, Matt Hipps (Senate President), Cheryl Grayson, Gene Powers, Deb Richardson, Gail Ward, Donna Bledsoe, Jane Taylor, Cecile de Rocher, Christian Griggs, Baogang Guo, Jeff Stanley, Jonathan Gulledge, Amy Mendes, Lydia Postell, Tami Tomasello, Amy Burger, Chris Wozny (proxy for Susan Burran), Nick Gewecke, Tim Hawkins, Jean Johnson, Samantha Blair, Robert Clay (proxy for Mike Hilgemann), Lorraine Gardiner, Margaret Venable (guest), Tammy Byron (guest)

### I. Call to Order and Approval of Minutes

Senate president Matt Hipps called the meeting to order at 3:19 pm and established that a quorum was present. He asked for approval of the minutes of the Nov 15, 2018 meeting; Christian Griggs moved to approve the minutes. The motion was seconded. The minutes were approved by voice vote.

### II. Library Circulation Policy

This item was left over from the Nov 15, 2018 meeting. The new circulation policy was missing one point about allowing students to check out AV materials. This policy was ready for approval. Bob Clay moved to accept the new policy. The motion was seconded and approved by voice vote.

### III. Final Exam Schedule

Matt Hipps was asked by Dr. Chute to revise the final exam schedule. This task was assigned to a number of math faculty. Matt Hipps asked Nick Gewecke to explain how the new schedule was generated. Nick Gewecke explained that the main intent was to minimize exam conflicts. Using scheduling theory, the mathematicians came up with a new schedule and sent it to Dr. Chute with the recommendation that it not be used because the exam schedule for this semester had already been posted and put into class syllabi. However, the new schedule has been sent out and presumably will be the schedule used in May for the exams.

Some discussion followed. Some recommended the possibility of using all of Friday during exam week to further reduce conflicts. Others questioned how long exams are required to be and whether exam periods could be split into two days. Many asked why a different schedule was required every semester/year when the class times in general are always the same.

Matt Hipps asked whether the Faculty Senate should assume responsibility for the exam schedule in the future. The matter was referred to the Faculty Welfare Committee for discussion.

### IV. State of Higher Education

Senate President Matt Hipps attended the USG Faculty Council meeting and gave a report on what was discussed at this meeting. USG sees a challenge in the future as the population of college-age students stagnates. Matt Hipps described a college in Wisconsin where twenty-five tenured faculty were fired due to low enrollment. The possibility of this kind of thing affecting schools in Georgia, and Dalton State specifically, means we have to be forward-thinking and proactive in responding to such a challenge. We, as a school, must be innovative and flexible. One of the most important things we need to address is how to attract, retain, and graduate more nontraditional students.

A short discussion followed concerning the data behind these population projections.

## V. Office Hours Policy Update

Dr. Chute requested a revision of the office hour policy due to unilateral changes proposed by one of the deans. This revised policy was formulated and approved by vote over the end-of-year break. The policy will still need to be approved by the full faculty at the April 26, 2019 faculty meeting. Matt Hipps warned Senators to be sure to keep their office hours and encourage their fellow faculty members to do so as well. There is also some concern that faculty will schedule all their office hours on Monday, Tuesday, and Wednesday, leaving students without the possibility of seeing their instructors from Wednesday to the following Monday. Also, we should not schedule meetings during office hours, if at all possible. We should also get into the habit of putting signs on our doors stating where we are if we need to leave our offices during office hours.

Senators had a number of comments on the policy. Many feel that office hours are not particularly needed like they were in the past due to much more student interaction via email. Others commented that a great deal of interaction with students occurs outside of posted office hours. Others complained that students think we should be emailing responses to them in the middle of the night or over weekends. Chris Wozny announced that STM faculty will be keeping track of student interactions both during and outside of posted office hours during the spring semester. These data could help confirm that five office hours per week are sufficient.

Matt Hipps stressed that there is a perception that faculty “don’t do anything.” Although this is strongly disputed, we have to work to overcome this perception and make sure the reality of how hard faculty work is recognized.

## VI. Committee Reports

There were no new committee reports. Matt Hipps again stressed that minutes from all committee meetings need to be made available.

## VII. New Business

a. Summer Pay. Faculty across the system are concerned that everyone should know how much they will be paid for summer classes before summer classes begin. The USG Faculty Council wants a policy that specifies pay before the first day of summer classes. There is also confusion on how summer pay is determined and why there should be such disparity in summer pay. Rather than ask the Welfare Committee to take on another topic, Matt Hipps asked whether an *ad hoc* committee could be formed to look at the issue. A motion to create an *ad hoc* committee was moved, seconded, and approved. Matt asked for volunteers for this committee to see him after the meeting.

b. An SGA representative will be attending Senate meetings in the future.

c. Matt Hipps was recently asked to start recording Senate meetings and asked for the opinion of the Senate. Christian Griggs reminded everyone that Senate meetings are open to everyone and minutes of the meetings are also available. Matt Hipps commented that no other group on campus records their meetings. Dr. Venable gave her opinion that recording the meetings was unnecessary. Without further debate, the matter was dropped.

## VIII. Adjournment and Next Meeting

The next Senate meeting is scheduled for February 14, 2019. There being no other business, the meeting adjourned at 4:35 pm.

Respectfully submitted,

Jean M Johnson, Senate secretary