

East Georgia State College Faculty Senate

Meeting Minutes

May 24, 2022

12 p.m. Meeting being Zoomed to all Faculty Senate members

Type of meeting: Regular Meeting

Meeting Facilitator: Laura Chambers, President

- I. Open Pre-meeting discussion
- II. Call to order (12 p.m.) – regular meeting – seventh meeting of 2021-22 academic year
- III. Roll call – Laura Chambers, Armond Boudreaux, Darlene Dickens, Deborah Lee, Sue Bragg, John Gleissner, and Breana Simmons

Present: Laura Chambers (President), Armond Boudreaux, Sue Bragg, Deborah Lee, Darlene Dickens, John Gleissner (Secretary), and Breana Simmons (Parliamentarian).

Having 7 of 7 members present this represents a quorum and normal business may take place.

- IV. Greeting of Visitors – Newly Elected Senators: Johnna Eaton, Daniel Mancill, Yelena White and Christine Xie.

- V. Approval of minutes from April meeting and Adoption of Agenda

Motion was made to approve the minutes and meeting agenda.

Discussion was held to verify typographical errors found in minutes.

1. Under Section IV – “The” in front of “faculty” should be removed.
2. Under Section IV “will” should be replaced with “with.”
3. Under Section IV.c “Do should be replaced with “to”.
4. References to VPSASA should be “AVPAA”.

Hearing no further discussion, the motion was passed “with amendments noted” unanimously.

- VI. Committee Reports – APCC (Chambers) - None
- VII. Open Issues

VIII. New Business.

a. APCC item: Drop and Withdraw Policy (Simmons)

A motion to approve the item was made and discussion asked for.

A discussion was held. Senator Simmons noted changes and discussed a change to the routing form to represent new administration alignment.

A motion to approve the item was made and approved by unanimous vote.

A motion to send to committee a request for changes to the routing form for next meeting.

Having no discussion, the motion was approved with submission of changes to the form sent to subcommittee chair Senator Boudreaux.

b. APCC item: Change Syllabus Requirements (Simmons)

A motion was made to approve the changes in the template for class syllabi.

A discussion was held with suggestions on timing and placement of template into Faculty Handbook. It was suggested that comments would be solicited from the faculty during the upcoming faculty meetings in August.

The motion to approve was voted down.

c. APCC item: Change Title and Course Description for MATH 0997 (Simmons)

A motion to approve the item was made to approve the changes.

No corrections or questions were raised during the discussion.

A motion to approve the item was made and approved by unanimous vote.

d. APCC item: Change Title and Course Description for MATH 0998 (Simmons)

A motion to approve the item was made to approve the changes.

No corrections or questions were raised during the discussion.

A motion to approve the item was made and approved by unanimous vote.

e. APCC item: Change Title and Course Description for MATH 0999 (Simmons)

A motion to approve the item was made to approve the changes.

No corrections or questions were raised during the discussion.

A motion to approve the item was made and approved by unanimous vote.

f. Election of Officers for Upcoming Year (Chambers)

Election of new officers for the academic year 2022-2023 was held.

President – Senator Simmons

Parliamentarian – Senator White

Secretary – Senator Boudreaux

IX. Unfinished Business

a. Office Hours Committee (Chambers)

A motion to approve the item was made to approve the changes.

A proposal would be made by Senator Chambers to reduce the number of office hours and percent of hours online. A suggestion by Senator Gleissner would tie number of hours to number of courses rather than a fixed number of 10. It was suggested that 10 arose historically from 2 hours per class. Having a standard workload of 5 courses, 10 hours was expected. A system of 1 or 1.5 hours per class of face-to-face office hours, plus 0.5 to 1 hour of online availability was suggested. Furthermore, no office hours would be required of learning support or corequisite classes as those could be covered by their respective paired courses. It was suggested that an email discussion could be held during the summer to research other PEER institutions policies on office hours could be held.

A motion to approve the item was voted down unanimously.

A motion made to table the item and continue discussion through the summer and bring up the item again during the first fall meeting. The motion passed unanimously.

A motion was made to recharge the subcommittee with discussion and new proposal for the fall meeting. The motion passed unanimously.

X. Adjournment

Motion to adjourn the meeting was made.

Discussion was held concerning meeting dates and times for the Fall semester. It was decided that this discussion would be held once schedules were determined in the fall and worked out through email.

Hearing no further discussion, the motion passed unanimously.

The meeting was adjourned at 12:55 pm this date.