

Contents

Senate minutes April 11, 2024	2
Attendance:.....	2
Call to Order:.....	2
Approval of Minutes:	2
Election of new Senate Executive Committee	2
Proposed changes to parliamentary procedure	2
Proposed changes to the Faculty Evaluation Manual.....	3
Faculty Senate bylaws proposals	4
Artificial Intelligence syllabus statement.....	5
Library laptop loan agreement form.....	5
Committee Reports.....	5
Announcements.....	5
PACE	5
Adjournment and next meeting	6
Appendix: Attendance	7



Senate minutes April 11, 2024

Attendance: Please see the Appendix for the list of attendees.

Call to Order: Senate President Hussein Mohamed called the meeting to order at 3:30. Parliamentarian Tom Gonzalez stated that a quorum was present.

Approval of Minutes: Hussein asked for a motion to approve the minutes of the September meeting. The motion was made by Nancy Mason and seconded by Patrick Ryle. There was no discussion; the vote to approve the minutes was carried.

Election of new Senate Executive Committee

Tom Gonzalez stated that even though there was only one candidate for each position, the bylaws state that the Senate must conduct a vote. The candidates were Matt Higgs for President-Elect, Chuck Fink for Secretary, Ryan Hoffpauir for Parliamentarian, and Laura Tolliver for Webmaster. The vote was conducted via a Teams poll.

The new Senate executive committee was elected: Matt Higgs, President-Elect; Chuck Fink, Secretary; Ryan Hoffpauir, Parliamentarian, and Laura Tolliver, Webmaster. Jennifer Randall will transition from President-Elect to President. Their terms will begin on July 1.

Proposed changes to parliamentary procedure

Following up on her previously circulated ideas, Jennifer Randall stated that Robert's Rules of Order seem restrictive; she would like to replace them with a procedure that would allow everyone to speak freely and share ideas. She said that she was not proposing to eliminate Robert's Rules; instead, the Senate would adopt special rules of order. The special rules would include requiring a two-thirds majority vote for a proposal or amendment to pass, as well as limits on the number of proposals and amendments to be considered at each Senate meeting.

Jennifer moved to adopt the special rules of order; Ryan Hoffpauir seconded.

Annabelle McKie-Voerste said that Robert's Rules are meant to keep a meeting moving so that we can get everything done within an hour. She suggested having a free discussion for 30-45 minutes prior to the Senate meeting to work out ideas in a town hall format.

Matt Higgs asked why we need to limit meetings to an hour, since we meet only six times per year. There will be times when the Senate has more things to deal with than can be handled in an hour. He said that an issue like the proposed changes to the Faculty Evaluation Manual,

scheduled for later in this same meeting, would take all the allowed motions for all six meetings.

Jeff Stanley said that placing a limit on the number of proposals would potentially hamstring the work of the Senate. He also said that he didn't see a mechanism to call the question on a proposal, which could allow the conversation to go on for too long.

Hussein called for a vote on the issue

The motion to adopt special rules of order for Senate discussions was lost.

Proposed changes to the Faculty Evaluation Manual

Hussein turned the meeting over to Matt Higgs, who outlined the procedures for the proposals and discussion. Matt would make the motion for each proposal individually, followed by a second, discussion, and vote.

The following motions were seconded, discussed, voted on, and carried:

1. Update the language in several sections of the current Faculty Evaluation Manual to reflect changes to the BOR policy.
2. Change the degree requirement in both Section 4.3.2.1 and 4.3.2.2 for promotion from Associate to Full Professor to a Master's instead of a Doctorate.
3. Adjust section 4.3.2.2 so the minimum required promotion points necessary for promotion from Assistant Professor to Associate Professor decrease from 22 to 20.

The following motion was lost:

4. Adjust section 4.3.2.2 so the minimum required promotion points for regular promotion from Associate Professor to Full Professor move from 26 to 30 and from five to six years completed in rank.

The following motions were seconded, discussed, voted on, and carried:

5. Add new language in section 4.3.2 reading "In counting the minimum points required for promotion, faculty members cannot count any annual evaluation score less than 3 towards their eligibility for promotion. The year will count as a year in rank."
6. Eliminate the "Consecutive Years to Earn Points" in section 4.3.2.2 for regular promotion.

7. *After discussion, proposal 7 from the original list was eliminated [Adjust section 4.3.2.1 so the minimum points for eligibility for early promotion from Associate to Full Professor are 30 points in 6 completed years in rank]. No motion was made regarding this proposal.*

The following motions were seconded, discussed, voted on, and carried:

8. Amend language in section 5.5.1 to reflect the elimination of automatic disqualification for an incomplete promotion and tenure portfolio.
9. Add language to section 5.1.2 to reflect changes made to section 5.1.1 so there is consistency in the process of both tenure track and non-tenure track faculty.
10. Add language in sections 5.1 and 5.2 and 6.3.1 to read "All deadlines on the timetables below require submission by 11:59 pm ET on the due date."
11. Update language in section 5.3.2 and 5.3.3 to reflect that an incomplete portfolio will be reviewed by the Tenure and Promotion Committee but could impact decisions on tenure and/or promotion during the process.
12. Update the language in section 5.3.3 dealing with classroom observations from requiring the observations to be completed by members of the IRC to peers from within your school.
13. Update the language in section 5.4.2 to reflect the need to submit a complete portfolio.
14. Update the language in 5.4.3 to reflect the language in 5.4.2.
15. Amend the language in 6.2.2 to reflect the fact that incomplete portfolios will not be disqualified.
16. Add language to section 6.2.3 regarding administrators to reflect the language in 6.2.2.
17. Add language to section 6.3.2 that makes the introductory language consistent with the language for rank-and-file faculty.
18. Update language to clarify that the P&T committee chair is a non-voting member. The only time the chair votes is (1) in the event of a tie or (2) to create a tie.
19. Update language to reflect the creation of alternates to serve on the P&T Committee in the event that a member of the committee must recuse themselves.
20. Update language to reflect that the Chair must be a tenured full professor.
21. Update language to clarify the term of the faculty member replacing the recused chair.
22. Update language to clarify the recusal process for a member of the P&T Committee who is up for promotion during their tenure as a committee member.
23. Create a Faculty Hearing Committee pursuant to the BOR Policy Manual, section 8.3.5.4 and section 8.3.9.2 to provide a faculty member with a final hearing regarding their potential dismissal of employment.

[Faculty Senate bylaws proposals](#)

Matt moved to adopt these proposals reflect the changes to the Faculty Evaluation Manual.

Both motions were seconded, discussed, voted on, and carried.

1. Add language to create a Faculty Hearing Committee in the Committee section of the Faculty Senate Bylaws.
2. Update the language of the composition, duties, and stipulation of the Tenure and Promotion Committee to reflect the updates in the Faculty Evaluation Manual.

Hussein thanked Matt and the committee for their work.

Artificial Intelligence syllabus statement

Leah Howell moved to adopt the previously circulated syllabus statement on use of A.I. Jennifer Randall seconded.

Matt Hips asked what would happen when Microsoft Word or PowerPoint begin to integrate A.I. as basic features? We can expect changes in technology to outpace our policies. He also asked whether faculty would be held to the same standard as students.

Annabelle McKie-Voerste suggested that the statement could be suggested rather than mandated.

Keith Perry said that faculty can opt out of using the statement. He said that the topic is of concern in English classes because students are given a free subscription to a program [Grammarly Premium] with A.I. capabilities, and this implies that the college sanctions the use of it.

The motion to adopt the A.I. syllabus statement carried.

Library laptop loan agreement form

Hussein said that the library proposes to change the wording in the loan agreement for laptop computers. He asked for a motion to adopt the changes. Tom Gonzalez made the motion; Nancy Mason seconded.

Nick Gewecke pointed out that the document uses the word “lender” when it means “borrower.” Hussein asked a vote, with the understanding that this wording would be corrected.

The motion to adopt the new loan agreement for laptop computers carried.

Committee Reports

In the interest of time, Hussein omitted the usual roll call and instead asked the committee representatives whether they had anything to report. There being no reports, Hussein asked Keith Perry to follow up on his concerns about A.I. in student writing. Keith said that a major focus of the English program is to teach students to think and write for themselves, and A.I. writing effectively bypasses those skills.

Announcements

PACE

Forrest Blackbourn said that the QEP is emphasizing academic perseverance. They are planning a first-year perspective courses in perseverance and a sense of belonging. He encouraged anyone with questions to contact him or Brooklyn Herrera, the associate QEP director.

Adjournment and next meeting

Hussein asked for a motion to adjourn. Patrick Ryle made the motion and thanked Hussein for his leadership through the year.

The next senate meeting is scheduled for 3:30 on September 12, 2024.

There being no other business, the meeting adjourned at 5:05 p.m.

Respectfully submitted

Kent Harrelson, secretary

Appendix: Attendance

Senate Members	Guests
Ali Akdeniz Cynthia Bailey Jacqueline Boals Susan Burran Cecile de Rocher John Fuchko, Dalton State President Carl Gabrini Thomas Gonzalez, Parliamentarian Kent Harrelson, Secretary Timothy Hawkins Bruno Hicks, Provost Matthew Hipps Ryan Hoffpauir Calley Hornbuckle Leah Howell Natalie Johnson Jon Littlefield Annabelle McKie-Voerste Holly Miller Sarah Min Hussein Mohamed, President Jennifer Randall, President-Elect Lynda Ridley Patrick Ryle Jeff Stanley Lirong Yu	Manal Abdelsamie Lee Ann Williams Katrina Autry Forrest Blackbourn David Brown Tammy Byron Alicia Causey Hayley Cooper Cindy Davis Joy Defoor Mike D'itri Sylvia Driver Elizabeth Dunaway Courtney Fernandez Sarita Gale Nicholas Gewecke Cameron Godfrey Gena Gonzalez Jami Hall Brooklyn Herrera Kim Horne Jodi Johnson Gina Kertulis-Tartar David Lesicko Chelsea Lopez Mackenzie Manley Nancy Mason William Mast Michael Masters Sarah Mergel Rosalva Moso Brynn Munro Keith Perry Alma Pulido Andrea Roberson Carole Shealy John Shim Amanda Smith Marina Smitherman Wendy Sosebee Ale Velazquez