



**ARMSTRONG ATLANTIC
STATE UNIVERSITY**
Executive Committee
Minutes of January 8, 2007
University Hall 282

Present: Hassan Aziz, Joyce Bergin, Donna Brooks, José da Cruz, Kevin Hampton, Wendy Marshall, Thomas Murphy, Erik Nordenhaug, Anne Thompson, Michael Toma, Ellen Whitford

Absent: Alice Adams, Tim McMillan (excused)

Guests: Suzanne Carpenter, John Kraft, David Lake, Dennis Murphy, Nancy Remler

- I. **Call to Order.** The meeting was called to order at 12:06 p.m. Dr. Ellen Whitford presided.
- II. **Approval of Minutes.** The minutes of December 4, 2006 were approved as corrected.
- III. **Old Business**
 - A. **Report – Faculty Governance Development Committee** (see attachment 1)

Suzanne Carpenter

Dr. Bergin expressed thanks to the Faculty Governance Development Committee (FGDC) on behalf of the Executive Committee for all the work they have put into fulfilling their charge. Their efforts are highly appreciated.

Professor Carpenter reported that at the last meeting of the FGDC she updated the committee on the questions and issues raised at the last Executive Committee meeting. As a result some changes were made, which are reflected in the attached document (Attachment 1). The FGDC members then discussed where they see themselves in the in the process of fulfilling their charge. The FGDC feels that that they have satisfied their original charge and that it is time to deliver the draft bylaws to the Executive Committee and let them take it from

there. These sentiments have been summarized and expressed in the cover memo of Attachment 1.

There was some discussion of Attachment 1.

On page 2, the phrase “coordinate the activities” is used. It was questioned whether this was accurate, or whether the committees would function as autonomous groups that would report to the senate. It was suggested that it might be more appropriate to define the actual tasks to be done, such as, “Appoint faculty committees and respond to recommendations from . . .”

On page 3, item 10 suggests that a representative of the faculty senate be elected to attend Administrative Council meetings. It was questioned whether attending the Administrative Council wouldn't be something appropriate to the Chair of the senate. Professor Carpenter said the FGDC wrote it as they did in case the senate felt the Chair had enough to do and to leave some flexibility. Members of the Executive Committee recommended that the Chair should do it, with the Vice Chair as designee if the Chair cannot attend. The Chair would be a figure recognized by everyone, and as the Administrative Council is an informational meeting, attending would be apropos to the Chair's responsibility.

On page 5, under section C.3, it was questioned whether a 3-year waiting period before a senator can be reelected is desirable, considering how small our faculty is. A shorter waiting period was considered by the FGDC, but it really becomes a 3-year wait by default since departmental representatives can only be elected every 3 years. There was discussion of whether one year would be more appropriate in case someone leaves mid-term or needs to be replaced for some other reason. It was expressed that in the case of larger departments with multiple representatives, it seemed unfair that they would have elections every year or two compared to smaller departments who have to wait 3 years all the time. It was suggested that maybe there should be a section in the bylaws allowing departments to request a waiver of the bylaws and put it in the jurisdiction of the senate.

On page 6, item 1.a, there was discussion of the wording regarding who presides over the senate administrative board. It was suggested that it might be good to specify that it is the faculty's expectation that a faculty member preside over the senate administrative board. There was discussion of appropriate wording to make this sentiment in line with Board of Regents policy and without alienating members of the administration. It was suggested that looking at the wording of Georgia Southern's bylaws would be helpful.

There was discussion of the composition of senate on page 4. It was questioned whether faculty ranked administrations above the rank of Dean should be included. There was concern that this looked too much like the current system. There was discussion of whether there was an expectation that the senate

should be made up primarily of non-faculty ranked administrators. It was agreed that this is an area that needs more consideration. It gets back to the philosophical perspective of what a senate is by definition.

On page 6, section B.2, it was questioned why an item would be sent to a committee rather than put on the agenda right away. It was explained that there might be cases where it would be more appropriate for an item to go to a committee for more investigation and then come into the senate from the committee. Some ideas might not be fully fleshed out when they are first put forward. The wording was chosen specifically to not deny any items. The Board is conceived of as a conduit, not a body that makes decisions to stop something. It was suggested that the word "but" be changed to "or."

On page 11, section B, it was questioned in what capacity a senator would serve on each committee. Some felt the senator should be the chair as part of their duties as a senator. Others felt the committee should have flexibility in electing chair.

It was questioned why there was no Committee on Committees. Professor Carpenter responded that on page 23, section C, an Article of Transition has been added. The last two sentences describes what the FGDC believes is the most workable way to go about restructuring committees. The FGDC felt that, rather than try to change everything at once, the committee should focus on the original charge of developing a senate structure and leave the rest of the decisions to the senate as an elected group.

There was discussion of the best way to present a new governance structure to the faculty for approval. There was mention of a sequential system in an article distributed by Dr. Bergin.

The members of the FGDC were thanked and excused at this point.

It was moved and seconded to receive the report of the Faculty Governance Development Committee. In discussion it was emphasized that: only the draft itself was being voted on, and; it was a vote to accept the report as the FGDC's final report, not to approve it. The motion was approved and the FGDC was disbanded.

Discussion at this point turned to what the next action should be. There are many unresolved issues, and they are perhaps best pursued while still fresh. On the other hand, it was suggested that writing a constitution might be the appropriate next move, to define the senate as an entity and explain why it exists. It was suggested that it would be good to revisit the philosophical foundations of a senate and decide how shared governance will be defined at AASU.

The two options suggested were to either have the Executive Committee continue with the work, or make a sub-committee of Executive Committee to work on the issues and then bring them back. It was decided that having the entire committee continue the work would be preferable, and it was agreed that time would need to be set aside outside the monthly meetings. Accordingly, a retreat was scheduled for January 26th, 8:30-11:30. Issues to be covered would be: what is the senate as an entity; what is the purpose of the senate; what is Board of Regents policy; what are the constitutional issues; and to work on creating an organizational structure.

At the Faculty Meeting in 2 weeks, Dr. Bergin will report that the Executive Committee has received the draft from the FGDC and is now working to clarify some points in terms of moving forward with process. She will also report that slowing down the timeline is in the best interest of successful implementation.

B. Response to the AASU Committee on Information Technology (see attachment 2)

Joyce Bergin

Dr. Bergin reported that a memo of response (Attachment 2) was sent to the Committee on Information Technology, but we have not heard back from them yet.

IV. New Business. There was no new business.

V. Announcements

Dr. Whitford announced that she will be holding a workshop with a consultant on strategic planning on March 8 and 9. She would like the Executive Committee to be represented at the workshop. The workshop is designed to help us get organized for SACS accreditation and for strategic planning. More information will be provided later.

VI. Adjournment. The meeting was adjourned at 1:22 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information

MEMO

To: Dr. Whitford, VPAA and Executive Committee Chair

From: Suzy Carpenter, Faculty Governance Development Committee Chair

Date: 1/3/07

Re: Final Report of Proposed Bylaws for a Senate Governance Structure at AASU

After a review of senate structures at other institutions, the Faculty Governance Development Committee has developed a feasible senate structure of governance for AASU. We have spoken with faculty at other University System institutions about the strengths and weaknesses of their senate structures and have carefully examined their Senate Bylaws. We have assembled and attached a set of Bylaws that incorporates effective practices expected to result in a form of governance which strengthens the voice of the AASU faculty. While the Committee now considers its job done, we recognize that the Executive Committee or a future faculty governance committee may revise the bylaws we have composed. Should revisions occur, we ask that those committees be credited as authors of the revisions. Finally, please feel free to call on any members of the Committee as would be helpful while the discussions of faculty governance continue.

INTERIM REVISIONS OF THE BY-LAWS (1 Jan. 2007)

Board of Regents Policy Manual

302.06 FACULTY RULES AND REGULATIONS

The faculty, or the council, senate, assembly, or such other comparable body, shall make, subject to the approval of the president of the institution, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution. (BR Minutes, 1986- 87, p. 333).

Article I. FACULTY

The name of the body constituted in these Bylaws shall be the faculty of Armstrong Atlantic State University (hereinafter referred to as the faculty).

The membership of the faculty of the university shall consist of the president, the vice president and dean of faculty (hereinafter referred to as dean of faculty), the deans, the registrar, the vice president for business and finance, the vice president for student affairs, other personnel designated by the president as holding faculty status, librarians, and full-time faculty members holding appointment in the ranks of professor, associate professor, assistant professor, and instructor.

Article II. FACULTY SENATE: DUTIES AND JURISDICTION

SECTION A. The Faculty Senate is an elected representative body that acts on behalf of all faculty on matters within faculty purview under Board of Regents policy, including faculty governance, and that advises the Vice President and Dean of Faculty and the President, to the extent permitted under Board of Regents policy, on matters of university planning, governance, and resource allocation. The guiding purpose of the Faculty Senate has been defined as follows:

1. Provide the means to share responsibility among members of the faculty and administration for the University's direction and policy-making;
2. Represent the faculty in all matters relating to academic policy, opportunities, responsibilities, and other matters affecting the general welfare of the faculty;

3. Provide a representative forum for the deliberate consideration of proposals, recommendations, suggestions, and institutional positions, and to make appropriate recommendations to the faculty and to the president;

SECTION B. The specific duties of the Faculty Senate have been defined as follows:

1. At least once each semester, the Senate shall call a general faculty meeting at which will be discussed issues before the Senate.
2. Coordinate the activities of the Standing Committees of the faculty by appointing faculty to these committees and responding to recommendations from these committees.
3. Advise the administration regarding plans affecting the overall allocation of resources in pursuit of the needs of students and the quality of their instruction
4. Monitor the development of policies affecting the welfare of all faculty and the academic mission of the university
5. Discuss, consider, and evaluate recommendations, institutional positions, or other matters that shall be properly brought before it by senators, faculty committees, the president, vice presidents, or individual faculty members, and if appropriate to make recommendations to the president.
6. Maintain a Faculty Senate website for the regular and effective communication with the faculty; this website will include:
 - a. all agendas and minutes of the senate;
 - b. minutes of meetings of faculty committees;
 - c. recommendations from the Faculty Senate to the president, and the president's responses to these recommendations;
 - d. the annual report of the senate;
 - e. a discussion board to allow faculty members to comment on senate agenda items and actions.
 - f. a resource page for university and system policies.
7. Consider and act upon all motions from the university curriculum committee.
8. Develop rules and regulations that govern the Faculty Senate and the campus legislative process, including (but not restricted to) policies and procedures related to Senate membership, terms of service, officers, elections, meetings, and the standing committees of the faculty.
9. Develop policies and procedures related to the curricular and co-curricular activities of students; these areas shall include:

- a. admissions, dismissal, discipline, scholarship, classes, courses of study, and requirements for graduation;
- b. student publications; athletics; intercollegiate and intramural games; musical, dramatic, and literary clubs; fraternities and sororities; and all other student affairs and activities;
- c. other aspects of student life as may be necessary and appropriate for the maintenance of high educational standards.

10. Elect a representative of the Faculty Senate to attend Administrative Council meetings and be informed of all strategic-planning activities pertaining to the university.

11. Report approved motions of the Faculty Senate to the president in the form of recommendations, according to the following procedures:

- a. The president will be invited to respond to these recommendations within 30 days;
- b. The president may approve, disapprove, remand to the Senate, or otherwise defer the Senate Recommendations;
- c. If a recommendation to the president is not approved, the president will, through a written response, provide the Senate with the reasons for not approving the recommendation when appropriate;
- d. In response, the senate may, by a majority vote, accept the president's decision, revise and resubmit compromise recommendations, or-- following a two-thirds vote--resubmit the recommendation unchanged to the president for reconsideration.
- e. Following discussions with the president, if no compromise can be reached, the Senate chair, following an additional affirmative vote by a two-thirds majority of the Senate, may submit an appeal to the Board of Regents under Board of Regents Bylaws Article VIII, with the understanding that the Board may choose not to hear the matter or address it further

SECTION C. All Faculty Senators share the following duties and responsibilities:

1. Attend regularly scheduled meetings. If a Senator is unable to attend a meeting, his or her unit may send another faculty member as proxy with full voting privileges. In such cases, because the unit is represented, the Senator's absence will be considered "excused."

More than two unexcused absences per year from Senate meetings will be communicated to the Senator's unit and may lead to a faculty member's termination as a Senator. The vacancy will be filled by a special election in the Senator's unit.

2. Fairly represent the interests and concerns of their respective units and the university. A Senator may be removed by a two-thirds majority vote of the members of his or her unit when they believe that the Senator has egregiously misrepresented the interests and concerns of the unit and the university.

3. Make regular reports of Senate actions to their department faculty.

Article III. ELECTION OF SENATORS

SECTION A. With the exception of the Senator representing part-time faculty, Senators shall be tenured or non-tenured full-time faculty, including faculty-ranked administrators below the level of vice president. There shall be a total of 40 Senators, with proportional representation* in the colleges/school and departments:

College of Arts & Sciences: 19 Senators

Art, Music, and Theatre: 3

Biology: 2

Chemistry & Physics: 2

Criminal Justice, Social and Political Science: 2

Economics: 1

History: 2

Languages, Literature and Philosophy: 4

Mathematics: 2

Psychology: 1

College of Education: 5 Senators

Early Childhood Education: 2

Health and Physical Education: 1

Middle and Secondary Education: 1

Special and Adult Education: 1

College of Health Professions: 11 Senators

Communicative Sciences and Disorders 1

Dental Hygiene: 1

Health Sciences: 2

Medical Technology: 1

Nursing: 3

Physical Therapy: 1

Radiologic Sciences: 1

Respiratory Therapy: 1

School of Computing: 3 Senators

Computer Science: 1

Engineering Studies: 1

Information Technology: 1

Lane Library: 1 Senator**Part-time Faculty: 1 Senator**

* For example, as of 9/6/06, the Dept. of Art, Music, & Theatre had 19 full-time permanent faculty members (including faculty-ranked administrators below the level of vice president) out of 232 full-time permanent faculty (below the level of vice president)

representing 8.2% of the faculty. That percentage of 40 senate seats gives that department three senators.

SECTION B. The Senate may invite one or more representatives of interdisciplinary programs to serve as non-voting members of the Senate. The role of such ex officio members will be to articulate issues and represent the concerns of programs that cross several departments.

SECTION C. Senators shall hold office according to the following terms:

1. Except in special circumstances as indicated below, Senators shall be elected for a three-year term.
2. During the first three years of the Faculty Senate, staggered elections will be held so that one-third of the Senators will be newly elected each year.
3. Following a three-year wait period, Senators may be re-elected for another three-year term.
4. If a Senator is transferred from one academic unit to another during his or her term of office, that Senator's term shall end as of the date of the transfer.
5. When a Senator is unavailable to serve for a period of one semester or longer, that Senator's academic unit shall elect a new member to serve for the remainder of his or her term.
6. A faculty member elected to complete another Senator's term shall be eligible for re-election only if he or she has served less than half of a full three-year term.

SECTION D. Senators shall be elected according to the following procedures:

1. At the beginning of each spring semester, the Secretary of the Board must inform appropriate department heads and program directors of the number of Senate positions that must be filled by each unit by the end of that semester. The process of electing the Senator representing the part-time faculty will be conducted by the Office of Academic Affairs.
2. By the end of each spring semester, Senators shall be elected by their academic units and begin serving at the beginning of the new academic year.
3. Every five years or upon the creation or deletion of a department, an ad hoc committee of the Senate shall review the composition of the Senate. As a result of this review, the committee may recommend a redistribution of the 40 seats on the Senate and propose a plan for modifying the length of terms (where appropriate) to maintain appropriate representation during the period of redistribution.

Article IV. SENATE ADMINISTRATIVE BOARD

SECTION A. Membership on the Senate Administrative Board (hereinafter referred to as the Board) shall be determined as follows:

1. The Board shall consist of eight Senators elected by the Senate, with the understanding that, in accordance with Board of Regents policy, the president of the university (or the president's designee) may preside over the Senate and the Board. The offices of the Board are Chair, Vice-Chair, Secretary, Parliamentarian, College of Arts and Sciences Officer, College of Education Officer, College of Health Professions , and Officer, and School of Computing Officer. Senate Administrative Board members serve one year. Should the president invoke the right to preside over the Senate and Board, the president will be a non-voting ex-officio member of the Faculty Senate.
2. Before the end of each spring semester, the Senate shall elect a new Board for the upcoming academic year, and the new Board shall begin work at the beginning of the fall semester. The nomination process shall occur during the second- to-last meeting of the Senate during the spring semester, and the election (by secret ballot) shall occur during the last meeting of the spring semester. During their first year of Senate membership, Senators are not eligible to serve on the Board. The outgoing Board members will conduct the nomination process, prepare the ballots for the last meeting, and count the votes and announce the new Board at the last meeting. If necessary, a special meeting of the Senate will be held before the end of the spring semester to elect the incoming Board.
3. To fill any vacancy that may arise on the Board before a member's term has expired, a special election shall be held during a single meeting of the Senate. Should the position of Chair become vacant, the Vice Chair shall assume that role, and the special election will then be for the position of Vice Chair.
4. By a two-thirds majority vote of the Senate, a Board member with more than two unexcused absences from Board meetings may be relieved of his or her responsibilities. The vacancy will be filled by a special election in the Senate.

SECTION B. The functions of the Board shall be as follows:

1. The Board serves the Senate, and its primary responsibility is to facilitate the administration of the Senate.
2. Fourteen calendar days prior to the scheduled Senate meeting, the Board will solicit agenda items. Submitted agenda items will either go on the next meeting's agenda or be referred to a Committee of the Faculty for review and recommendation. Seven calendar days prior to the scheduled Senate meeting, the Board will meet to create the agenda. The agenda for each Senate meeting (including special meetings) shall be distributed to all faculty five calendar days before the meeting date. The Board shall accept agenda items from individual faculty members (including Senators), all faculty committees, and the president and vice presidents of the university. An issue brought to the Board shall be

forwarded to an appropriate committee for consideration, but an issue may be brought directly to the Senate by a majority vote of the Senate.

3. At the beginning of the spring semester, the Board solicits faculty requests for membership on standing committees of the faculty. Before the end of the spring semester, the Board proposes a list of committee members to the Senate for a vote. In formulating committee nominations, the Board shall, wherever possible, choose individuals whose interests and abilities are commensurate with the mission and duties of the committee.

4. The Board is responsible for collecting the approved minutes of all committee and Senate meetings and for publishing those minutes at the Senate web site.

SECTION C. The Chair and the Secretary of the Board shall have reassigned time from their ordinary duties to enable them to provide effective leadership. The officers of the Board shall have the following duties and responsibilities:

1. The Chair:

- a. administering the Senate and the Senate Executive Board.
- b. presiding over the Senate meetings.

2. Vice-Chair:

- a. assisting the Chair in administering the Board and acting for the Chair in the Chair's absence.
- b. scheduling rooms and procuring all facilities needed for meetings of the Senate and the Board.

3. Secretary:

- a. collecting, publishing, and distributing the agendas and approved minutes of the Senate and committees.
- b. creating other documents on behalf of the Board and the Senate, including the communication of Senate-approved appeals of presidential decisions to the Board of Regents.
- c. ensuring the accuracy of the information on the Senate website.
- d. keeping attendance records for all meetings of the Board and the Senate.
- e. choosing to delegate or share responsibilities with other members of the Board.

4. Parliamentarian:
 - a. ensuring that Senate meetings are conducted according to Robert's Rules of Order and the by-laws of the university.
 - b. ensuring that a quorum is maintained during Senate meetings.

5. Officers from the College of Arts & Sciences, the College of Education, the College of Health Professions, and the School of Computing:
 - a. assisting the Chair, Vice Chair, Secretary, and Parliamentarian in administering the Board and the Senate.
 - b. acting as liaison for the members of his or her college to the Board.

Article V. FACULTY SENATE MEETINGS AND PROCEDURES

SECTION A. The Senate shall meet regularly in accordance with the following:

1. The Senate shall meet in open session, in space adequate for visitors, four times per semester (once a month when the academic calendar allows) during the academic year.
2. The Board shall determine the dates and times for regular meetings and shall provide the Faculty with a copy of the annual schedule at the beginning of each academic year.

SECTION B. A special meeting of the Senate may be called by the Chair provided approval is granted by the Board or upon written request of at least 25 percent of the Senators or the full faculty.

SECTION C. A quorum shall exist when more than 50 percent of the Senate is present.

SECTION D. The Secretary shall place the minutes of each regularly scheduled meeting on the Senate website at least seven calendar days prior to the next meeting of the Senate.

SECTION E. Except as determined by majority vote of the Senators (in which case the Senate would be in executive session, in accordance with Robert's Rules of Order), all meetings of the Senate shall be open to members of the general faculty. Faculty or staff members who are not Senators may be granted the privilege of the floor on specific agenda items at the discretion of the presiding Chair.

SECTION F. Voting at all meetings of the Senate shall be by roll call vote or by ballot, as decided by the Chair. It shall be in order, however, to move for a vote by either of the aforementioned methods.

Article VI. FACULTY CONFLICT-RESOLUTION PROGRAM

SECTION A. The faculty shall have full access to the applicable components of the University Conflict Resolution Program, in the aggregate termed the Faculty Conflict Resolution Program.

SECTION B. The Faculty Conflict Resolution Program delineated in this Article is available for any faculty member who is experiencing work place conflict. Conflict arising from perceived harassment, as defined in the University Harassment Policy and including sexual harassment, shall be addressed in accordance with that policy. All other conflict deemed unacceptable by a faculty member shall be addressed in accordance with the following procedures.

1. A faculty member experiencing unacceptable conflict should ordinarily go to the person(s) he or she considers the source of the conflict to attempt informal resolution at the lowest level possible. If a faculty member rejects this option as inappropriate under the circumstances or in the event an attempt at resolution pursued under this option proves unsatisfactory, the faculty member should then contact the Judicial Affairs Officer (JAO).
2. Once contacted, the JAO will discuss the matter with the faculty member and explain the range of informal and formal conflict resolution mechanisms available in the Program. On the basis of that discussion and any derivative informal inquiry undertaken by the JAO, the JAO will decide which mechanism would be most appropriate for recommendation to pursue. In that determination, informal mechanisms and mediation, whenever practicable, shall ordinarily be deemed preferable to more formal options such as formal administrative appeal or appeal to the University Grievance Committee. The JAO will recommend the determined mechanism to the faculty member, explaining its advantages, but the decision how to proceed will then made by the faculty member.
3. The JAO will coordinate and monitor the progress of any informal conflict resolution mechanism pursued by the faculty member. If mediation is pursued, the JAO will assign the mediator(s) from among the trained mediators on campus or will procure the mediation services of trained mediator(s) from outside campus. If at any time during pursuit of an informal process or mediation, the faculty member seriously considers terminating conflict resolution processes altogether or seeks termination of informal processes or mediation in favor of formal administrative appeal (either as a multilevel administrative appeal or as a limited appeal preliminary to appeal to the Grievance Committee, as described below), the faculty member will consult with the JAO. After discussion with the JAO, the faculty member shall decide and proceed accordingly.
4. Recourse to formal administrative appeal, whether as the option initially selected by a faculty member or as the option selected by a faculty member who has first pursued less formal approach(es), shall be made in accordance with University Regulations, Article IV.C., "Formal Appeals Procedures." After discussion with the administrator one level above that of the faculty member's immediate supervisor, the faculty member may decide

either to terminate that process altogether, to continue the multilevel administrative appeal to the next level, or, provided the subject matter of the conflict lies within the jurisdiction of the Grievance Committee, to appeal to that Committee.

5. Recourse to the University Grievance Committee, whether as the option initially selected by the JAO or as the option selected by a faculty member who has first pursued less formal approaches, shall be made in accordance with Article VII.B.9. of these Bylaws, "Grievance Committee."

6. Upon completion of the process pursued by the faculty member, the JAO will interview the faculty member and, perhaps, others who had been involved, to determine satisfaction level both with the result(s) of the process and with the process itself. The JAO will then consider making recommendations, as appropriate, for final disposition of the matter and for improvement in the process.

SECTION C. Strictly protecting the anonymity of parties and the confidentiality of proceedings, the Judicial Affairs Officer shall report on both the operation of the Conflict Resolution Program and the role of conflict at the University as impetus for positive change to the University Committee on Conflict Resolution. The Committee shall in turn submit an annual report to the President regarding campus conflict, effectiveness of the Conflict Resolution Program, and any recommendations for change.

Article VII. COMMITTEES OF THE FACULTY

SECTION A. All committees of the faculty share the following responsibilities:

1. Committees of the Faculty shall make recommendations to the Senate concerning matters within its jurisdiction consistent with Article II of these Bylaws. Only by authority delegated by these Bylaws shall committees make recommendations to administrative officers and otherwise advise and assist officers in the name of the Faculty. Any decision made by such officers contrary to committee recommendations will be reported immediately and in writing by the officer concerned to the chair of the appropriate committee.

2. Committees may receive matters referred to them by individual faculty members, the Faculty, the Senate, or administrative officers. Committees may also initiate recommendations consistent with their bylaw descriptions. They shall consult with the appropriate administrative officers before making recommendations, and may invite anyone from the faculty or administration to participate in discussions in which he or she has a particular concern. Any personnel record which concerns university faculty, students, or employees that is utilized by a committee in its deliberations must be held in confidence by committee members.

3. Committees Chairs or their designees shall submit reports from the floor at regular meetings of the Senate, and in April shall submit annual reports in writing to the Senate.

Committee reports shall give special attention to exceptions to standing policies and regulations, to actions of administrative officers contrary to committee recommendations, and to the substance of both previous and pending business and activities. Committee reports which include any recommended change in policy should be circulated in writing to the Senate and the president with the agenda for the meeting at which the report is to be presented.

SECTION B. Membership on all committees of the faculty shall be determined as follows:

1. Faculty members of committees shall be appointed by the Senate. Except as otherwise provided in these Bylaws, the Senate shall appoint candidates for membership on all standing and special committees. Guidelines for appointing members of committees are as follows:
 - a. At least one Senator shall serve on each committee.
 - b. Each committee should have at least one faculty member carried over from the previous year and at least one new member.
 - c. Except as otherwise specified in the committee descriptions in these Bylaws, each appointment shall be for a two-year term of service commencing at the time of appointment.
 - d. Except as otherwise authorized in the committee descriptions in these Bylaws, no person should be appointed for a term of membership on a committee that would cause the tenure of consecutive years of service as a member of that committee to exceed four years.
 - e. To the extent permitted by the provisions of the committee descriptions in these Bylaws, each committee's membership should, collectively, reasonably reflect the diversity of the faculty. No two members of the same department shall serve simultaneously on the same committee.
 - f. Unless extraordinary reasons exist to act otherwise, faculty members should not be appointed to committee membership that would cause them to be members of more than one standing committee of the faculty simultaneously.
 - g. In the case of a committee vacancy, the Senate will appoint a faculty member to complete the unexpired term.
2. Student members of committees shall be elected by the Student Senate and will be voting members unless otherwise provided in these Bylaws.
3. Any other members of committees shall be selected and given voting privileges as provided by these Bylaws.
4. The Senate shall appoint a convener for each committee for which a chairman is not designated by the Bylaws. The convener shall, within one week of the designation as convener, call the first meeting of the committee with the first order of business being the election of a chair. The chair of each committee must be a member of the faculty as defined in Article I, and shall be chosen from the voting membership of the committee,

except as otherwise provided in Article VII, C. Any other officers of a committee shall be appointed as provided for by bylaw or, in the absence of such provision, as deemed desirable by the committee.

SECTION C. The missions, duties, and membership of the standing committees of the faculty are defined as follows:

1. Faculty Activities Committee

[Mission] The mission of the Faculty Activities Committee is to promote and develop a sense of faculty community through intellectual, social and aesthetic extracurricular activities.

[Duties] The committee shall promote various faculty enrichment activities and/or resources and shall advise on how best to foster a sense of faculty community via enrichment concerns and activities and/or resources.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Senate.

[Membership] The committee shall be composed of four faculty representatives from the College of Arts and Sciences, two each from the College of Education and the College of Health Professions, and one each from Lane Library and from the School of Computing. In addition, the assistant vice president of academic affairs will serve as an ex officio, nonvoting member. At its first meeting of each year, the committee will elect a chair from members who have at least one year of experience on the committee.

2. Committee on Admissions and Academic Standing

[Mission] The mission of the Committee on Admissions and Academic Standing is to recommend to the Senate policies concerning admissions and academic standing of students, such as honors, probation, suspension and dismissal.

[Duties] The committee shall be engaged in the regular review of admission standards.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report annually the results of its review to the Senate.

[Membership] The committee shall be composed of the six faculty members, the vice president for student affairs or his/her designee, the director of admissions (ex officio, nonvoting), the head of the Office of Student Success (ex officio, nonvoting), and one student.

3. University Curriculum Committee

This committee shall recommend to the Senate general curricular policies affecting the undergraduate academic programs offered by the university (e.g., core curriculum, exit examinations, etc.). The committee shall consider all proposals for new degree programs, majors, and/or minors, and make its recommendations to the Senate for action. The committee shall review all actions of the college/school curriculum committees, and shall be the organ of the university to which any college/school or autonomous department/program (a department/program that reports directly to the dean of faculty) may make recommendations concerning undergraduate curricular matters. The committee may also make recommendations on curricular matters to the Graduate Council.

The committee shall meet on the third Wednesday of September, October, November, December or January, February, March, and April. Its minutes shall be attached to and distributed with the agenda of the next regularly scheduled Senate meeting.

The University Curriculum Committee shall consist of the dean of faculty as chair and twelve other members of the faculty. At the beginning of the first meeting of the academic year, the committee shall elect a vice chair by private ballot. At the discretion of the chair, reports of the committee may be made by the vice chair at Senate meetings. No more than one member from any one department/program may serve at one time on the committee. There shall be four faculty members from the College of Arts and Sciences (including the library), two members from the College of Education, two members from the College of Health Professions, one member from the School of Computing, and three members from the faculty at-large with no more than two members from any one college/school. Faculty terms shall be two years; no more than two successive terms shall be served by any person.

Prior to the February Senate meeting, the dean of faculty shall solicit one nomination from each department/program that is not represented on the committee for the following academic year. All eligible departments/programs shall elect their nominee.

4. Evaluation Committee

[Mission] The mission of the Evaluation Committee is to make recommendations to the Senate concerning evaluation policies and procedures.

[Duties] The committee shall provide input on the development, administration, and analysis of the evaluation system. It shall give technical assistance when requested in the assessment of the job performance of the faculty and administrative officers and report the results of such evaluations to the individual faculty members and administrative officers assessed and to those officials responsible for the evaluations process of the university.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Senate.

[Membership] The membership shall consist of eight faculty members, two of whom shall be academic department heads.

5. Faculty Welfare Committee

[Mission] The mission of the Faculty Welfare Committee is to promote and protect the welfare of the faculty as a crucial aspect of the university's long-term well-being.

[Duties] The committee shall consider issues and proposals related to faculty welfare. The committee shall be involved in issues of policy and shall not consider individual cases.

[Meeting and Reporting] The committee shall meet at least once each semester. Additional meetings may be scheduled by the chair at the request of a committee member. The committee shall make recommendations to the Senate.

[Membership] The committee shall consist of seven faculty members.

6. Grievance Committee

The committee shall be accessible to all members of the faculty as a formal avenue of appeal for the redress of grievances. The committee shall have the authority to conduct inquiries into faculty grievances and to present, to the president, its recommendations for appropriate responses to the grievances it has considered. However, prior to filing a formal complaint with the Grievance Committee, as provided in the University Regulations, Article IV, the aggrieved faculty member shall have attempted to resolve the grievance at the appropriate administrative level, that is, by appeal to administrative officers through and including (at least) one level of authority higher than the grievant's immediate supervisor. If after such appeal, the faculty member deems the grievance unresolved, he or she shall next consult with the judicial affairs officer for determination of what alternative dispute-resolution mechanism, if any, would be appropriate. Thereafter, the faculty member may choose formally to file the grievance with the Grievance Committee. The committee may advise the grievant on a more appropriate venue for the grievance, or may seek to bring about a settlement by appeal to the appropriate dean, the dean of faculty, or the president, whomever is appropriate, if the committee chooses not to pursue the case.

a. Jurisdiction.

The Grievance Committee may consider the grievance of any faculty member which is reasonably related to the terms and conditions of her/his employment and which is supported by an affidavit of the grievant or other evidence which is filed in a timely manner, according to the procedures set forth in Article VIII of the Bylaws of the Board of Regents. The Grievance Committee shall consider any grievance referred to it for consideration by the president or by the Board of Regents. The committee may also make recommendations to the President and other persons directly involved concerning grievances growing out of administrative actions taken on the basis of recommendations

formulated by the Student Conduct Committee or the Student Activities Committee. Types of grievances appropriate for review by the Grievance Committee include, but may not be limited to:

1. Complaints of alleged discrimination pursuant to:
 - (i) Titles VI and VII of the Civil Rights Act of 1964, including sexual harassment and racial discrimination;
 - (ii) Title IX of the Education Amendments of 1972;
 - (iii) the Equal Pay Act of 1963;
 - (iv) the Age Discrimination in Employment Act of 1967;
 - (v) Sections 504 and 505 of the Rehabilitation Act of 1973;
 - (vi) the Vietnam Era Veterans Readjustment Act of 1974;
 - (vii) the Americans with Disabilities Act of 1990.
2. Complaints alleging deviation from official university policy.
3. Employment related grievances.
4. Complaints alleging abridgment of academic freedom.

b. Exclusions

The Policy Manual of the Board of Regents (Section 803.11) states, the president of the university may at any time terminate any faculty member for cause. Cause and grounds for dismissal are set forth in the tenure regulations of the Policy Manual of the Board (Section 803.09.K.). Accordingly, the Grievance Committee may not consider grievances which concern salary, tenure, promotion, non-renewal or dismissal of a faculty member unless it is reasonably alleged that the grievance is the result of discrimination based on age, color, creed, handicap, national origin, race, religion, sex or sexual orientation. The committee may not consider any grievance concerning which the president has made a final decision, unless requested to do so by the president, the chancellor, or the Board of Regents.

Grievances based on judgment of academic qualifications such as salary, tenure, promotion and non-renewal may be appealed at the Institution level through established channels to the president, and thereafter, to the Board of Regents, pursuant to the provisions of Article VIII of the Bylaws of the Board of Regents.

Grievances relating to the dismissal of tenured faculty, or of non-tenured faculty during a contract term are governed by Section 803.11 in the Board of Regents' Policy Manual.

c. Membership

The committee shall consist of ten faculty members and four alternates. Of these members, one shall be elected chair, and one vice chair. Subcommittees which are consistent with the operational procedures may hear cases and make recommendations for the committee. The committee shall be guided by the procedures set forth in the Regulations (Article IV. Section A.). These procedures must be approved by the Senate.

7. Library Committee

[Mission] The mission of the Library Committee is to make recommendations to the Senate concerning library policies and to act in an advisory capacity to the university librarian.

[Duties] The committee shall consider the library budget, library allocation policies, and other new library policies. It will also help promote library-related communication throughout the university. It shall be the duty of the committee to select the winner of the Brockmeier Award for Outstanding Junior Faculty Member.

[Meeting and Reporting] The committee will meet at least once each semester and make recommendations to the Senate. .

[Membership] The committee shall be composed of two students, the university librarian (ex officio, nonvoting), and seven faculty members chosen so that each of the colleges/schools of the university has at least one representative.

8. Research and Scholarship Committee

[Mission] The mission of the Research and Scholarship Committee is to promote and support research endeavors of faculty and students of Armstrong Atlantic State University.

[Duties] The committee shall participate in the following events: review of the Faculty Research and Scholarship Grants, the Student Research and Scholarship Exhibition, the Faculty Research and Scholarship Magazine, and the annual judging of the Alumni Award for Distinguished Faculty Service to the Discipline.

[Meeting and Reporting] The committee shall meet at least once each semester. The committee reports to the Senate.

[Membership] The committee shall be composed of eight faculty members from a variety of disciplines. In addition, the director of the Office of Sponsored Programs sits as an ex officio, nonvoting member.

9. Student Conduct Committee

[Mission] The mission of the Committee on Student Conduct is to foster the ideals of honor, integrity and responsible citizenship in students' academic endeavors and in students' personal actions on- and off-campus.

[Duties] The committee shall recommend policies relating to the Academic Honor Code and the Code of Conduct and shall interview and select members for the Student Court. Additionally, the committee may provide guidance to faculty, staff, and students on the intent and implementation of the Student Codes.

[Meeting and Reporting] The committee shall meet at least once each semester. The committee shall report and make recommendations to the Senate, the dean of faculty, and the vice president for student affairs on policies relating to student conduct. Additional meetings shall be held as necessary and may include consultations by telephone and e-mail in lieu of personal meetings.

[Membership] The committee shall be composed of five faculty members, from whom a chairperson shall be elected at the beginning of each academic year, and the vice president for student affairs. Four students shall be named to the committee by the vice president for student affairs to represent the student body and shall include the president and vice president of the Student Government Association.

10. Academic Appeals Committee

[Mission] The committee shall hear appeals on such matters as admission and progression that have been addressed to the dean of faculty and make recommendations to the dean of faculty.

[Duties] Specifically, the committee shall act on readmission appeals after suspension (not to include final suspension) and appeals regarding graduation requirements.

[Meeting and Reporting] The committee shall meet at least once each semester. All reports and recommendations shall be sent to the dean of faculty.

[Membership] The committee shall be composed of six faculty members, the vice president for student affairs or his/her designee, the registrar (ex officio, nonvoting), and the head of the Office of Student Success (ex officio, nonvoting). The presence of four members at an appeals hearing shall constitute a quorum.

11. Committee on Student Recruitment, Advisement and Retention

[Mission] The mission of the Committee on Student Recruitment, Advisement, and Retention is to help develop a campus-wide awareness of the role each administrator, faculty and staff member plays in the retention and academic success of students.

[Duties] The committee shall define and evaluate advisement goals, objectives and procedures; evaluate the relationship between academic advisement and retention; review both current and proposed policies concerning advisement and recommend changes to the Senate; identify resource needs for advisement and retention; and develop, assess and help to implement an annual plan.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Senate.

[Membership] The committee shall be composed of seven faculty representatives, one representative from the Student Government Association, and one representative from the Graduate Student Coordinating Council. Ex officio, nonvoting members are the director of academic orientation and advisement, the director of minority affairs, the executive director of marketing, the registrar, and the head of the Office of Student Success.

12. Committee on International Programs and Activities

[Mission] The mission of the Committee on International Programs and Activities is to assist the Office of International Education in the development of its programs and activities.

[Duties] The committee works with the faculty and students international exchange programs, the study abroad programs and visiting professors and students; establishes study abroad opportunities in global perspectives; and improves campus and community awareness of available international programs.

[Meeting and Reporting] The committee shall meet at least once each semester and shall report and make recommendations to the Senate.

[Membership] The committee shall be composed of four faculty representatives; the campus representatives to the European, Asian, African and Americas Council of the University System of Georgia; a member of the European Union Certificate Program; a member of the Latin-American Certificate Program; and representatives from the study abroad programs. The director of international education shall serve as chair.

13. Committee on Financial Aid and Scholarship

The membership shall consist of seven faculty representatives, the registrar, the director of recruiting, the director of minority affairs, the director of academic advisement, and orientation, and the honors program coordinator. The director of financial aid (or designee), the assistant vice president of graduate studies, the vice president of external affairs (or designee), and the head of the Office of Student Success shall be ex officio non-voting members.

14. Committee on Writing

[Mission] The mission of the Committee on Writing is to promote student achievement in writing and to foster campus-wide support for the principle of effective writing in all academic disciplines.

[Duties] The committee shall sponsor workshops and conduct an annual campus-wide forum. These activities will address writing strategies that are generic and discipline specific. The committee will also assist the director of the Writing Center in recruiting qualified students to serve as writing tutors and in encouraging greater faculty participation in the work of the Writing Center.

[Meeting and Reporting] The committee shall meet at least once per term during the academic year and make recommendations specific to its mission and purpose to the Senate.

[Membership] The committee shall consist of the director of the Writing Center, seven additional faculty members, and two students (one honors program student nominated by the Executive Committee of the Honors Program and one student nominated by the director of the Writing Center).

15. Honors Advisory Committee

[Mission] The mission of the Honors Advisory Committee is to serve in an advocacy role for the honors program among students and faculty and to aid the administration of the program.

[Duties] The committee shall monitor adherence to guidelines and policies, update and clarify policies and resolve requests for exceptions to policies, invite and review proposal for honors program courses.

[Meeting and Reporting] The committee shall meet at least once per semester during the academic year. Reports and recommendations shall be directed to the Senate. .

[Membership] The committee shall consist of nine faculty members, the director of the honors program, the assistant director of the honors program, and one student representative. The director of the honors program shall serve as chair. In choosing members, attention should be paid to departments/programs and faculty members who are offering honors courses.

16. Committee on Faculty Development

[Mission] The mission of the Committee on Faculty Development is to facilitate, coordinate and oversee activities directly related to the professional development of faculty.

[Duties] The committee shall help to develop, maintain and promote the services and resources provided by the university's Teaching and Learning Center; administer internal teaching and learning grants for faculty; oversee the operations of the faculty associates program; sponsor and co-sponsor workshops for forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; co-sponsor the annual Symposium on Teaching and Learning; and propose, initiate, and promote other activities and services that provide a supportive environment for the professional growth and development of faculty.

[Meeting and Reporting] The committee shall meet at least once each term and make recommendations to the Senate.

[Membership] The committee shall be composed of seven faculty representatives, the faculty associates, and the director of Faculty Development. A representative from Faculty Support and the director of sponsored programs shall serve as ex officio, nonvoting members. The committee shall be chaired by the director of Faculty Development.

17. Committee on Budget and Planning

[Mission] The mission of the Committee on Budget and Planning shall be to advise the president on issues related to the budget and planning processes where they affect academic programs.

[Duties] The committee shall advise the president through the Senate on issues related to the budget and budgeting processes where they affect academic programs. These responsibilities include recommendations concerning the strategic plan, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect academic programs.

[Meeting and Reporting] The committee shall meet at least once each term and make recommendations to the Senate.

[Membership] The committee shall be composed of seven faculty representatives: three from Arts and Sciences, one from Education, two from Health Professions, and one from Computing. The vice president for business and finance shall serve as an ex officio, nonvoting member.

SECTION D. Ad Hoc Committees of the Faculty

The Senate, in consultation with the president, may create such ad hoc committees as it deems necessary. The tenure of such committees shall be limited to one year.

Article VIII: COLLEGE/SCHOOL FACULTIES

SECTION A. Full-time faculty members holding academic appointments in the College of Arts and Sciences shall constitute the faculty of that college. Full-time faculty members holding academic appointments in the College of Health Professions shall constitute the faculty of that school. Full-time faculty members holding academic appointments in the College of Education shall constitute the faculty of that college. Full-time faculty members holding academic appointments in the School of Computing shall constitute the faculty of that school.

Each college/school faculty is authorized by this article to organize as a deliberative assembly, with or without committees, for the purpose of making recommendations to the

Senate through an appropriate committee of the faculty on matters within the faculty's jurisdiction.

SECTION B. College/School Curriculum Committees

The College of Health Professions, the College of Arts and Sciences, the College of Education and the School of Computing shall each have a standing curriculum committee. Each College/School Curriculum Committee shall be composed of the dean of the college/school as chair and at least one faculty member from each department or program of the college/school to be elected by the department or program faculty.

The College/School Curriculum Committee, upon receiving recommendations on curricular issues from departments or programs within the respective college/school, shall take appropriate action and/or make recommendations to the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Curricular issues are defined as issues pertaining to program or curriculum development, change, or implementation and issues that significantly and broadly affect the nature and quality of instruction in a program. Any action of the College/School Curriculum Committee shall be in accordance with the general curriculum policies established by the University Faculty, and shall be reviewed by the University Curriculum Committee and/or Graduate Curriculum Committee as appropriate. Any curricular matters that involve curricular policy or have a direct effect on departments or programs outside the college/school structure shall be forwarded, with recommendations, to the University Curriculum Committee and/or Graduate Curriculum Committee for action after notification of the affected departments. Curricular changes that affect certification programs (e.g., teacher certification) shall be reviewed by the curriculum committee of the school or college in which the certifying department or program resides prior to forwarding to the University Curriculum Committee for action.

The normal path for curricular issues is as follows: Issues related only to undergraduate programs proceed from the academic department to the College/School Curriculum Committee, then to the University Curriculum Committee and finally to the Senate. Issues related only to graduate programs proceed from the academic department to the Graduate Curriculum Committee and then to the Graduate Council. Issues related to both undergraduate and graduate programs proceed from the academic department to the College/School Curriculum Committee, then to the University Curriculum Committee (which acts on behalf of the Senate and then to the Graduate Curriculum Committee for action. Finally, issues related to both undergraduate and graduate programs proceed from the Graduate Curriculum Committee to the Graduate Council.

Curricular issues related to the structure and delivery of a program shall originate in the department responsible for the administration of the program and proceed directly to the College/School Curriculum Committee. Issues related to a specific course shall originate in the department responsible for teaching that course and proceed directly to the College/School Curriculum Committee.

The College/School Curriculum Committees shall typically meet monthly during the academic year on publicized dates announced to the academic departments of the college/school. Departments will be given sufficient notice of agenda deadlines. Minutes of the College/School Curriculum Committees shall be made available by the office of the college/school dean after they are approved by the committee and prior to the issues therein being taken up by the University Curriculum Committee and/or Graduate Curriculum Committee.

Article IX. IMPLEMENTATION

Provisions recommended by the faculty or the Senate and approved by the president for the implementation of certain Statutes or Bylaws shall be included in the institutional regulations.

Article X. AMENDMENT OR REPEAL OF BYLAWS

Proposals for change or repeal of any Bylaws shall be submitted in writing to all members of the Senate at least five days before the regular meeting of the Senate at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the Bylaws. The proposed amendment shall be voted on at the next regular Senate meeting and must carry by a three-fifths vote of the members present and voting provided a quorum is present.

Article XI. ARTICLE OF TRANSITION

SECTION A. As outlined in Article III.C.2, staggered elections will be held during the first three years of the Faculty Senate so that one-third of the Senators will be newly elected each year. The following general adjustments to term lengths will be used.

1. Departments with four Senators will have one Senator elected to a three-year term, one elected to a two-year term, and two elected to a one-year term.
2. Departments with three Senators will have one Senator elected to a three-year term, one elected to a two-year term, and one elected to a one-year term.
3. Departments with two Senators will have one Senator elected to a two-year term and one elected to a one-year term. To ensure balance in each college and school and in the university, one of the two Senators from the Department of Biology and from the Department of Criminal Justice and Social and Political Science will be elected to a two-year term and the other elected to a three-year term.
4. Departments with one Senator will elect that Senator to one-year, two-year, or three-year terms. To ensure balance in each college and school and in the university, the Senators representing the Library, part-time faculty, and the Departments of Physical Therapy, Radiologic Sciences, and Computer Science will be elected to one-year terms. Senators from the Departments of Health and Physical Education, Dental Hygiene, and

Information Technology will be elected to two-year terms. Senators from the Departments of Economics, Psychology, Middle and Secondary Education, Special Education, Communicative Sciences and Disorders, Medical Technology, Respiratory Therapy, and Engineering will be elected to three-year terms.

SECTION B. Upon approval of these Bylaws by the faculty of Armstrong Atlantic State University, election of Senators as described in Article III with adjusted terms as described in Section A of Article XI will occur during the fall semester of 2007. The election will be supervised by the Executive Committee. The Senate will elect the Senate Administrative Board members as described in Article IV. A.2. with the exceptions that the elections will occur during the fall semester of 2007, first year senators will be eligible for election and the election will be supervised by the Executive Committee.

SECTION C. During the period from the election of the first Senators until the beginning of the fall semester of 2008, the Executive Committee will continue to operate and to conduct business. The first Senate will not assume full responsibility for governance until the beginning of the fall semester of 2008 but will begin a review of Article VII and propose changes to these Bylaws such that the Committees of the Faculty may operate more efficiently. Such changes to these Bylaws would become effective at the beginning of the fall semester 2008.

SECTION D. The first Senate shall also consider other self-governance issues that may arise during the period from the election in fall 2007 to the assumption of full governance responsibility in fall 2008.

SECTION E. This article of the Bylaws shall be repealed fall 2008.

ARMSTRONG ATLANTIC STATE UNIVERSITY**MEMORANDUM**

TO: Dr. Stephen Jodis, Chair, AASU Committee on Information Technology
FROM: The Executive Committee of the Faculty
DATE: December 8, 2006
SUBJECT: Appropriate Use and Computer Security Policies

Thank you for your prompt response to the memorandum from the Executive Committee dated October 3, 2006. We are pleased to see that your committee is actively engaged in reviewing the policies that we noted.

However, the Executive Committee remains concerned about several issues that fall under your committee's charge. First, we remain concerned that you, while serving as chair of the AASU Committee on Technology, were not included in key administrative meetings where appropriate use and computer security policies affecting faculty and students were discussed. Your committee serves in an advisory capacity to the president. In that capacity, the committee should have access to the information upon which technology policies applicable to faculty and students will be based. We believe that faculty representation and input is essential to ensure that such policies do not place undue constraints on matters of curriculum and/or delivery of course content. We are also concerned that security policies made without faculty input may place constraints on the work of the faculty in the areas of scholarship, research, teaching, and service.

Second, we understand fully the importance of having security policies and procedures in place that will protect university data and prevent criminal encroachment. However, we are concerned that the fear of security breaches may result in unnecessarily restrictive policies that hinder more than protect. We urge your committee to evaluate all forthcoming policies for requirements that may disrupt faculty and student access to important resources.

Third, we ask that you review policies pertaining to labs to ensure that specialized instructional labs supporting departments' programs of study are not disbanded or opened to the general student population. Many departments require very specific software applications for which they pay licensing fees. These kinds of software are not appropriate for general use. The need for specialized instructional labs is a curriculum issue and decisions concerning such labs should rest with the faculty.

Fourth, we ask that forthcoming policies having to do with the maintenance of AASU web pages do not create delays in posting crucial information, including deadline dates and changes in procedures needed by students and faculty. Delays in posting important information, especially at the departmental level, may create blocks to recruitment and/or retention of students. We are especially concerned about policies that may prevent faculty from posting crucial information on their web pages.

Fifth, we ask that the forthcoming policies be reviewed carefully to ensure that any restrictions of access to materials protected by laws of intellectual property are presented clearly and directly to

faculty and students when such access is restricted to ensure university compliance with federal and state law.

Sixth, we ask that all forthcoming policies affecting faculty and students be posted so that all full time and part time faculty and students have ready access to them. The Executive Committee is prepared to assist the AASU Committee on Information Technology with educating faculty and students when the new policies are ready for release. Perhaps members of your committee could meet with the Executive Committee to review the final policies and plan the best means for educating faculty and students.

cc: Dr. Thomas Jones
Dr. Ellen Whitford
Members of the Executive Committee