

Gordon State College Statute Revisions Approved 4-29-15

CHAPTER 1. PURPOSE

The purpose of these Statutes shall be to:

1. Make statutes, rules, and regulations for the governance of the college and for that of the students;
2. Provide such committees as may be required;
3. Prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and,
4. Make such regulations as may be necessary or proper for the maintenance of high educational standards.

A copy of an institution's 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 **Gordon State College President** (*Board of Regents Policy Manual §3.2.4*).

Supremacy:

At all times, the Board of Regents retains the authority to modify, amend, or change these Statutes in any respect. Subsequent actions by the Board of Regents requiring changes in these Statutes shall automatically be incorporated therein, and appropriate corrections shall be made and distributed by the Gordon State College President.

1.1 ACADEMIC FREEDOM

Gordon State College Faculty members are entitled to full freedom of expression in teaching, research and publishing, subject only to those restrictions that are imposed by professional ethics, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Gordon State College Faculty members have the right to criticize and seek alteration of both academic and nonacademic college policies, whether or not those policies affect them directly. Gordon State College Faculty members are free from institutional censorship, discipline, or reprisal affecting their professional careers for exercising freedom of expression. However, when speaking as citizens, Faculty members should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Chapter 2. Administrative Organization

2.1 University System of Georgia

2.1.1 Board of Regents

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The Governor appoints members of the Board to a seven year term and Regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration (<http://www.usg.edu/regents>).

2.1.2 Chancellor

The Chancellor is elected by the Board of Regents and serves as its chief executive officer and the chief administrative officer of the University System of Georgia. The Chancellor provides leadership in higher education and stewardship of state and University System resources.

2.2 Gordon State College Administration

2.2.1 The President

The President is responsible for providing the overall leadership, administration, and direction for the college's comprehensive educational program in accordance with applicable federal and state legislation, policy, and guidelines.

2.2.2 Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is responsible for directing the college's academic affairs, including matters related to Faculty and institutional accreditation.

2.2.3 Vice President for Student Affairs

The Vice President for Student Affairs is responsible for directing the college's student affairs functions.

2.2.4 Vice President for Business Affairs

The Vice President for Business Affairs serves as the college's Chief Business Officer and directs the college's finance and administrative operations.

2.2.5 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for directing the college's institutional advancement functions.

2.2.6 Other Academic Officers

2.2.6.1. Dean of the School of Arts & Sciences

The Dean of the School of Arts and Sciences is responsible for directing the operations of the School of Arts & Sciences.

2.2.6.1. Dean of the School of Education

The Dean of the School of Education is responsible for directing the operations of the School of Education.

2.2.6.1. Dean of the School of Nursing & Health Sciences

The Dean of the School of Nursing & Health Sciences is responsible for directing the operations of the School of Nursing & Health Sciences.

2.3 Corps of Instruction

The Corps of Instruction, as defined by the Board of Regents, includes full-time Professors, Associate Professors, Assistant Professors, Lecturers, Senior Lecturers, Instructors, and teaching personnel with other titles as approved by the Board of Regents and duly certified librarians (*Board of Regents Policy Manual* §§ 3.2.1.1 and 8.1.1.1). Members of the Corps of Instruction shall carry out their duties in a professional, ethical, and collegial manner, as defined in the Faculty Handbook.

All teaching personnel on less than a full-time contract are classified as part-time Faculty and hold the rank of Part-Time Instructor and are not members of the Corps of Instruction (*Board of Regents Policy Manual* §§ 3.2.1.1 and 8.1.1.1). Part-time Faculty may attend all full Faculty and Faculty Senate meetings and may speak or report, but shall not be eligible to vote. Part-time Faculty are subject to the same employment criteria and procedures as full-time Faculty, but are not eligible for tenure.

CHAPTER 3. SHARED GOVERNANCE MODEL

3.1 Faculty Senate

3.1.1

The purpose of the Faculty Senate shall be to provide a systematic means of recommending policy and any changes in policy, except those mandated by the Board of Regents, to the President of the College and to the Faculty. The Faculty Senate shall serve as the mechanism for shared governance at the College and shall be responsible for approving and amending the Gordon State College Statutes. The Bylaws of the Faculty Senate contain a fuller description of its responsibilities and organization.

3.1.2 Standing Committees of the Faculty Senate

All members of the Faculty Senate standing committees, other than permanent and ex-officio members, shall be elected by the Faculty. Standing committees may, upon approval of the Faculty and the Gordon State College President, change the number and composition of their membership. Notwithstanding the requirements levied on schools or academic units to supply a stipulated number of Faculty representatives (as listed for each committee below) schools and academic units with ten or fewer assigned Faculty positions will be free to determine which committees they will send representatives to and whether or not they will send a full or reduced number of representatives.

Committees

1. Academic Judicial Committee
2. Academic Policy Committee
3. Admissions, Advisement, Registration, Retention, and Financial Aid Committee
4. Assessment Committee
5. Budget Advisory Committee
6. Faculty Development Committee
7. Faculty Welfare Committee
8. General Education Committee
9. Gordon State College Statutes Committee
10. Instructional Technology Committee
11. Library Committee
12. Planning Committee

The *Gordon State College Faculty Senate Bylaws* describe additional responsibilities of the Faculty Senate. The Faculty Senate shall create committees necessary to carry out its functions, all of which are described in the *Faculty Senate Bylaws*.

3.2 Standing Committees of the College

3.2.1 Admissions Committee

Purpose: The Admissions Committee serves in an advisory capacity to the Director of Admissions. The Admissions Committee is appointed by the President and performs a variety of tasks related to clarifying admissions policies and applying these policies in exceptional cases.

Duties: The Admissions Committee hears academic appeals from Gordon State College students wishing to be readmitted; reviews files of students who are on academic suspension or exclusion at other institutions and are seeking admission to Gordon College; considers refunds of housing deposits for students who decide not to live in the campus housing; hears appeals for waiver of the out-of-state tuition charges and reviews petitions for Georgia residence classification; hears appeals of students who were denied residence hall space or admission to the College; reviews files of students with criminal convictions seeking admission to the College; periodically makes recommendations to the Faculty for changes in admissions requirements or admissions policy applications.

Membership:

1. Gordon State College President
2. Provost and Vice President for Academic Affairs
3. Vice President for Student Affairs
4. Director of Admissions
5. Registrar

3.2.2 Faculty Grievance Committee

Purpose: The purpose of the Faculty Grievance Committee shall be to resolve grievances by Faculty according to the College's grievance policy. This policy is intended to provide an avenue for resolution of conflicts at the lowest possible level. Attempted resolution may be addressed through the formal grievance/disciplinary review process, if applicable.

Duties: The duties of the committee are (1) to elect a Chair at the beginning of each new academic year; (2) to become familiar with the grievance policy (Chapter 3, Section D) of the *Gordon State College Statutes*; (3) to further educate its membership with materials and offerings from the Consortium for Negotiation and Conflict Resolution; (4) to become familiar with the Board of Regents' *Initiative and Policy Direction on Conflict Resolution*; and (5) to serve on grievance panels when called as detailed in the grievance policy of the *Gordon State College Statutes*.

Membership:

1. The committee shall be composed of nine members with at least one year of continuous service to the College, one from each of the academic units excluding academic administrative Chairs.
2. Each member will serve for three years except in the first two years of the new policy so that the membership can be staggered allowing for a third of the membership to be renewed each year.
3. At the beginning of each academic year, academic administrative units will elect new members for a three-year term to replace representatives who have rotated out of the grievance committee.

The procedures of the Grievance Committee are laid out in Chapter 4 of the Gordon State College Statutes.

Statute revision approved by Faculty Senate on April 28, 2014, by President Burns on May 15, 2014, and by full Faculty on April 30, 2014.

3.2.4 Human Subjects Review Committee

Purpose: The Human Subjects Review Committee shall review research proposals that involve the use of human subjects affiliated with Gordon State College. This review will ensure that the research is conducted along ethical guidelines that reflect professional and community standards.

Duties: To serve in an advisory capacity to the President. To develop, implement, recommend, and maintain policies for the evaluation of research proposals as stated under the purpose of this committee.

Membership:

1. Four At-Large Faculty with at least one year of service at Gordon State College. At-large Faculty members are elected by each school nominating two Faculty members at the beginning of the academic year and the full Faculty will elect four members from the pool of nominees.
2. Director of Institutional Research
3. Student (one) Elected by SGA

3.2.5 Intellectual Property Committee

Purpose: The purpose of the Intellectual Property Committee shall be to make recommendations to the President regarding the disposition and ownership of intellectual property developed at the college in accordance with applicable Board of Regents policy.

Duties: The Intellectual Property committee of each institution shall recommend to the president or his/her designee the rights and equities in intellectual property created by faculty, staff, or students of the institution. Each institution's policies shall provide for an appeal procedure within the institution in the event of a disagreement as to the ownership and use of such materials.

Membership: The Gordon State College President shall appoint an institutional Intellectual Property Committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the President to serve as Chair. In each case the committee shall include a representative of the Office of Business Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his/her designee. Policies pertaining to intellectual property are contained in the Gordon State College Statutes, Chapter 5.

3.2.6 Institution Animal Care & Use Committee ("IACUC")

Purpose: This committee will serve to review any research proposals or other activities including educational that involve the use of non-human vertebrate animals.

Duties: The IACUC will ensure that research procedures and protocols follow Federal guidelines for animal care, including but not limited to the inspection of animal holding facilities and on-site visitations for field based work. In accordance with the Animal Welfare Act (PL-89-545 and its subsequent amendments) every institution that uses vertebrates in research, testing and/or education must have an Institutional Animal Care and Use Committee in place to oversee the use of these animals.

Membership:

1. Three members from the Department of Biological Sciences (from which the Chair of the committee will be selected)
2. At least one of these members must be scientist experienced in research involving animals.
3. Two members selected from the other academic units

Length of Service for Above Members: Three years

4. One Student Member
5. One Member from the Barnesville Community. This Member must not be affiliated in any way with Gordon State College and not a member of the immediate family of a

person affiliated with Gordon State College, who represents the general community interests in the proper care and treatment of animals; and is not a laboratory animal user.

6. One Veterinarian. This member may be a Faculty member of the Department of Biology if he or she holds a DVM and current license to practice in the state of Georgia. However, he or she may not count towards the three members from the division of Department of Biology on the committee.

Length of Service for Student, Community, and Veterinarian Members: One year but may be extended

3.2.7 Post Tenure Review Committee

Purpose: The Post Tenure Review Committee shall review Faculty members subject to established post tenure review policies.

Duties: The duties of the committee are

Membership: Board of Regents policy directs that no fewer than three tenured Faculty peers constitute the committee. At Gordon State College, the committee shall have one tenured Faculty member elected from each administrative unit and may have a representative from the Faculty at large. Administrators (including Deans and Department Heads) and potential reviewees for the year shall not serve on the committee. Committee members shall serve for one year. The committee members shall elect a Chair. If there are too few Faculty of the appropriate academic units to serve on the review committee, then tenured Faculty member(s) from another academic unit (even the reviewee's) may serve, provided that they are voted in by the Faculty at its meeting at the beginning of the fall semester. Policies pertaining to post tenure review are contained in the *Faculty Handbook*.

3.2.8 Post Tenure Review Appeal Committee

Purpose: The Post Tenure Review Appeal Committee shall review post tenure review appeals subject to established post tenure review appeal policies.

Duties: The duties of the committee are

Membership: The Post Tenure Review Appeal Committee will consist of tenured Faculty members. One tenured Faculty member will be elected from each school. Faculty may not simultaneously serve on the post tenure review committee and the post tenure appeal committee. Administrators (including academic administrative unit Chairs) and potential reviewees for the year shall not serve on the appeal committee. Appeal committee members shall serve for one year. The committee members shall elect a Chair. Policies pertaining to post tenure review appeal are contained in the *Faculty Handbook*.

3.2.9 Promotion and Tenure Committee

Purpose: The Promotion and Tenure Committee shall make recommendations regarding Faculty promotion and tenure.

Duties: The duties of the committee are

Membership: The promotion and tenure committee will have one Tenured Faculty Member from each academic administrative unit. At the beginning of every academic year, each academic administrative unit will elect one tenured Faculty member to the committee. If no tenured Faculty member is available in the academic administrative unit then a non-tenured Faculty member may be elected. Policies pertaining to promotion and tenure are contained in the Faculty Handbook.

3.3 The Staff Council

The purpose of the Staff Council is to

1. Provide a voice to the administration of the college, particularly the President, in decision-making processes of the college that have a direct impact on non-Faculty employees.
2. Provide the means necessary for non-Faculty employee recognition for exemplary service and length of service to the University System as well as to Gordon State College; allowing for staff training and development.
3. Pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards.
4. Support and enhance the overall mission of the college.

The *Staff Council Bylaws* describe additional responsibilities of the Staff Council. The Staff Council shall create committees necessary to carry out its functions, all of which are described in the *Staff Council Bylaws*.

3.4 The Student Government Association

The Student Government Association, based on the authority granted by the college administration, shall strive to:

1. Provide for communications between the students of Gordon State College and the college administration and Faculty.
2. Promote student government through:
 - a. The sharing of ideas and information.
 - b. Assisting college officials through delegated authority.
 - c. Implementing campus life and student activity programs.

- d. To promote student involvement among the student body and Student Government Association of Gordon State College.
- 3. Promote and serve as official agent of the student body of Gordon State College in the presentation of their opinion on matters affecting student welfare.
- 4. Promote loyalty to Gordon State College standards of integrity and conduct, as defined in the Gordon State College Academic Catalog.

The *Student Government Association Constitution* describes additional responsibilities of the Student Government Association. The Student Government Association shall create committees necessary to carry out its functions, all of which are described in the *Student Government Association Constitution*. The Student Government Association also designates members to serve on selected Faculty Senate Committees, all of which are listed in the *Faculty Senate Bylaws* and the *Student Government Association Constitution*.

CHAPTER 4. THE FORMAL GRIEVANCE PROCESS

4.1 Initiating the Process.

At any time during the formal procedure, the parties can decide to return to mediation.

The formal grievance procedure shall begin with the grievant making known in writing his/her grievance to his/her immediate supervisor within ten (10) days of a conflict. A grievant who feels a grievance is not satisfactorily resolved at this level shall have the right to appeal, in writing, to the supervisor's superiors, one level at a time but not including the President, allowing a reasonable period of time (at each level this time period shall be seven (7) working days during which the appropriate supervisor is actually on campus) for action at each level.

All supervisory responses shall be in writing. Grievances that are not satisfactorily resolved after appeal by the complainant to each supervisory level may be taken to the Chair of the Grievance Committee in writing.

Within seven (7) working days, the Chair of the Grievance Committee will select five members to form a Grievance Review Panel. The Panel will elect a Chair within seven (7) working days.

The responsibilities of the Grievance Review Panel Chair are as follows:

1. To make arrangements for the review;
2. To meet with the grievant and the person named in the grievance to discuss the conditions under which the review shall be conducted;
3. To preside over the review;
4. To insure that the procedures for the review are followed precisely;
5. To write the report on the Faculty panel's findings;
6. To deliver the finished report within seven (7) working days to the President and parties of the grievance.
7. To secure evidence presented at the hearing.

4.2 Making Arrangements for the Review:

The chair of the Review Panel Chair shall secure a room at the earliest date. Each Panel member, participant, or witness shall have ten (10) working days' notice of the date and time of the review.

4.3 Establishing Conditions:

The Chair shall determine the acceptability and availability of witnesses, pertinent written documents, and any additional pertinent information. The Chair shall establish the length and method of presentation. The Chair shall determine if there is a conflict of interest with any of the panel members based on documented evidence. If so the panel member will be recused and replaced by another member of the Grievance Committee chosen by its Chair.

All participants in the review shall be cautioned that the review is confidential and to avoid discussing the grievance outside the review process except with their advisers.

The Chair will assure that a sound recording of the hearing is made and retained for use in the event an appeal is filed (In the event a written transcript is needed, the requesting party is responsible for all costs incurred).

4.4 Presiding at the Review:

The guiding principle at the review is that any involved party shall have fair opportunity to be heard and is entitled to an adviser. The role of the adviser is to advise participants. The adviser shall not take an active role in the review. The Chair shall ensure that the review is conducted in an orderly and impartial manner and insist that procedural determination of the panel be followed precisely.

The Chair shall convene the panel, conduct and preside over the hearing, rule on motions of the parties, assist panel members, and facilitate the procedures of the panel.

4.5 Review Procedure:

The Chair may grant postponements (only if to proceed immediately would be unfair) and allow individuals to be questioned by the either party in the grievance. The Chair will also designate a member of the panel to be in charge of audio recording the review.

In the first segment of the review, the grievant shall present his/her information. In the second segment of the review, the person(s) named in the grievance shall present his/her/their information. The remainder of the session shall be used by the panel to question the participants. Those present at the review shall be cautioned to avoid discussing the information outside the review process. If the review involves allegation of discrimination, the College's Equal Employment Opportunity Commission (EEOC) officer shall attend.

4.6 Report of the Panel:

The written report of the panel shall be based entirely on information presented at the review. The Chair of the panel has the responsibility of reporting the conclusions and the recommendations (if any), but he or she may delegate the responsibility. All conclusions and recommendations shall be determined by majority vote of the panel.

The report shall be delivered to the President within seven (7) working days of determination of conclusions and recommendations made by the panel.

4.7 Delivery of the Report:

After fairly considering the statements of all interested individuals and taking other submitted findings into account, the Chair shall deliver the panel's written report to the President and to the participants. The President shall take the panel's report into account in making a final decision, which he/she shall render within seven (7) working days. The grievant should also be advised by the President in writing of his/her right to appeal to the Board of Regents for review of the President's final decision. The Chair shall deliver to the grievant the panel's report. Each member of the panel and the person named in the grievance shall receive a copy of the report.

4.8 To Secure Evidence Presented at the Hearing:

At the conclusion of the panel's duties, the Panel Chair will deliver all evidence to the Chair of the Grievance Committee. The Chair of the Grievance Committee shall retain this evidence in a secure fashion for three (3) years from the date of the review panel's written recommendation, after which the Chair will destroy all the evidence.

Statute revision approved by Faculty Senate on April 28, 2014, by the full Faculty on April 30, 2014, and by President Burns on May 15, 2014.

CHAPTER 5. INTELLECTUAL PROPERTY

5.1 Overview

In all cases Gordon State College is subject to the policies of the University System of Georgia and its Board of Regents with regard to intellectual property.

Gordon State College is dedicated to teaching, research, and the extension of knowledge to the public. Two of its major objectives are the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works, and the development of computer software. Such activities (1) contribute to the professional development of the Faculty, staff or students involved, (2) enhance the reputation of Gordon State College and the University System of Georgia, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

In general, patentable and copyrightable materials that are solely the product of an employee's work and that do not involve the use of more than incidental institutional resources remain entirely under the control of the employee. Patentable and copyrightable materials developed as part of an employee's regular duties and involving the use of significant institutional resources fall within the purview of the Intellectual Property Committee.

Intellectual property subject to this policy generally falls into three categories:

5.1.1. Sponsor-Supported Efforts

The grant or contract between the sponsor and Gordon State College, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor may specify that the materials be placed in the public domain, may claim reproduction, license-free use, or other rights, or may assign all rights to Gordon State College. In those cases where royalty income is realized by Gordon State College, the inventor or creator may appropriately share in the royalty income. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to sponsor and Gordon State College regulations.

5.1.2. Institution-Assigned Efforts

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with Gordon State College; however, sharing of royalty income with the inventor or creator is authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Gordon State College regulations.

5.1.3. Institution-Assisted Individual Effort

Ownership of Intellectual Property developed by Faculty, staff or students of the institution where Gordon State College provides support of their efforts or use of Gordon State College resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and the institution. Gordon State College shall not construe the provision of office space, use of email accounts, access to library resources, or office computers as constituting more than incidental institutional resources. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to Gordon State College regulation.

5.2 Institutional Procedures

Faculty, staff, and students shall promptly report to the Provost and Vice President of Academic Affairs in writing any intellectual property invented or created by them which is reasonably likely to fall within the domain of this policy.

The President shall then appoint an institutional Intellectual Property committee, consisting of no fewer than three or more than nine members, one of whom shall be designated by the President to serve as Chair. In each case the committee shall include a representative of the Office of Business Affairs. The committee shall meet as necessary, and shall act in an advisory capacity to the President or his/her designee.

The purpose of the Intellectual Property committee shall be to recommend to the President or his or her designee the rights and equities in intellectual property created by Faculty, staff, or students of the institution and subject to this policy.

CHAPTER 6. AMENDING THE STATUTES

6.1 Path to Amending the Statutes.

Proposed amendments to the Gordon State College Statutes must go through the Statutes Committee for approval before going to the Faculty Senate and then if approved by the Senate, the full Faculty. Such amendments can originate:

- a) Directly from members of the Statutes Committee,
- b) From other Faculty Senate committees, or
- c) From five sponsoring Faculty members.

If an amendment is presented by the Statutes Committee or another Faculty Senate Committee, it must have been passed by a simple majority vote of that committee.

6.2 Statute Committee Procedures

In order to assure full consideration of the proposed amendments, the Statutes Committee must:

- a) fully discuss any proposed amendment to the Faculty Gordon State College Statutes, giving each member the time and opportunity to debate the proposed amendments and b) vote to pass the amendment on to the Faculty Senate by a simple majority, subject to the quorum rule. If a simple majority is not attained, the proposed amendment can be returned to the originating Faculty Senate committee or committee of the College, or sponsoring Faculty members for revision and possible resubmission.

6.3 Faculty Senate Procedures

In order to assure full consideration of the proposed amendments, the Faculty Senate must: a) at its next meeting have a first reading of the proposed amendment to the Faculty Senate. In this initial reading, no Faculty Senator or visitor to the Senate meeting may ask questions or discuss the proposed amendment. The second reading of the proposed amendment shall occur at the next scheduled Faculty Senate meeting, where it may be discussed prior to a vote. The Faculty Senate Chair (or meeting moderator) must allow each member and visitors the time and opportunity to debate the proposed amendments. The Faculty Senate must vote and pass the proposed amendment by a 2/3 majority of those Senators present, subject to the quorum rule. If a 2/3 majority is not attained, the amendment fails and may be returned to the Statutes Committee for further revisions and possible resubmission.

6.4 Full Faculty Meeting Procedures

In order to assure adequate consideration of the proposed amendment, the amendment will be presented at the next scheduled or called Faculty meeting where the Faculty may review and debate the proposed amendment to the Faculty Gordon State College Statutes. The moderator of the Faculty meeting must allow each member the time and opportunity to debate the amendment. An amendment must attain a 2/3 majority vote of the Faculty present, subject to the quorum rule, Faculty to pass. If a 2/3 majority is not attained, the amendment fails.

6.5 Presidential Approval

Changes to the Gordon State College Statutes will go into effect when approved by the President of Gordon College.

Motion to Amend Faculty Senate Bylaws Approved by the Gordon State College Faculty Senate April 29, 2015.

The Motion is made to amend the *Faculty Senate Bylaws* as follows:

ARTICLE VI. Committees; Section 1

ARTICLE VI.

Committees

Section 1. The following shall apply to all standing committees of the Faculty Senate.

a) Initial Meeting. The initial meeting of each committee, with the exception of the Academic Judicial Committee, shall be convened within the first four weeks of the fall semester or upon creation. The Senator on each committee shall call the first meeting for the express purpose of electing a Chair. The chair may be elected from any voting member of the committee. The Academic Judicial Committee may delay its meeting in order to allow the election of student representatives to the committee, as long as the meeting is held within the first five weeks of the semester.

b) Tasks. The task of each committee shall be to establish and review the policies and administration of policies in its area and offer recommendations as necessary. Recommendations to the Senate shall be submitted to the Chair of the Faculty Senate or any elected officer of the Faculty Senate.

c) Annual Report. Each committee shall submit a written annual report to the Chair of the Faculty Senate no later than the last regular meeting of the academic year. The report shall include a list of all items placed on the committee's agenda and note the disposition of each. The minutes of the last Senate meeting of the academic year shall incorporate these reports. A copy of the written report shall also be filed in the library.

d) Agenda and Minutes. At least three days prior to every meeting, each committee shall distribute to the full faculty an agenda listing the time and place of the meeting with items to be considered. The committee shall furnish a copy of the minutes of each meeting to the full faculty and shall place them in the Faculty Senate archives within ten days of the meeting.

e) Appointments.

1. Elected committee members shall serve one year terms unless otherwise stated as in Article VI, Section 2 of this document. ~~Members may be re-elected to committees for succeeding terms.~~

2. Committees with two-year member terms shall ensure continuity through a staggered election process. For committees with two-year terms, the Faculty Senate shall, for the first year, designate through election at its first fall meeting no more than half of such faculty committee members from eligible academic units as having a one-year term so that future member terms will be staggered. Thereafter those academic units will elect members for two-year terms.

3. Members may be re-elected to committees for succeeding terms.

f) Representation:

1. Senators: At least one Senator from the Faculty Senate will serve on all standing and special committees of the Faculty Senate. Senator representation for all committees will be elected by majority vote by the members of the Faculty Senate.

2. Faculty Members: Faculty representation for standing and special committees will be elected by each academic unit or school as required by the guidelines for committee membership. Notwithstanding the requirements levied on academic units or schools to supply a stipulated number of faculty representatives (as listed for each committee, below) schools and academic units with ten or fewer assigned faculty positions will be free to determine which committees they will send representatives to, and whether or not they will send a full or reduced number of representatives.

3. Faculty at Large: Faculty at Large representation for standing and special committees will be elected by the faculty.

4. Staff Members: Staff member representation for standing and special committees will be elected by the Staff Council.

5. Students: Student representation for standing and special committees will be elected by the Student Government Association.

g) Unexpired Terms of Service. In the event that a committee member does not complete a term, the Chair of the respective committee shall recommend a replacement for an appointed member to the Faculty Senate for approval. In the event that this member is an elected individual, a special election shall be held.

Section 2. The Faculty Senate of Gordon State College shall establish the following standing committees according to the provisions of the Board of Regents' policy 302.06:

Justification: To clarify and establish process for continuity on committees with two year terms.

Motion to Amend Assessment Committee

Approved Faculty Senate Bylaws, Appendix A, 06/02/2014

Assessment Committee

Purpose: The Assessment Committee shall oversee the assessment of the quality of education and academic related services at Gordon State College.

Composition: The committee shall be composed of:

- a) Faculty Senator (1)
- b) Provost & Vice President for Academic Affairs
- c) Director of Institutional Research
- d) Director of Student Success
- e) Other Faculty, with at least one year served at Gordon State College, 1 per academic unit
- f) Other Faculty, with at least one year served at Gordon State College, 1 per academic unit being assessed

Duties: The Assessment Committee shall:

- a) serve in an advisory capacity to the President
- b) coordinate and promote assessment activities on campus
- c) ensure that campus assessment activities meet the University System of Georgia, Southern Association of Colleges and Schools' criteria and other accrediting agencies
- d) review annually the mission statement of the college
- e) provide information to the Planning Committee concerning strengths and weaknesses on campus

Proposed revisions:

Academic Assessment Committee

Purpose: The Academic Assessment Committee shall provide leadership and oversight to support the assessment of the quality of education and academic related services at Gordon State College.

Composition: The committee shall be composed of:

- a) Faculty Senator (1)
- b) Provost & Vice President for Academic Affairs
- c) Representative from Institutional Effectiveness
- d) Director of Student Success
- e) Other Faculty, with at least one year served at Gordon State College, 1 per academic unit
- f) Other Faculty, with at least one year served at Gordon State College, 1 per academic unit being assessed

Duties: The Assessment committee shall:

- a) coordinate academic assessment activities with the General Education Assessment Committee
- b) serve in an advisory capacity to the President, Provost and Planning Committee by submitting an annual report concerning the strengths and weaknesses of academic programs and student learning outcomes and to review the consistency of our educational activities with our mission
- c) promote assessment activities on campus
- d) ensure that institutional assessment activities meet the criteria of the University System of Georgia (USG), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies by providing feedback as peer reviewers to other committees and academic units performing assessments

Motion to Amend Faculty Senate Bylaws by the Faculty Welfare Committee

The Motion is made to amend the *Faculty Senate Bylaws* as follows:

ARTICLE VI. Committees; Section 2 (pages 7 & 8)

Faculty Welfare Committee

Purpose: The purpose of the Faculty Welfare Committee is to review policies affecting faculty welfare.

Composition: The committee shall be composed of:

- a) Faculty Senators (2)
- b) Other Faculty Members: 1 tenured per academic unit
- c) 1 Library faculty

Statute revision approved by Faculty Senate on February 24, 2014, and by President Burns on March 3, 2014, and by full faculty on April 30, 2014.

Duties: The committee shall review and recommend policies (other than individual grievances) relative to tenure, promotion, recruitment, salary, standards for faculty qualifications, post-tenure review, , sabbatical leaves, leaves of absence, and faculty workload and class size. This committee shall also review other policies and issues pertaining to Faculty welfare, including working conditions and faculty development.

Amend “Duties” to include:

This committee shall also be responsible for the accessibility to, and maintenance and integrity of, the *Faculty Handbook*. The Committee will ensure updated versions of the *Faculty Handbook* are on Library Reserve within five working days of final approval. The Committee Chair or Recorder will ensure a printed copy of the most recent *Gordon State College Faculty Handbook* is on Library Reserve in the Hightower Library and will distribute copies to members of the Faculty Welfare Committee.

Rationale: To expand the responsibilities of Faculty Welfare Committee to include oversight and maintenance of the newly developed *Faculty Handbook*. Oversight of “institutional budget” was removed as the responsibility is now covered by the Budget Advisory Committee (of the Faculty Senate).

Motion to Amend Faculty Senate Bylaws by the Gordon State College Statutes Committee

The Motion is made to amend the *Faculty Senate Bylaws* as follows:

ARTICLE VI. Committees; Section 2

General Education Committee

Purpose: The purpose of the General Education Committee shall be to oversee the assessment of the core curriculum.

Composition:

1. Dean of the School of Arts and Sciences
2. Assistant Vice President for Institutional Effectiveness
3. One faculty member with at least one year of full-time teaching experience from each academic unit from the School of Arts and Sciences
4. Faculty Senator (1)

Members will serve two-year terms.

Duties: The General Education Committee shall work with the Faculty Senate Assessment Committee in achieving Gordon State College academic assessment and review processes in accordance with established timelines.

Justification: To establish a Committee that oversees the continuing assessment of the core curriculum.