

GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
MARCH 2, 2016
Robinson Hall B113, 3:00-4:15 p.m.
Updated February 26, 2016 5:00 p.m.

I. Call to Order

II. Approval of the Minutes of February 3, 2016

III. Announcements

- President Cabrera** *due to scheduling conflict, President Cabrera will address the Faculty Senate meeting April 27, 2016.*
- Provost Wu

IV. New Business – Committee Reports

A. Senate Standing Committees

Executive Committee

Academic Policies

Budget and Resources

Faculty Matters

Ad Hoc Make-up Suggestions and Resources

[Attachment A](#)

Nominations

Timothy Sauer, Professor, Mathematical Science, is nominated to serve on the Recreational Advisory Committee.

Organization and Operations

Apportionment of Faculty Senate Seats for 2016-17

[Attachment B](#)

B. Other Committees/Faculty Representatives

V. Other New Business

VI. Remarks for the Good of the General Faculty

VII. Adjournment

Attachment A

Ad Hoc Make-up Suggestions and Resources

This semester has brought an unusual number of delays and closures due to inclement weather. Because of the fairly rigid nature of the academic calendar, and the inordinate difficulty in adding days to the semester, this large number of delays and closures has led to a number of class meetings being missed without a scheduled make-up time.

To attempt to assist the many instructors who are struggling with missed classes, the Faculty Matters Committee of the Faculty Senate has coordinated with the University Registrar's office to develop a preliminary list of suggested approaches for ad hoc make-ups. The list, as it stands now, is below. We very much hope to continue adding more helpful strategies to this list. Thus, if you have such suggestions, please email the Co-Chair of the Faculty Matters Committee, Keith Renshaw (krenshaw@gmu.edu).

Of note, George Mason will also be convening a group to generate recommendations for dealing with such delays and closures that can lead to longer-term solutions for future years.

Suggestions for Ad Hoc Class Make-ups

Please note that the following suggestions hinge on the feasibility for both instructors and students. Instructors should make all attempts to ensure that no student is unduly disadvantaged by a particular make-up strategy. None of the solutions below will work for all types of courses or situations. They simply represent suggested ways of covering material that could help to make up for lost class time.

1. For some classes, it may be possible to begin class 5-15 minutes early or late for a series of class meetings to make up lost time. This option may be best for contiguous classes taught by departmental colleagues or when the classroom is unoccupied during the previous or following hour. When the room is occupied before or after class, faculty should consult with individuals using the room to ensure no disruptions to other scheduled classes or meetings.
2. Recording lectures, along with slides, has become much easier these days. Recorded lectures can be uploaded to Blackboard and made available to all students. Furthermore, instructors can provide a discussion board specific to each lecture to allow for student-instructor interaction about the material covered. Faculty members needing guidance on developing online content or recording lecture material should consult the following resources:
 - a. Kaltura (Video Management Tool): <http://doit.gmu.edu/faculty-and-staff/course-tools/kaltura/>

- b. Brief explanations of tools available in Blackboard:
<http://doit.gmu.edu/faculty-and-staff/emergency-proof-course/just-time-videos/>
 - c. Getting Help with Technology: <http://doit.gmu.edu/faculty-and-staff/emergency-proof-course/getting-help-technology/>
 - d. Blackboard Support: <http://coursessupport.gmu.edu/Faculty/>
3. An assignment to be completed independently by students can help to cover material outside of normal class meetings.

Consult with students to determine whether a Friday (for Mon-Thu classes) or Saturday make-up sometime during the semester might be possible. A longer meeting period on a given make-up day could be used to make up for multiple missed classes. Faculty members should contact their department staff member responsible for room reservations, or their department scheduling coordinator to schedule a classroom. A list of department scheduling coordinators can be found at: <http://registrar.gmu.edu/topics/scheduling-coordinators/>

Attachment B

Apportionment of Faculty Senate Seats for 2016-17 Report from the Operations and Organization Committee February 18, 2016

The process for determining the apportionment of Senators among the various academic units for the next academic year is stipulated in the Charter and is unchanged from last year. Here is a summary of the process and findings:

Process: The Senate Charter, in Section 1.B., provides the rules for apportioning Senators among the academic units. The Committee on Operations and Organization is charged with performing the calculations and determining the allocation of Senate seats.

Data: As in previous years, these results are based on Instructional Faculty FTE data provided by the Office of Institutional Research and Reporting. The Senate Charter reads: “The number of Senators representing each collegiate unit (College, Independent Unit or Unit Pool) shall be determined according to the principle of proportionality, based on the full-time equivalent size of the Instructional Faculty of each Collegiate Unit or Institute Pool on February 1st of each year....” The data used in the calculations are the official census data as of Fall 2015. These are the latest official Instructional Faculty FTE data that were available on February 1, 2016. They are available at: <https://irr2.gmu.edu/index.cfm?activePage=faculty&subLink=Faculty> (accessed 2016-02-18).

Summary of Results: The details of the calculations are provided on the next page. Here is a summary of the results:

- The College of Humanities and Social Sciences loses one Senator, moving from 15 to 14.
- The School of Business gains one Senator, moving from three to four.
- The allocation Senators to all other collegiate units remains unchanged.
- As in the previous year, SCAR and Krasnow individually do not meet the threshold requirement as defined in Section I.B.1. of the Charter for their own Senator. Thus, they are pooled into a single collegiate unit for the purposes of allocating Senate seats. The result is that SCAR and Krasnow together are represented by one Senator.

Apportionment of Senators for 2016 - 2017

Academic Unit	Fraction of total Instructional FTE	x50	2015-16 Allocation	2016-17 Allocation	Change
College of Education and Human Development	0.113	5.639	6	6	0
College of Health and Human Services	0.082	4.078	4	4	0
College of Humanities and Social Sciences	0.289	14.431	15	14	-1
College of Science	0.143	7.163	7	7	0
College of Visual and Performing Arts	0.069	3.438	3	3	0
School for Conflict Analysis and Resolution	0.015	0.757	1	1	0
Krasnow Institute	0.007	0.334			
School of Business	0.070	3.505	3	4	1
School of Law	0.030	1.485	2	2	0
School of Policy, Government and International Affairs	0.054	2.723	3	3	0
Volgenau School of Engineering	0.129	6.447	6	6	0
Academic Unit Total	1.000	50.00	50	50	0