

Faculty Senate Meeting
Thursday, September 6, 2018, 3:30pm
Maugans Martinelli Board Room

Dr. Adam Franssen called the meeting to order at 3:31pm and thanked the College of Education and Human Services for providing snacks.

The following members were present:

Dr. Bill Abrams	Dr. Kat Alves	Dr. Jennifer Apperson
Dr. Ann Bailey	Dr. Chris Bjornsen	Dr. Ang Blanchette
Ms. Natalie Browning	Dr. Roger Byrne	Dr. Karla Collins
Mr. Ian Danielsen	Dr. Lisa Edwards-Burrs	Dr. Larissa Fergeson
Dr. Alix Fink	Dr. Adam Franssen	Dr. Lily Goetz
Dr. Elif Guler	Mr. Jeff Halliday	Mr. Carl Harvey
Ms. Parker Joyner	Dr. Connie Koski	Ms. Claire LaRoche
Dr. Mary Lehman	Dr. David Lehr	Dr. Lisa Minor
Dr. Barbara Newton	Dr. Tim O'Keefe	Dr. Adam Paulek
Dr. Tim Pierson	Dr. Charles Repp	Ms. Lauren Rice
Dr. Carl Riden	Ms. Cameron Roblewsky	Mr. Brent Roberts
Dr. Chuck Ross	Dr. Steve Samaras	Dr. Leah Shilling
Dr. Robin Smith	Dr. Kirstin Whitely	

Mr. Danielsen replaces Dr. Kellyn Hall, and Dr. Lehr replaces Dr. Bennie Waller as senators. Ms. Joyner was representing Ms. Casey Ripp, Graduate Student representative.

Also present were Ms. Kierstin Freedman, Dr. Jennifer Green and Ms. Susan Hines.

Members not present were Dr. Mary Carver, Dr. Paul Chapman, Mr. Ken Copeland, Dr. Jeannine Perry, and President Taylor Reveley.

Dr. Franssen had senators and guests introduce themselves. He asked any senator without a name tent to see Teresa Irish after the meeting to order one, and he asked all present to sign the attendance sheet.

Dr. Franssen spoke briefly about senator responsibilities, especially exercising best judgment when voting and communicating with your departments about what happens at Faculty Senate meetings. He reminded senators to send a substitute if they can't make a meeting; however, the substitute cannot vote. If a senator is absent for a longer period of time, a temporary replacement may be named and that person will have voting rights.

The minutes of the April 26, 2018 Faculty Senate meeting were approved as submitted.

Dr. Franssen reported that two Senate Executive members—Dr. Hall, who has resigned from Longwood, and Dr. Waller, who is on sabbatical—are absent and need to be replaced. He asked for nominations for the CBE representative. Ms. LaRoche nominated Dr. Lehr; Dr. Goetz seconded the nomination. Dr. Abrams moved that nominations be closed; the motion was approved. Dr. Lehr was elected to Senate Executive by acclamation.

Dr. Franssen asked for nominations for the at-large representative. Mr. Danielson nominated Dr. Bailey; Mr. Harvey seconded the nomination. Dr. Abrams nominated Dr. Smith; Dr. Goetz seconded the nomination. Mr. Harvey moved that the nominations be closed; the motion was approved. Dr. Smith was elected to Senate Executive by secret ballot.

Dr. Fergeson presented the policy and budget update. The FPPM will be online by next week. All policies taken to the Board of Visitors in June were approved. The BoV meets next week, and she will take the bylaw changes passed at the Opening Faculty Meeting to the Board then. Convocation is also next week. A new monument to the area's freedom fighters will be unveiled on September 14. Summer revenue was good so department budgets were loaded fully with the higher of the department's budget in 2017-18 or 2016-17. She met with Dr. Mark Fink, chair of Academic Chairs Council, regarding ACC matters including continuing work on bettering the departmental budget process. She will be taking the SGA Add/Drop proposal to ACC, and the chairs will get feedback from their departments. It will then go to EPC and finally to Senate for approval

Dr. Abrams discussed Curriculog, our new software that will mesh with the new catalog software. He distributed a handout regarding Curriculog Originators (Attachment A). Curriculog will roll out within the next two weeks.

Mr. Halliday gave a report from Finance and Planning. He recognized Drs. Lissa Power-deFur and Brett Hursey for their continuing work on the committee, and noted that the committee needs one more member. He also thanked Dr. Franssen for supporting the committee's role in the search for the new Vice President for Finance and Administration. He is beginning work on the fall semester budget forum, slated for mid- to late October.

Dr. Green reported that we began the fall semester with 1,053 freshmen, and ended the add/drop period with 1,018 freshmen. These numbers are similar to last year's. The freshmen average credit hours are above 15, and fewer freshmen dropped to 12 or under than last year.

Dr. Franssen called for the approval of Senate committee membership. Drs. Abrams and Repp moved and seconded, respectively. Committees were approved by acclamation.

Dr. Catherine Franssen led a discussion about (a) the [Intellectual Property Committee description](#), and (b) the new [Intellectual Property proposal](#). A Q&A session followed. Dr. Adam Franssen asked senators to take the documents back to their departments for discussion before both proposals are voted on at the October 11 Faculty Senate meeting.

In announcements and new business. Kierstin Freedman, former SGA representative to Senate, asked that all faculty go beyond linking the mental health and wellness language on their syllabi. SGA would like faculty to point out to their students the link on the syllabus as well as the information which is linked.

Dr. Pierson has faculty openings on the University Disciplinary Board and the Academic Honesty Appeals Board. If you are interested, get your name to Dr. Franssen.

Dr. Fergeson noted that Regina Maldve, Director of Sponsored Programs, has left Longwood. We are taking this semester to assess the work of that office before beginning a search for Dr. Maldve's replacement. During this semester, Dean Byrne will be pinch-hitting for the OSP in addition to his regular duties.

Dr. Franssen adjourned the meeting at 4:25pm.






Respectfully submitted,

Teresa Irish

Curriculog Originators




To originate a proposal in Curriculog, click on *+New Proposal* in the upper left part of the left-hand window below “My Tasks.” This gives you access to the course and program forms. Note we have twelve forms but only ten will display on a single page. Place your cursor over the correct form and then click on the check mark to start the form.

To fill out a new course or program form:

- Click on the  on the top right to get information.
- Be sure to read the instructions before you proceed.
- On the pillar or perspective forms be sure to fill out only the section related to the strand relevant to this course. So if you are creating a Quantitative Reasoning course, fill out the Quantitative Reasoning section but not the Scientific Reasoning Section. The beginning section and the Additional General Catalog Section at the end must be filled out.
- If you are creating a new program you have to be particularly careful about reading the instructions before you create the program. You have to add the courses first then you have to add the headers (like Required Courses or Take One of the Following) and put the courses you have already added under the correct heading.
- Starred sections must be filled out before launching.
- When you are finished save the form then launch it using the  button.
- Upload any files you promised to upload, and any others, by clicking on  then clicking *Upload*.
- After you launch it, the form returns to you as Originator. You need to approve it by clicking on  and then clicking *Approve* and *Make My Decision*. After you have made this decision, you can no longer edit your proposal unless it is rejected and sent back to you or if you can do it in a different part of the approval process. (For example if you are on the College Curriculum Committee.) You can observe the status of your proposal by clicking .
- Please do not choose *Hold*, *Suspend*, *Cancel* or *Custom Route* without talking to a system administrator first.

To fill out a program or course change form:

- Read all the instructions above for a new course or program form. You can ignore the fourth one on creating a new program.
- **If you are changing a course or program, you want to fill out the form with all the current course information. DO NOT MAKE ANY CHANGES UNTIL AFTER YOU HAVE LAUNCHED THE FORM. As the originator, you fill out the form with the old course or program, then launch it, then make the changes, then approve it so that it will move to the next step.**

- **Read the directions on the top of the form before you proceed.**
- The downward facing arrow, , on the upper left part of the form is for importing a course or program
- Starred sections must be filled out before launching. If you are making changes, make them after you have filled out the form with the old information and launched it. This does not apply to things like justifications, which are obviously new.
- Once the proposal has launched you want to change *Show Current* to *Show Current with Markup* on the right hand window under comments. (To get there click on the comment icon,  the leftmost icon on the rightmost window.) If you have already saved the form and closed it but you want to work on it again, hold the cursor over the form and then click edit, .