

UNG Faculty Senate  
Minutes  
February 8, 2013, 3:15-4:45 p.m.  
HNS 147 (Dahlonega), Library A/V Room (Gainesville), SRC 564 (Oconee)

**In Attendance**

- Dahlonega: Julie Higbee, Kristi Hislope, Markus Hitz, Sheey Hix, Paul Johnson, Irene Kokkala, Ron Larson, Hosuk Lee, Jon Mehlferber, Maryna Murdock, Megan Nason, April Nelms, Bryson Payne, Mark Perry, Beth Rauhaus, Mark Spraker, Jason Swaim, Alvaro Torres-Calderon, Eugene Van Sickle
- Gainesville: Tonya Butler-Collins, Macklin Cowart, Susann Doyle-Portillo, Paula Edney, Margi Flood, Robert Guyton, Thomas Hartfield, Natalie Hyslop, Jonas Kauffeldt, John O'Sullivan, Paul Raptis, Glen Smith, Kerry Stewart
- Oconee: Sam Bennett, Penny Lyman, Laura Ng, and Margaret Williamson.
- All Campuses: Bonita Jacobs

**Absent-Excused:**

- Dahlonega: John Brown, Royce Dansby-Sparks, Abdeslam Elfarri, Brooks Lansing, Clay Rowell, Regena Spratling, Elaine Taylor
- Gainesville: Scott Kantor, Celeste Morris
- Oconee: Dan Cabaniss, Jim Konzelman

1. **Call to order** - Dr. Robert Guyton and Dr. Mark Spraker, GSC & NGCSU Faculty Senate  
Chairs: 3:21pm

1.1 Note: This is the first meeting of UNG Faculty Senate

2. **Welcome** – Dr. Bonita Jacobs (President, University of North Georgia)

2.1 Celebrated first meeting of UNG Faculty Senate

2.2 Recognized the importance of the Faculty Senate's role in the university's mission and the importance of shared governance. Highlighted the campuses' history of strong Faculty Senates.

2.3 Expressed hope that Faculty Senators, and officers in particular, will keep an open line of communication with the President

3. **Officer Elections** – Dr. Robert Guyton

3.1 Note on Cumming campus representation: While the Cumming campus does not have official representation at this time, there are 6 faculty members on the Faculty Senate who also teach at the Cumming campus and so provide some representation for that campus.

3.2 Election for Chair:

- a. Description of Chair position was read aloud from Faculty Senate bylaws. One nomination: Mark Spraker. No additional nominations from floor. Motion that nominations cease: approved.
- b. Motion to elect Mark Spraker for Chair: approved.
- c. Mark Spraker introduced himself briefly to the Senate. Professor in Department of Physics at Dahlonega Campus. Will work hard to make sure all voices are heard.

### 3.3 Election for Vice-Chair:

- a. Description of Vice-Chair position was read aloud from Faculty Senate bylaws. One nomination: Kerry Stewart. No additional nominations from floor. Motion that nominations cease: approved.
- b. Kerry Stewart introduced himself briefly to the Senate. Professor of Political Science, Philosophy, and Environmental Studies at Gainesville Campus. Served on Faculty Senate at Gainesville Campus for several terms in past; looking forward to continued strong trend of shared governance in new university.
- c. Motion to elect Kerry Stewart for Vice-Chair: approved.

### 3.4 Election for Secretary:

- a. Description of Secretary position was read aloud from Faculty Senate bylaws. One nomination: Julie Higbee. No additional nominations from floor. Motion that nominations cease: approved.
- b. Julie Higbee introduced herself briefly to the Senate. Librarian at Duhon Campus. Previous experience as Secretary for Faculty Senate at Duhon Campus this past fall semester.
- c. Motion to elect Julie Higbee for Secretary: approved.

### 3.5 Election for Parliamentarian:

- a. Description of Parliamentarian position was read aloud from Faculty Senate bylaws. Nomination from floor: Thomas Hartfield of Gainesville Campus. No additional nominations; motion that nominations cease: approved.
- b. Thomas Hartfield introduced himself briefly to the Senate. Professor of Math at Gainesville Campus for 13 years.
- c. Motion to elect Thomas Hartfield for Parliamentarian: approved.

### 3.6 Overview of newly-elected officers for this term:

- a. Chair: Dr. Mark C. Spraker, Physics - Duhon Campus
- b. Vice Chair: Dr. Kerry Stewart, Political Science and International Affairs - Gainesville Campus
- c. Secretary: Ms. Julie Higbee, Libraries - Duhon Campus
- d. Parliamentarian: Mr. Thomas Hartfield, Mathematics - Gainesville Campus

## 4. **Election of Senate Members to the Leadership Appointments Committee** – Dr. Mark Spraker.

4.1 LAC Purpose: To select people to serve on Faculty Senate committees.

4.2 Additionally, LAC attempts to help ensure opportunities for service by identifying those who have not had a chance to serve and offering committee positions to them (ad hoc committees, etc.)

4.3 LAC must have representation from all campuses to help ensure committee representation from all campuses. LAC is one of the most important committees at the university because of this role of helping ensure representation.

4.4 Excerpt from Faculty Senate bylaws regarding LAC: “Four Senators, all with at least two years of service to the university, elected by the Senate from the University wide faculty at large with not all four being from the same campus. They will be elected during spring semester to represent each College and to serve two year staggered terms. “

4.5 What we need to do today for LAC: Need to identify four Faculty Senators for LAC; these

senators will be just four members among the larger LAC. Reason for needing to create LAC quickly: In order for some campus work to move forward (i.e., student conduct issues, etc.), committees need to be appointed and charged. Currently there are 25 statutory committees to fill. Getting LAC started is first step.

#### 4.6 Election of four Faculty Senators for LAC:

##### a. Nominations of senators:

Sam Bennett (Oconee, Math Dept)

Glen Smith (Gainesville C, Pol Sci)

Laura Ng (OC, English)

Tanya Butler-Collins (Gainesville Campus, HPER)

Maryna Murdock (DC, Business)

John O'Sullivan (GC, Sociology) - withdrew

Motion that nominations cease. All in favor.

##### b. Vote for four Faculty Senators by ballot. Votes tallied by Mark Spraker and emailed out after meeting.

##### c. Results: Sam Bennett, Tonya Butler-Collins, Maryna Murdock and Glen Smith were elected to the LAC.

### 5. **Additional Business**

5.1 Scheduling future meetings. We will send out a survey to all Faculty Senators to try to determine the best times for meetings and then schedule future meetings using that input.

5.2 Timing of meetings: Normally we will meet monthly. At some points we might need to meet more often depending on the business at hand.

5.3 K Stewart suggested all Faculty Senators email in 3 items to discuss in future agendas.

5.4 M Spraker – At this point, the most important work is to fill the LAC and get committees appointed. Then each committee will be charged with, among other tasks, reviewing sections of the bylaws to see what needs to be adjusted. Additional committees may still need to be created as well.

### 6. **Adjournment:** 3:54pm

Respectfully submitted,

Julie Higbee, Secretary

## UNG Faculty Senate

Meeting, March 6, 2013 3:15pm-4:30pm

LTC 163 (Dahlonega), Library A/V Room (Gainesville), SRC 564 (Oconee)

### Attendance

- Dahlonega Campus: Royce Dansby-Sparks, Pat Donat, Abdeslam Elfarri, Julie Higbee, Kristi Hislope, Markus Hitz, Sherry Hix, Paul Johnson, Irene Kokkala, Hosuk Lee, Jon Mehlferber, Maryna Murdock, April Nelms, Mark Perry, Beth Rauhaus, Clay Rowell, Mark Spraker, Jason Swaim, Eugene Van Sickle
- Gainesville Campus: Tonya Butler-Collins, Macklin Cowart, Susann Doyle-Portillo, Paula Edney, Margi Flood, Robert Guyton, Thomas Hartfield, Jonas Kauffeldt, John O'Sullivan, Kerry Stewart
- Oconee Campus: Samuel Bennett, Jim Konzelman, Penney Lyman, Margaret Williamson

### Excused:

- Dahlonega Campus: Elaine Taylor, Bryson Payne, John Brown, Alvaro Torres-Calderon
- Oconee Campus: Dan Cabaniss, Laura Ng
- Gainesville Campus: Natalie Hyslop, Celeste Morris

### Absent:

- Dahlonega Campus: Kim Hudson-Gallogly, Brooks Lansing, Ron Larson
- Gainesville Campus: Scott Kantor, Paul Raptis, Glen Smith

## Minutes

1. **Call to order:** 3:17pm
  
2. **Minutes** of the February 8, 2013, meeting (Available at [http://www.northgeorgia.edu/FacultySenate/Default\\_1col.aspx?id=4294983416](http://www.northgeorgia.edu/FacultySenate/Default_1col.aspx?id=4294983416)) [Also available now on UNG site [here](#).]
  - 2.1. Note: Minutes are currently housed on the Dahlonega Campus website, but a request has been submitted for Faculty Senate space on the UNG site; when this space is created, Faculty Senate information will be transferred there.
  - 2.2. Motion to accept the Feb 8, 2013, minutes: E Van Sickle 1<sup>st</sup>, H Lee 2<sup>nd</sup>. Approved.
  
3. **Chair's Report** – Mark Spraker
  - 3.1. Elections for Committees: Many elections have been underway and the last of them will be completed today, 3/06/13. Most of the committee slots filled by elections have now been filled for this coming year.
  - 3.2. Senators M Spraker, K Stewart, and J Higbee met with Provost Pat Donat last Friday, 3/01/13, to discuss several concerns raised by UNG faculty. She will be discussing these concerns in today's Faculty Senate meeting.
  - 3.3. M Spraker attended the Executive Council meeting in Cumming last week with the UNG President and others to discuss the budget and other issues. .
  - 3.4. Registration concerns raised by an email message J Konzelman and many others

received regarding registration dates during spring for fall semester.

- 3.4.1. M Spraker brought this email to the Registrar's office, and it appears this was an early draft and not the approved or final version for registration dates. The Registrar's office is still meeting with Student Government Associations at each campus to discuss registration dates and possible concerns. The meeting with SGA at the DC will be next Monday, and meetings with GC and OC SGAs will be after their spring break week.
  - 3.4.2. Registration considerations M Spraker discussed with Registrar's Office: One of the hard deadlines affecting registration, April 15, has been set by IT. It appears April 26 was listed as the end of the early registration period because it was the last day of classes before finals week and the end of the semester. One of the reasons for different campus registration dates was that for some reason, priority registration (i.e., for student athletes, disabled students, and others) takes a bit longer at the Dahlonega Campus than the Gainesville Campus; that's why it started a day earlier for Dahlonega in that draft schedule. This particular early registration schedule was intended only for continuing students attending one specific campus.
  - 3.4.3. Discussion of concerns: a) Timing of registration - why do some campuses have different dates than others? b) Registration window being near finals week may be a problem for students; and c) Students wanting to attend different campuses within the institution are going to have to register at those campuses as new students, and this might be a barrier to intercampus attendance. If we're moving to a unified Banner system in April, why the need for complicated registration for multi-campus attendance?
  - 3.4.4. Another concern is about requiring new student orientations for students each time they start classes at another campus. For example, students coming to the Dahlonega campus just for some classes are in a different situation than the residential students toward whom orientation is geared. UNG might need to look at orientations for programs rather than campus orientations.
  - 3.4.5. Question: If early registration is for continuing students only, why is there a category for students with 0-12 units? Wouldn't that make some of them new students? Response: Learning Support students sometimes fit into this category.
  - 3.4.6. P Donat offered the idea of compiling faculty concerns about registration issues and communicating them to Tom Walters and the Registrar's office staff as soon as possible for consideration. This action item will be addressed in this meeting's New Business section.
4. **Update from the Leadership Appointments Committee** – John Holliday
    - 4.1. Survey results are in. 310 responses. 5% from Cumming; 43% from DC; 39% from GC; 17% from OC. (Note: The total over 100% is because some faculty from Cumming are also at another campus.) These survey results will be used in the process of filling the rest of the committee slots.
    - 4.2. The LAC needs to make over 200 appointments, and they are meeting Friday, 3/08/13. They will be determining the number of appointments that will come from each campus, and the goal is to keep proportion of appointments consistent with proportion

of full time faculty by campus. The LAC will split into campus subcommittees to make appointments by campus. Once those appointments are made, the subcommittees will submit reports to the LAC for final approval and then will bring back to Faculty Senate. Goal is to be as fair as possible to all campuses in representation on committees.

## 5. Update from the Provost – Pat Donat

- 5.1. Main topic addressing today: faculty salary issues. Have been generating detailed reports looking at faculty salaries in institutions that look like UNG: Carnegie classification “Master’s Large” and within SREB, Southern Region Education Board. (Reason we’re not using just USG data: too small a sample size for all departments and programs within just Masters Large institutions.) When this report was presented recently to the Chancellor, he thought this was a good comparison group. While the spreadsheet P Donat presented to the Faculty Senators today shows the types of salary information they are looking at, the data in the form is not the actual data, which will differ by each department.
- 5.2. Within this SREB comparison group, the report (example provided) looks at the minimum salaries by department/rank and also what those salaries would be for the 10<sup>th</sup> percentile (i.e., 90% in group are higher) and 25<sup>th</sup> percentile (i.e., 75% in group are higher). Next to those group numbers are the individual faculty salaries by department and rank from throughout UNG. At this point, there are a significant number of faculty members whose salaries do not reach the group minimum, and it is an important goal of the President and Provost to get salaries up to the 25<sup>th</sup> percentile levels within one to three years. This is going to take a significant amount of funding, and UNG administrators are presenting the case to the Chancellor that this is an important situation requiring BOR funds.
- 5.3. For UNG faculty salaries (looking at 410 faculty total): To get all UNG faculty salaries up to the minimum level, “cost to minimum,” would be \$650,000 and would affect 28% of the faculty. To get salaries to the 10<sup>th</sup> percentile would be \$1.6 million and would affect 53% of the faculty. To get to the 25<sup>th</sup> percentile would be \$2.6 million and would affect 72% of the faculty. (Note: This means only 28% of UNG faculty currently are paid at the 25<sup>th</sup> percentile level or higher.) The President and Provost are advocating for a 1-3 year plan to get us to that 25<sup>th</sup> percentile level.
- 5.4. Reason we’re not using just USG data: too small a sample size for all departments and programs within just Master’s Large institutions. That said, they did look at salaries in all USG state universities, and for Full Professors, the UNG average salary \$69,000 was second lowest in system; for Associate Professors, UNG average \$59,288 was fourth lowest; and for Assistant Professor, UNG average \$47,116 was the lowest. Question: Was this USG data presented to the Chancellor? P Donat: Mack McConnell and I are planning to add this to a presentation highlighting all significant points regarding salary and include this information.
- 5.5. Regarding salary chart example presented by P Donat: Question: Why the difference in faculty salaries within same department at same rank? P Donat: This is modeled on an actual department. May have to do with number of years in service. In general, the trend is for people who have been at an institution longer to be paid higher; also, the

salaries of faculty who serve in administration might be a bit higher.

- 5.6. Question: Any chance of us getting to the 50<sup>th</sup> percentile any time soon? P Donat: To get to the median level would be \$4+ million dollars and at this point getting to the 25<sup>th</sup> percentile is a challenging goal. We wanted to present a plan the Chancellor might be able to support. Getting to the 50<sup>th</sup> percentile median is our goal though.
- 5.7. Question: What was the response when you presented this information to the Chancellor and group? P Donat: They were not shocked; we have been discussing this issue for a while now – particularly the challenge of consolidation across institution types.
- 5.8. Question: Do you know when the BOR is going to finalize the budget? P Donat: We won't know this until April (per Mack McConnell). Question: With the budget cuts anticipated in the USG, will salary adjustments for UNG come from the regular portion allocated to UNG, or is there a chance the BOR will go back to legislature and ask for more because of consolidation? P Donat: Likely to have to come from amount allocated to USG by legislature.
- 5.9. Other faculty pay issues also need to be addressed: non-tenure-track faculty pay, summer salaries, step raises for promotions, post tenure review raises, and administrative supplements (i.e., for department heads) are different by campus. It is going to take about \$500,000 to address these issues. These issues also need to be addressed quickly because budget decisions are being made for the new fiscal year. Question: Would it be possible to get a spreadsheet of the numbers in these areas? P Donat: Yes. [available on UNG site [here](#)]
- 5.10. Question: Summer salary is sometimes a percentage of regular salary; is it possible other pay areas can be indexed to salary rather than a flat amount? P Donat: Not sure. One of challenges for budget analysts is predicting the budget, and static amounts create more predictability for future. We may want to look at another kind of model to create something predictable. Also, after we make some of these decisions, we'll next want to look at all of these approaches and see if they're working for us.

## 6. **New Business** – Mark Spraker

- 6.1. Election of a Senator to the Athletics Committee – Mark Spraker. Read committee purpose from bylaws. Opened for nominations from floor. P Edney nominated Tonya Butler-Collins. Motion that nominations cease: Approved. Vote for T Butler-Collins to Athletics Committee: Approved.
- 6.2. Determination of the manner by which faculty should be ordered for special events. Two main options used in past: By date of hire, or by rank and then alphabetically within rank. Motion that faculty line up by rank and then alphabetically within rank (1<sup>st</sup> C Rowell, 2<sup>nd</sup> P Edney): Approved.
- 6.3. First reading of amendments to the composition of the Student Conduct Committee [available on UNG site [here](#)]. Discussion: (R Guyton) Regarding faculty from the Cumming Campus, can those be faculty who are on the campus part time or full time only? M Spraker: I believe it was envisioned as faculty with Cumming as their primary campus. In the bylaws, when it refers to campus faculty it almost always means faculty with that campus as their primary campus. Discussion: Some concern about there

being enough faculty there to fill these roles... just enough at Cumming Campus for this particular committee... Discussion: (T Hartfield) In striking out membership requirements under number 3, there's nothing that replaces how committee members are selected.

- 6.4. Need to send back for clarification. Motion to table and re-address in a future meeting (P Edney 1<sup>st</sup>, K Stewart 2<sup>nd</sup>): Approved. M Spraker will send back for clarification and present revision for first reading in another meeting.
- 6.5. Additional new business from floor: (K Stewart) Concern about summer session schedule. P Donat: Summer schedule 2013 will follow existing summer schedule for GSC and NGCSU. We have agreement to set up fall 2013 and spring 2014 schedules, but we tabled any vote on summer 2014 because we couldn't come to consensus. Financial aid office needs summer 2014 schedule in place sooner rather than later for logistical reasons. We have asked the budget office, registrar and financial aid office how difficult it would be if we had campus-based summer schedules. If impact on staff and ability to process work is not too great, we may consider campus-based summer schedules. We will probably need to set up ad hoc committee to deal with this soon.
- 6.6. (K Stewart) Concern about summer session pay approach: at GSC, summer classes need a minimum of 15 students or faculty pay is based on whatever tuition comes in from student enrollment numbers. Enrollment by college or division is the approach that has been used at DC; is there any possibility this might be applied at GC too? P Donat: Academic deans are responsible to ensure summer sessions run "in the black" – meaning, you can't run deficits in summer. Department heads work on summer schedules that will match student demands to cover all salary expenses. If course is low in enrollment: 1) course can be cancelled; 2) salary can be prorated in some way; 3) unit (college level) can move money around so if one class is large and one is small but students really need it to graduate, we use revenues so that it balances across the college so they're in the black. It's incorrect to say NGCSU/DC has never prorated faculty salaries but they usually look at cancelling class or balance across the larger unit so the individual faculty member is not required to balance the budget but the college is required to be in the black.
- 6.7. Motion to create committee to collect faculty input on registration concerns: T Hartfield 1<sup>st</sup>, K Stewart 2<sup>nd</sup>) Approved. M Spraker will create a committee. Comment: (M Flood): I offer to be on this committee.
- 6.8. Faculty Senate Communications: How do you disseminate info that comes out of Faculty Senate meetings? Will this information be transparent? M Spraker: Right now we're posting information to the older Faculty Senate website on the northgeorgia site (<http://www.northgeorgia.edu/facultysenate/>) because this is the space Julie Higbee and I are able to update. We have requested Faculty Senate space on the new UNG site, and as soon as it's made available we'll switch over. Also, you are able to share Faculty Senate agendas and minutes with colleagues and request input from them. The minutes are put up on the website, so everyone can access them, and Faculty Senate meetings are open for visitors. In short: we aim to be very transparent.

## 7. Old Business: None

8. **Announcements** – Mark Spraker

8.1. Future Meetings: The next meeting will probably be during the first or second week of April; we will send around another survey to try to determine the time most people will be able to meet during those weeks. We will continue to make efforts to try to accommodate as many Senators as possible; this issue should be ameliorated in the fall when we have a meeting hour for all campuses.

9. **Adjournment:** 4:32pm. Motion to adjourn: (K Stewart 1<sup>st</sup>, C Rowell 2<sup>nd</sup>). Approved.

Respectfully submitted,

Julie Higbee, Secretary

## UNG Faculty Senate Meeting

April 9, 2013

LTC 163 (Dahlonega), Library Room 134 (Gainesville), SRC 564 (Oconee)

### In Attendance:

- Dahlonega Campus: John Brown, Royce Dansby-Sparks, Abdeslam Elfarri, Julie Higbee, Kristi Hislope, Markus Hitz, Kim Hudson-Gallogly, Paul Johnson, Ron Larson, Hosuk Lee, Jon Mehlferber, Maryna Murdock, Megan Nason, Bryson Payne, Mark Perry, Beth Rauhaus, Mark Spraker, Jason Swaim, Elaine Taylor, Eugene VanSickle
- Gainesville Campus: Tonya Butler-Collins, Macklin Cowart (at OC campus), Susann Doyle-Portillo, Paula Edney, Margi Flood, Thomas Hartfield, Scott Kantor, Celeste Morris, Glen Smith.
- Oconee Campus: Penny Lyman, Laura Ng, Margaret Williamson

### Excused

- Dahlonega Campus: Irene Kokkala, April Nelms, Alvaro Torres-Calderon
- Gainesville Campus: Robert Guyton, Jonas Kauffeldt, John O'Sullivan, Paul Raptis, Kerry Stewart
- Oconee Campus: Samuel Bennett

### Absent:

- Dahlonega Campus: Sherry Hix, Brooks Lansing, Clay Rowell
- Gainesville Campus: Natalie Hyslop
- Oconee Campus: Dan Cabaniss, Jim Konzelman

## Minutes

1. **Call to order:** 12:36pm
2. **Minutes of the March 6, 2013 Meeting:** 1<sup>st</sup> B. Payne, 2<sup>nd</sup> R. Larson. Approved.  
([http://www.northgeorgia.edu/FacultySenate/Default\\_1col.aspx?id=4294983580](http://www.northgeorgia.edu/FacultySenate/Default_1col.aspx?id=4294983580) –OR-  
[www.ung.edu](http://www.ung.edu) > faculty/staff login > click Governance on left > Faculty Senate > Faculty Senate Minutes
3. **Chair's Report** – Mark Spraker
  - 3.1 President Jacobs would like to host the Faculty Senate at a performance of Twelfth Night at Ed Cabell Theatre on UNG Gainesville Campus on Thurs, 4/18/13, at 7:30pm. There will be a reception from 6:00-7:15pm prior to the performance in the Continuing Education Building, Gainesville Campus, Room 109. Significant others are welcome. Please RSVP to Linda Smith at [lsmith@ung.edu](mailto:lsmith@ung.edu) by 5:00 p.m. on Thursday, April 11<sup>th</sup>.
  - 3.2 Budget proposal has been submitted, and we will start hearing about the salary situation in mid-April. We have formula funding approved, but we do not yet know how it will be apportioned out to campuses and what it will mean for faculty salaries exactly.
  - 3.3 Attended meeting for 360 Review recently; review of President came up for UNG and is one of five such reviews being conducted this year. Have been involved, along with other faculty, in discussing perceptions of presidential leadership, future of institution, etc.
  - 3.4 Met with Executive Council and Academic Council; this time, the calendar was discussed. All campuses will have a meeting hour MWF from 12:00 – 1:00, so the Faculty Senate will plan to reserve two days each month (even if the senate only chooses to meet once a month) during the meeting hour for meetings and will create a defined Faculty Senate meeting calendar for the year starting this coming fall semester.
  - 3.5 “No Show” app, [www.selfattendance.com](http://www.selfattendance.com), created by faculty member at Clayton State: students put app on phone or iPad and professor puts password on board on day of class; student enters

password for day in app, and this records attendance

4. **Update from the Provost's Office** – Denise Young, Assistant Vice President of Institutional Effectiveness & Richard Oates, Associate Provost for Academic Administration

4.1 **SACSCOC accreditation process update.** Prospectus and more at [www.northgeorgia.edu/sacs](http://www.northgeorgia.edu/sacs).

- 4.1.1 Consolidation prospectus submitted Sept. 2012 and approved Dec. 2012.
- 4.1.2 Next step: substantive change report due late July 2013. UNG needs to show compliance with 40+ SACS standards involving governance and administration, educational programs, faculty, library and learning resources, physical resources, student services, financial resources, etc. About 15 people, based on areas of expertise, are writing narratives; Denise Young and Betsy Cantrell are writing most of them. June 15: final drafts due.
- 4.1.3 SACS visit Sept 17-20. Block calendars Sept 18-19 (all day) and Sep 20 until 10am for potential meetings with SACS Committee members. (You won't meet with them all day, but be open to having a short meeting, 30-40 minutes, sometime during those blocks.) SACS Committee is 8-9 members; Chair is Dr. Rebecca Porterfield of University of North Carolina, Wilmington. Purpose of meetings with Committee: clarify and verify items of compliance. The committee will visit the Gainesville and Dahlonega Campuses in person and videoconference with Oconee and Cumming Campuses.
- 4.1.4 Due Feb 2014: Written response demonstrating compliance with any standards for which the Committee found UNG noncompliant.
- 4.1.5 June 2014: SACSCOC determines continued accreditation (with or without monitoring report), warning, or probation.

4.2 **CUPA salary information document review.** Report available [here](#) (These reports are for purchase and are proprietary – i.e., **do not share publicly outside institution**.) [Note CUPA-HR = College and University Professional Association for Human Resources]: CUPA conducts salary surveys across disciplines at all rank and level. CUPA data has been used at NGCSU for past 7 years and now is being used to help inform UNG salary issues and goals.

- 4.2.1 Note: Other salary surveys exist - [AAUP](#) and Department of Education ([National Center for Education Statistics](#)) - but these do not necessarily break down faculty salaries by discipline in all disciplines, which is something CUPA does.
- 4.2.2 CUPA Report. Comparison group = 16-state regional southeast group (SACS), Carnegie class Master's Large, and public institutions. In the report, the "CIP code" is the discipline; there can be one or more codes per department. The 10<sup>th</sup>, 25<sup>th</sup> and 50<sup>th</sup> percentile for salaries within a discipline and by rank are shown.
- 4.2.3 In presentations to Board of Regents, have presented this information showing how low UNG salaries are compared to this comparison group. Our goal is to move to the 25<sup>th</sup> percentile in next 3 years. To get faculty to 10<sup>th</sup> percentile = 1 million dollars; to get to 25<sup>th</sup> percentile, 2.5 million dollars; to get to the 50<sup>th</sup> percentile, 4 million dollars. These amounts are just for faculty and do not including staff. There is a commitment to help us move in the direction of closer salary equity with the peer group.
- 4.2.4 Questions and Answers (Q&A): M Spraker: Can we post the CUPA data on the UNG website if it's behind the faculty portal? D Young: Yes, as long as it's in a protected space. It just cannot be shared outside the institution.
- 4.2.5 Q&A: J Mehlferber: Is there any provision being made for how we will move toward 25<sup>th</sup>

percentile? D Young: Each year at NGCSU we have done a faculty salary equity analysis, and we will continue to do this within UNG.

- 4.2.6 Q&A: Is GA the only state in this region where faculty members have not had raises for past several years? D Young: Most states went through a 2-3 year period when they didn't get raises. It is unusual to go 5, and soon 6, years with no raises provided by state though; this is part of reason we are so behind. R Oates: In talking with colleagues around the southeast, we are not unusual in this economic situation; in some states there has been 25% cut in across the board funding.
- 4.2.7 Q&A: P Edney: With adjustments, will anyone's salary be cut? D Young: No.
- 4.2.8 Q&A: P Edney: When can we expect contracts? R Oates: We are waiting to hear what our allocation is from university system; we will then work on that allocation, and it will take about 1-2 weeks to put that together; then we submit budget back to BOR first week May; once approved, can start issuing contracts. An estimate for issuing contracts is probably around the first of June.
- 4.2.9 Q&A: P Edney: in using the CUPA 25<sup>th</sup> percentile data, does that mean each person will get raise to the 25<sup>th</sup> percentile? D Young: This is guide based on rank/discipline, but other factors will be taken into account on an individual basis at the department and dean level.
- 4.2.10 Q&A: T Butler-Collins: Is there a specific rubric for deans to follow that will identify how pay raises will be given? D Young: I'm not aware of a rubric; this CUPA chart is a guide. In terms of equity there are also different things to be considered. T Butler-Collins: The concern is that this will be a subjective decision, and deans might not be especially familiar with the work of everyone in their departments. R Oates: The lack of a specific rubric does not mean there are no checks and balances and no process. Deans look with department heads at figures, trends, guidelines, and then they are questioned and subjected to rationale for decisions being made.
- 4.2.11 Q&A: T Butler-Collins: Will there be provision for faculty with overload schedule in summer, so we look at establishing equity without looking at overload... and can decreasing overloads be taken into account so there's not a huge loss of salary? R Oates: Histories of overloads are put into the equation as we look at this three year salary process.

## 5. New Business

- 5.1. **Report from the Leadership Appointments Committee** – John Holliday. Access report [here](#). 249 appointments were made within in a couple of weeks – a big job. Report shows appointments made by the LAC, but not the complete committee membership, including elected members and appointments from different entities. Although it's not required of LAC, as a service, they will put together a master committee list soon.
- 5.2. **Report from the ad hoc committee on the registration schedule** – Mark Perry. Questions and answers with Steven Stubbs, Associate Registrar, along with input from Richard Oates follow:
- 5.2.1. Q: Are ALT-PINS going to be used? A: Alternate PINS will not be used for the fall registration period, April 15-May 3. (Input from R Oates: This is for logistical reasons, because of Banner C not recognizing alt-pins pulled from old Banner system. Will use Alt-PINS again in future though. The Academic Advising Consolidation Committee recommended we maintain the alt pin system for students with fewer than 45 hours.)
- 5.2.2. Q: How will students wanting to take classes on multiple campuses do it? A: Dhalonega

- students will be able to register for Gainesville, Oconee and Cumming classes from May 1-3 through Banner. Gainesville, Oconee and Cumming students will need to complete a permission form approved by the Academic Affairs Office to take Dahlonega classes. (R Oates: This has to do with using two tuition and two fee models. We need to have some control with students coming to Dahlonega because of fees. We need the permission form as a trigger, to make sure student is in good academic standing, has at least 30 hours.)
- 5.2.3. Q: What kinds of restrictions will be on students blocking their ability to take classes at other campuses than their home campus? A: Dahlonega students are permitted to register for Dahlonega classes. Gainesville, Oconee and Cumming students are permitted to register for Gainesville, Oconee and Cumming classes. There are a few exceptions: MBA, Nursing, and Business. (R Oates: First week of registration, students are locked into their campus. After that, open by availability by campus. If you are bachelor degree student and home campus is GC, we will not then be checking that piece of it.... Make sure we are monitoring/assessing for associate degree student – again, fee issue)
- 5.2.4. Q: Are all students able to register for online courses? Do campus restrictions apply to online courses? A: Completely online courses are open to all students with no campus restrictions.
- 5.2.5. Q: Who can authorize the override of closed classes at the different campuses? A: This varies by department; some departments require the department head while others require the instructor.
- 5.2.6. Q: If you look at the proposed registration schedule, the Dahlonega campus students may register for all campuses, but does that mean the other campus students may also register for all campuses? A: That is still a problem for Oconee and Cumming especially if we have to code the on-line courses with a campus code. From April 15-April 30, Dahlonega students will register for Dahlonega classes, and Gainesville, Oconee, and Cumming students will register for Gainesville, Oconee, and Cumming classes with a few exceptions.
- 5.2.7. Q: What about students who choose to continue their education at Dahlonega? A: The Degree Transition Form will identify these students. (R Oates: If these students identify themselves early on, they will be in queue for regular Dahlonega Campus registration. Advise anyone going through transition process that the earlier they identify themselves by completing the Degree Transition Form, the better it will be for early-registration process. What we don't want it is to treat them like new transfer students. With early submission of form, they should be in regular Dahlonega Campus registration.)
- 5.2.8. Q: T Hartfield: The real issue appears to be the degree level at which students are identified.... Bachelor's level students will be able to register at all campuses, and only associate level students will need approval process to go to Dahlonega campus. Does this mean we should tell our associate's level students not to try to take classes at DC, unless it's a class that happens to be unusual at freshman or sophomore level? A: R Oates: That would be a reasonable conclusion.
- 5.2.9. Q: T Hartfield: For associate's level students deciding about when to enter a bachelor's level program, do we have advice for them beyond the fee aspect? Should they go ahead and transfer into bachelor level class early on in order to be able to take upper division courses? A: R Oates: They will not have access to the 3000-4000-level courses if they are not in a bachelor's program. When they make that transition is up to them. This is similar to the institutional transient process from past: at the point of 30 hours and if in good academic standing, this triggers the transition phase. If associate's level students want to transition

prior to 30 hours, they will have to meet the incoming freshman standards, just as before consolidation.

- 5.2.10. Q: T Hartfield: For associate's level students who need to take a 3000 or 4000 level course, will there be some leeway within departments to allow this? Example: Some courses that were previously sophomore level are now junior level; will departments will be able to allow some associate student entrance into these classes? A: R Oates: There is a restriction on taking 3000-4000 level classes for associate's degree students. This will be a block. However, the department owns the curriculum, and if they've moved it to 3000 level course, if they want to re-evaluate to 2000 level course to open up its availability, this is within their purview. No plan of study has been approved by the university that includes a 3000 level course in Area F. If there is a student who is finishing out under another older degree plan, there are ways to work around that. We are not going to do anything to impede students' progress on completing a degree. We can work with dean of your department on that situation.

### 5.3 Amendments to the ACTT Committee and General Education Committee Bylaws (First reading)

- Scott Kantor

- 5.3.1 Proposed: Within ACTT Committee, amend faculty composition to include one faculty member from the university libraries: "Eight faculty members, with at least one faculty member from each academic College, **and at one faculty member from the Library**, and three at large members, who will be appointed by the Leadership and Appointments Committee." Within General Education Committee, in composition section under C, Faculty Membership, add at end of list "**One from the Library.**"
- 5.3.2 Rationale: Traditionally on Gainesville and Oconee Campuses, ACTT and the library have been together and worked closely together. For the General Education Committee, the library has a strong interest in being aware of core curriculum. This knowledge has an effect on how the library builds the university's collection and offers guidance to students, especially to freshmen and sophomore students.
- 5.3.3 Discussion: 1<sup>st</sup> S Kantor, 2<sup>nd</sup> J Higbee. If senate considers this non-controversial, can waive second reading and vote today.
- 5.3.4 Vote: All in favor of both amendments. Approved.

6. **Adjournment: 1:48pm.** Adjourn meeting due to time: Other new business and old business will be carried over to next meeting because of time constraints. 1<sup>st</sup> R. Larson, 2<sup>nd</sup> everyone. Approved.

#### Items carried over to next meeting

- New Business: Discussion of the alt-pin system and other academic procedures - Markus Hitz
- Old Business: Revised amendments to the Student Conduct Committee – Mark Spraker

Respectfully submitted,

Julie Higbee, Secretary