** Questions and clarification may be directed to the President's Office or persons identified with each agenda item prior to Senate.

1. Approval of the Agenda for the November 30, 1999, meeting

2. Approval of the October 4, 1999 Minutes: Secretary Dr. Larry Mutter will move approval. Submit typographical corrections prior to Senate.

3. Librarian's Report: Librarian Dr. Hal Fulmer will move for approval. Submit typographical corrections prior to Senate.

4. President's Report

5. Calendar for Summer 2000, Fall 2000, Spring 2001: Dr. Bleicken
   Attachment 1

6. Calendar Committee: Issues and Composition of the Committee: Dr. Krug
   Attachment 2

7. Freshman Admission Requirements for Academic Year 2000-2001
   Attachment 3

8. Extra Compensation Policy: Dr. Bleicken
   Attachment 4

9. Modification to By-Laws, Faculty Senate Standing Council: Undergraduate Council: Dr. Black
   Change from the Director of the First Year Experience and Director of Advisement and Retention to the Director of Advisement and Retention.

10. Nomination and Election of Faculty Representative on the Parking and Transportation Committee: Chair Warkentin
    Nominations are accepted from the floor.
11. Report from Dr. Robert Warkentin, Chair, Senate Executive Committee
   Senate Executive Committee Update on Activities
   a. Minutes
   b. Request for Agenda Item Submission Form (see attachment 5)
   c. Debate on Agenda Items (see attachment 6)

12. Report from EPC/SPC Representative Sue Moore
13. Report from NCAA Representative Richard Rogers
14. Old Business
   Child Care Update: Chair Warkentin
15. New Business: Discussion Forum and Questions from the Floor
16. Announcements: Vice Presidents
17. Announcements from the Floor
18. Adjournment
   ***If necessary, Senate will reconvene on December 1, 4:00 p.m., site TBA
Attachment 1:

To: Members of the Faculty Senate

From: Acting Provost Linda Bleicken and Chair, Calendar Committee

Date: November 19, 1999

Subject: Summer 2000, Fall 2000, and Spring 2001 Calendars

I will be presenting the calendars for the Summer 2000, Fall 2000, and Spring 2001 at the Faculty Senate meeting on November 30. These calendars have been approved by the Calendar Committee at its November 9 meeting. I will be making a motion that the Senate accept the calendars as presented. I am including a listing of factors that the Calendar Committee uses in setting the calendars. Thank you.

**Factors GSU Considers in Setting Calendar**

- **New Student Orientation:** 1 day for fall term (may be held on final registration day for other term)
- **Final Registration:** 1 day for new students in fall
  - 1 day for former students in fall
  - 1 day for both new and former students for other terms
- **Drop/Add:** 1 day prior to the first day of classes
- **Thanksgiving Break:** 3 days (Wednesday, Thanksgiving, Friday)
- **Spring Break:** 5 days in March
- **Final Exams:** 5 days
- **Graduation:** Schedule on weekend
- **Study (Reading) Day:** 1 day after last day of classes and before finals begin
Attachment 1 continued

SUMMER 2000 CALENDAR
  (May 29 - August 6)

May 29  Registration
May 30  Drop/Add
May 31  First Day of Class

  Long Term: May 31 - August 2  (44 class days @ 50 minutes)
  Short Term I: May 31 - June 29  (22 class days @ 100 minutes)

June 30  Short Term I  Exams
June 30  Short Term II Registration
July 3  No class
July 4  University Holiday (no class)
July 5  Short Term II Begins

  Short Term II: July 5 - August 3  (22 class days @ 100 minutes)

August 3, 4, 5  Exams for Long Term
August 4  Exams for Short Term II
August 6  Graduation

The above dates were approved by the Calendar Committee on November 9, 1999
### FALL 2000 CALENDAR
(August 15 - December 17)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Orientation</td>
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<tr>
<td>August 16</td>
<td>New Student Registration</td>
</tr>
<tr>
<td>August 17</td>
<td>Final Former Student Registration</td>
</tr>
<tr>
<td>August 18</td>
<td>Drop/Add</td>
</tr>
<tr>
<td>August 21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday (No classes)</td>
</tr>
<tr>
<td>October 13</td>
<td>Classes canceled after 2:00 p.m. for Homecoming</td>
</tr>
<tr>
<td>October 14</td>
<td>Homecoming</td>
</tr>
<tr>
<td>November 22 - 24</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>December 7</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 8</td>
<td>Reading Day</td>
</tr>
<tr>
<td>December 11 - 15</td>
<td>Exams</td>
</tr>
<tr>
<td>December 17</td>
<td>Graduation</td>
</tr>
<tr>
<td>December 25 - 29</td>
<td>Christmas Holidays</td>
</tr>
</tbody>
</table>

The above dates were approved by the Calendar Committee on November 9, 1999
Attachment 1 continued

SPRING 2001 CALENDAR
(January 3 - May 6)

January 3  Orientation
January 4  Final Registration
January 5  Drop/Add
January 8  Classes Begin
January 15 Martin Luther King Day (University Holiday - no classes)
March 12 - 16 Spring Break
April 30   Last Day of Classes
May 1 - 5  Exams
May 6     Graduation

The above dates were approved by the Calendar Committee on November 9, 1999
MEMO

To: Faculty Senators
From: Clara Krug, Calendar Committee
Date: November 18, 1999
Re: Composition of the Calendar Committee

At the November 30 meeting of the Faculty Senate, I intend to make the following motion:

1. That the Faculty Senate recommend to President Bruce F. Grube that he change the composition of the Calendar Committee to include more than the current 19 members. (See the attached current list of members of the Calendar Committee.)

2. And that he change its composition to increase the total number of faculty members and the total number of student members, specifically:

   A total of 5 faculty members, 1 from each college, to be elected by the Faculty Senate;

   A total of 3 undergraduate students to be designated or elected by the Student Government Association: 1 sophomore, 1 junior, and 1 senior;

   1 graduate student, to be designated or elected by the Graduate Student Association or, if there is no such association, at an election conducted among graduate students.
Attachment 2 continued

3. And that President Grube initiate whatever actions are necessary, including having statutes and/or bylaws revised and/or having unwritten traditions codified in writing to effect this change in composition.

I have additional concerns related to:

1. The time at which the Calendar Committee has its only/major meeting: sometime in early November.

2. The manner in which that major meeting is scheduled, specifically, announcing to the faculty members and student member of the committee the date and time of the meeting without asking them if it is convenient, although the conveners have asked other members of the committee about convenience of meeting date and time prior to scheduling that meeting.

3. The time between the meeting of the Faculty Senate at which the Chair of the Calendar Committee presents the proposed calendars for all three semesters (at the final Fall Semester meeting in both 1998 and 1999) and the time at which they must be published for public consumption.

4. Maintenance of membership lists, so that the current faculty members and the current student member of the Calendar Committee are consulted about and receive written announcements of meetings before they occur.

However, I shall wait until one of the three Spring Semester meetings of the Faculty Senate to make motions related to these four points.

I look forward to hearing from you, my colleagues on the Faculty Senate, with your advice about the motion that I intend to make on November 30. Please, do let me know your thoughts. You may reach me on campus at ckrug@gsaix2.cc.gasou.edu or at home at 681-6297 (with voice mail).
### Calendar Committee Members
(Updated November 1, 1999)

<table>
<thead>
<tr>
<th>NAME</th>
<th>AREA</th>
<th>PO BOX</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Sam Baker</td>
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<td><a href="mailto:sbaker@gsaix2.cc.gasou.edu">sbaker@gsaix2.cc.gasou.edu</a></td>
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</tr>
<tr>
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</tr>
</tbody>
</table>
Attachment 3

To: Members of the Faculty Senate

From: Acting Provost Linda Bleicken

Date: November 19, 1999

Subject: Proposed Admission Criteria for Fall 2000

The proposed admission requirements for Fall 2000 are provided for action at the November 30 Senate meeting. I will move acceptance of these criteria which are consistent with the University admission phase-in five plan.

:: PROPOSED ADMISSION CRITERIA FOR FALL 2000

No students who have more than 1 CPC deficiency will be admitted.

Regular Admission

480 Verbal and 440 Math and HSAGPA > 2.0.

Provisional Admission

Applicants with indices of 1095 - 1135 who have System Level Learning Support Requirements will not be admitted.

Minimum Score on Admission Index (SAT Verbal + SAT Math + (100 x HSAGPA)) of 1095

Criteria for Provisional Admission for Fall 2000 were established on the basis of data regarding the Fall 1999 entering traditional freshmen. These standards were raised and are more aggressive than those outlined in the Phase-In Plan submitted by Georgia Southern in March 1997 and should reduce the number of System Level Learning Support students to 5% of the traditional freshmen for Fall 2000.
Attachment 4

To: Members of the Faculty Senate

From: Acting Provost Bleicken

Date: November 19, 1999

Subject: Extra Compensation Policy

I am providing you a copy of the recently adopted extra compensation policy which has been approved by the Cabinet. The Senate Executive Committee has reviewed this document and endorses the policy.

EXTRA COMPENSATION POLICY

I. Conditions and Definition of Extra Compensation

The term extra compensation shall be used to describe salary payments above and beyond normal base compensation to faculty and staff who are exempt employees under the Fair Labor Standards Act and who provide certain instructional, research, and service activities to the University above and beyond their normal employment duties. Payment of extra compensation at Georgia Southern University shall be appropriate only when all three of the following conditions exist:

1. The work is carried in addition to a normal full load.
2. No qualified person is available to carry the work as part of his or her normal load.
3. The additional duties must not be so heavy as to interfere with the performance of regular duties.

(Board of Regents Policy ‘803.1404 adds the following condition for research, Saturday classes, and off-campus continuing education: The work produces sufficient income to be self-supporting.)

II. Eligibility for Extra Compensation

Extra compensation shall be available to all eligible employees, as defined above, but only for services rendered other than the individual employee’s normal employment duties and that occur outside normal working hours. For purposes of this policy, normal working hours for fiscal year (12 month) employees is defined as 8:00 a.m. to 5:00 p.m., Monday through Friday of each week. For academic year (9 month) faculty employees, normal working hours@
Attachment 4 continued

for purposes of this policy is defined as all times required, including evening class assignments, student contact hours, and committee assignments, to perform regular instructional, research, and service duties for each academic term from the date of course registration through the examination schedule. Extra compensation shall not be available to an employee in the following circumstances:

$ when there exists an actual or apparent conflict of interest;
$ when the function performed for extra compensation is for the university and is essentially the same function for which the employee is employed full time;
$ when the employee has budgetary control over the account from which extra compensation is to be paid;
$ when on sick leave; or
$ when the employee is a financial contributor to the account(s) from which the extra compensation is to be paid.

In cases where employees control accounts from which their extra compensation is to be paid, the salary supplement policy should be used to avoid conflicts of interest. In situations where use of the salary supplement policy is not practical, the appropriate vice president must make all assignments and authorize all payments for employees who control accounts from which extra compensation is to be paid.

Extra compensation is available for the following activities only if all of the preceding conditions, including paragraphs I(A), I(B), and I(C) of this policy, are satisfied:

1. Teaching credit and non-credit courses

A. Extra compensation is available to employees for teaching non-credit courses outside their home department and/or budget unit only if the courses to be taught go beyond an employee's normal employment duties and only if the courses meet outside normal working hours.

B. Extra compensation for teaching credit courses in excess of the normal teaching load is available only in exceptional circumstances to academic year faculty employees and fiscal year employees. See Board of Regents Academic Affairs Handbook '4.14.07. Generally, enrollment demand for credit courses in excess of normal teaching loads shall be accommodated through released time or overload to faculty employees. Extra compensation for teaching credit courses is available to fiscal year employees only if they hold faculty rank and only after all possible arrangements of released time and/or overload among the corps of instruction have been exhausted. The department chair requesting extra compensation must verify that other such arrangements are not feasible. Chancellor's approval is required in advance for extra compensation for teaching credit courses.
Attachment 4 continued

2. Research

A. Extra compensation for research activities is available to faculty and staff but only when the employee performs a limited, but specialized, function or task collateral to the main purpose of the research, such as serving as a research subject, collecting data, drawing blood, calibrating equipment, and designing data analysis software. Additionally, the research activity must be unrelated to the employee’s normal employment duties, be outside the employee’s home department or budget unit, must be conducted outside normal working hours, and must be approved by the Provost and Vice President for Academic Affairs.

B. Principal investigators and those named in grant proposals are not eligible for extra compensation for research under this policy.

C. Service activities, including consultancy activities

1. Extra compensation is available to employees performing service activities and programs unless the clientele to be served by the activity or program is the same clientele as that which the faculty or staff member was employed to serve.

2. Extra compensation is available to employees performing service activities and programs that directly serve the University or that serve entities or agencies external to the University. Consultancy services addressing the technical and professional needs of communities, groups, agencies, businesses, and other entities outside the University are specifically considered to be service activities under this policy.

III. Amount of Extra Compensation

A. Although each department or budget unit may determine the rate of extra compensation to be paid for a particular activity, the amount and rate of compensation paid to the employee for extra compensation shall be in line with the rate of compensation paid for the performance of the individual’s normal duties. Extra compensation for teaching credit course(s) shall be consistent with existing policies regarding the payment for teaching a course.

B. The maximum total amount of extra compensation paid to an employee during any one fiscal year (July 1 to June 30) shall not exceed 33 1/3% of that employee’s full time equivalent (1.0 EFT) salary for that fiscal year. Exceptions to this provision can be made by the Vice President to whom the employee reports in his or her normal capacity.
Attachment 4 continued

C. The project or activity budget [see Section IV below] submitted with each application for extra compensation shall include sufficient funds for the employer’s portion of the employee benefits associated with the extra earnings.

IV. Application Procedures for Extra Compensation

The payment of extra compensation to an employee requires approval from the Vice President responsible for administering the budget unit seeking to pay extra compensation (approves project and the project budget in the context of the University’s policy), from the Vice President responsible for administering the unit that employs the individual on a regular basis (approves use of the employee in the context of the policy), and from the Vice President for Business and Finance or his/her designee (approves the availability of funds and reviews for compliance with policy and for adequacy of supporting documentation). In cases where a unit needs to respond to potential clients in a timely manner, the originating unit, prior to the performance of the duties, should submit the project/activity budget by FAX to the appropriate vice presidents or their designees who will confer quickly and communicate their action within 48 hours.

All requests for approval shall include the following:

1. Personnel Action Form
2. Extra Compensation Certification
3. Project/Activity Budget
4. A draft of any written agreement on fees and services (to be reviewed by one of the University’s legal advisors)

The personnel action form and/or budget must include a description of the duties to be performed, the number of hours required to perform the assignment, the amount and rate of extra compensation requested, and the source of funds used to pay the extra compensation and related employee benefits.
Attachment 5

Request for Agenda Item Submission Form

This form will be distributed at the Senate meeting.
Attachment 6

To: Members of the Faculty Senate

From: Senate Executive Committee

Date: November 19, 1999

Subject: Clarification of Discussion on the Floor of the Senate

In order to assure that all members of the Senate have an opportunity to comment on motions on the floor of the Senate, the Senate Executive Committee states that the floor will be open for debate following the motion and a second (if a second is required). Each member of the Senate will be given an opportunity to speak for or against the motion that is on the floor. The Chair will grant each speaker two minutes for this purpose.