

Provost's Council Meeting Minutes

Monday, February 4, 2013

Present: Patricia Donat, Kristen Roney, Kelley Manley, Eric Skipper, Chaudron Gille, Mike Bodri, Jill Brady, Chris Jespersen, Al Panu, Denise Young, Sherman Day, Maryellen Cosgrove, Bob Michael, Donna Mayo.

Approval of 1.7.13 Meeting Minutes

- Dr. Gille moved to approve the minutes. Dr. Oates made the second. The motion passed by consensus.

Change in POLS Course Number

- Dr. Donat reported that the Regents' Advisory Committee for Political Science recommended a change to the course number assigned to Comparative Governmental Studies, from POLS 2201 to POLS 2301, as 2201 has traditionally been used for a different course. Dr. Jespersen moved to approve the change in course number. Dr. Roney made the second. The motion passed by consensus.

Sport, Exercise and Recreation Concentration in HPE Plan of Study

- Dr. Michael presented the program of study for the Sport, Exercise, and Recreation concentration in HPE based upon prior work completed by the former GSC HPE department. They would like to make the program available at Gainesville in fall 2013. Full staffing already exists. The new courses will be brought to the next Provost's Council meeting for approval. The program was approved by the HPE Department and the College of Education Curriculum Committee. Dr. Michael moved to approve the program of study. Dr. Day made the second. The motion passed by consensus.

Teacher Education Admissions Requirements

- Dr. Michael proposed revisions to Early Childhood Education admissions requirements for fall 2013. The department would like to increase the admission GPA from 2.5 to 2.75, raise the number of hours for admission to 60 to allow students to finish the core curriculum prior to program entry, and require a letter of recommendation for transfer students from an education faculty member of the transferring institution. These changes are effective fall 2013. Dr. Michael moved to accept the proposed revisions. Dr. Cosgrove made the second. The motion passed by consensus.

Biology Promotion & Tenure Guidelines

- Dr. Donat reviewed the guidelines. Suggestions were made for minor revisions. Dr. Bodri will return the guidelines to the Biology department for revisions.

Revised Grade Appeal Policy

- Dr. Oates discussed the revisions to the Grade Appeal Policy. The revised policy allows the appeal to occur during the semester after the midterm withdrawal date. Discussion ensued regarding the syllabus as a contractual agreement and about the final authority on grade appeals. Dr. Donat will obtain legal advice on these issues. Dr. Michael moved to approve

the policy pending legal advice. Dr. Oates made the second. The motion passed by consensus.

Faculty Handbook Policies

- 3.1 Role of the Faculty Member. The policy was discussed. Various edits were made. Dr. Manley moved to accept the revised policy. Dr. Mayo made the second. The motion passed by consensus.
- 4.6 Military Drill. Dr. Donat mentioned the policy now designates it to the Dahlonega campus. Dr. Day moved to accept the policy. Dr. Gille made the second. The motion passed by consensus.
- 5.3 Children on Campus. Dr. Panu moved to accept the policy as written. Dr. Oates made the second. The motion passed by consensus.
- 5.4 Animals on Campus. Discussion ensued about the requirements for building supervisors. Dr. Donat will address this issue with the Cabinet. Dr. Jespersen moved to accept the policy. Dr. Mayo made the second. The motion passed by consensus.
- 5.7.2 Course Syllabus. Discussion ensued about syllabi requirements and the syllabus template. Dr. Skipper moved to approve the policy. Dr. Panu made the second. The motion passed with one opposing vote by Dr. Bodri. Dr. Donat will consult with the USG attorney about the syllabus serving as a contractual agreement. The group agreed to pull the template for revision before presenting to the Academic Affairs Committee.
- 6.2 Posting Grades. All agreed to add the option of posting grades within the learning management system. Dr. Gille moved to accept the revised policy. Dr. Skipper made the second. The motion passed by consensus.
- 7.1 Intellectual Property. Discussion ensued regarding the second sentence of the policy, which was changed to the following: “The University of North Georgia recognizes the significance of teaching and the supporting character of the scholarship and other intellectual property created by its faculty, staff, and students....” Dr. Donat reported a committee will be appointed to review the academic freedom and intellectual property policy. The current policy will stand in the meantime. Dr. Jespersen moved to accept the policy with edits to the second sentence of the first paragraph. Dr. Panu made the second. The motion passed by consensus.
- 7.5 Faculty Authored Academic Textbooks. All agreed to remove the last paragraph of this policy and make it a separate policy with a link to the BOR policy. Additionally, the third paragraph was revised to make the dean the final approver instead of the Provost, and any appeals will be reviewed by the Provost. Dr. Oates moved to accept the policy with discussed revisions. Dr. Jespersen made the second. The motion passed by consensus.
- 11.5 Personal Use of University Property. Dr. Donat recommended forwarding this policy to HR to include in the employment handbook.
- 11.9 Endowed Chairs. Dr. Donat recommended referring the policy to Dr. Andy Leavitt for review and suggestion for language.
- 13.3 Faculty Absence from Campus. Discussion ensued about the policy. Dr. Donat recommended referring the policy to HR for guidance.

Program and Course Approval Guide

- Dr. Donat presented the Program and Course Approval Guide. Dr. Young suggested various revisions. Discussion ensued regarding the processes. Dr. Michael moved to approve the policy with recommended revisions. Dr. Panu moved to table the policy. A committee was formed to revise this policy (Dr. Young, Dr. Oates, Dr. Panu, Dr. Gille, and Ms. Betsy Cantrell). The policy will be reviewed again at the next Provost's Council meeting on February 18.

Announcements

- Dr. Young discussed requests made to her office from faculty about conducting surveys on students' interests regarding new programs. Department heads and deans should be made aware of requests before any other action is taken.
- Dr. Cosgrove announced two accreditation visits in the next couple of weeks for the MSN and HSDA programs.
- Dr. Jespersen reported the BA in Communication will be presented in 2 weeks.

Meeting adjourned at 3:53 p.m.

Minutes respectfully submitted by Melissa Adams.

Provost's Council Meeting Minutes

Monday, February 18, 2013

Present: Patricia Donat, Richard Oates, Kristen Roney, Kelley Manley, Eric Skipper, Mike Bodri, Jill Brady, Chris Jespersen, Denise Young, Sherman Day, Maryellen Cosgrove, Bob Michael, Donna Mayo.

Approval of 2.4.13 Meeting Minutes

- Dr. Donat requested a correction to the POLS course number in the minutes. The course is changing from 2201 to 2301. Dr. Day moved to accept the minutes with the revised course number. Dr. Cosgrove made the second. The motion passed by consensus.

UNG Joint Academic Appointment Guidelines and MOU

- Dr. Roney discussed the Joint Academic Appointment Guidelines and MOU. It was recommended to remove the percentages and list specific expectations, as well as allow the review of personnel actions to follow the home unit chain of command with input from the sharing department. Dr. Jespersen moved to approve with edits. Dr. Roney made the second. The motion passed with one opposing vote by Dr. Bodri.

Online Instruction Policy

- Dr. Oates reviewed the policy for online instruction. Discussion ensued about the incentive program and assessment of success. The policy was tabled for review by Dr. Gille.

Notification of Program Planning Form

- Dr. Oates reviewed the form. Discussion ensued regarding the process. Edits were made to the distribution list and list of actions on the form. Dr. Skipper moved to approve the document. Dr. Michael made the second. The motion passed by consensus.

Approval Guide for New, Expanding, or Closing Program/Course/Site

- Dr. Oates discussed the guide. Edits were made to match the Notification of Program Planning Form. Dr. Oates moved to accept the approval guide. Dr. Jespersen made the second. The motion passed by consensus.

Biology Promotion & Tenure Guidelines

- Dr. Bodri reviewed the revised guidelines. Dr. Jespersen moved to approve the guidelines. Dr. Mayo made the second. The motion passed by consensus.

Chemistry and Biochemistry Promotion & Tenure Guidelines

- Discussion ensued regarding the guidelines, and suggestions were made for edits. The guidelines will be returned to the department for revision.

Library Promotion & Tenure Guidelines

- Dr. Cosgrove introduced the guidelines. Suggestions were made for revisions. The guidelines will be returned to the department.

Syllabus Template

- Edits were made to the syllabus template regarding the disruptive behavior policy. Dr. Day moved to accept with edits. Dr. Cosgrove made the second. The motion passed by consensus.

Announcements

- Internal budget hearings will take place March 25.

Meeting adjourned at 3:42 p.m.

Minutes respectfully submitted by Melissa Adams.

Provost's Council Meeting Minutes

Monday, March 4, 2013

Present: Richard Oates, Chaudron Gille, Kristen Roney, Eric Skipper, Mike Bodri, Jill Brady, Chris Jespersen, Denise Young, Sherman Day, Maryellen Cosgrove, Bob Michael, Donna Mayo.

Approval of 2.18.13 Meeting Minutes

- Dr. Gille recommended making a change to the announcement on Budget Hearings regarding the change in date to March 25. The minutes were approved with edit to the Budget Hearings date.

Associate of Arts in Religion

- Dr. Jespersen proposed the deactivation of the AA in Religion program due to lack of student enrollment. Dr. Young will check with SACS on requirement for "teach out" document. No new students will be enrolled effective fall 2013, and the program will be deactivated fall 2014. The motion to approve the first reading passed by consensus.

Bachelor of Arts in Communication

- Dr. Jespersen proposed the prospectus for the new BA in Communication. Plans of study and specifics of the degree program will be submitted for review at the next Provost's Council meeting. Dr. Michael moved to accept the prospectus as a first reading. Dr. Skipper made the second. The motion passed by consensus.

HIST 1112, World Civilization-SLIP

- Dr. Jespersen noted the content of this course was not changed, but the department would like to change the designation to HIST 1112-ARAB and HIST 1112-CHIN to eliminate confusion. No vote required, as designation can be handled at the departmental level.

Bachelor of Science in Nursing

- Dr. Michael presented the BSN program. Dr. Michael moved to accept the proposal. Dr. Roney made the second. The motion to approve the first reading passed by consensus.

Chemistry and Biochemistry Plans of Study

- Dr. Bodri presented the plans of study which were revised to reflect the changes in the core curriculum. Dr. Bodri inquired about the status of the approval of the Biochemistry degree submitted last year. Dr. Oates will check on the status of the Biochemistry degree. Dr. Gille moved to approve the plans of study. Dr. Jespersen made the second. The motion passed by consensus.

Revised Library Promotion & Tenure Guidelines

- Dr. Cosgrove presented and moved to accept the revised guidelines based on recommendations made during last Provost's Council meeting. Dr. Bodri made the second. The motion passed by consensus.

Core Curriculum Rule Implementation

- Dr. Oates provided an update on implementation of this rule, which requires students to complete Area A requirements prior to completing 30 hours. Formerly, NGSCU placed registration holds on students' Banner accounts if the requirement was not met, but GSC did not place holds. Around 500 students have not met the requirement and are over 30 hours. The plan is to work to get those students on board with meeting the requirements through the advisement process over the next year. After the year, registration holds will be implemented for all students who do not fulfill requirements within the correct time period. Dr. Oates will check with the Registrar's Office on the possibility of initiating flags to warn students in this category to help with the identification process and will report back to the group.

Non-degree Seeking Students

- Ms. Brady presented the list of courses that are approved for non-degree undergraduate students. Dr. Michael moved to approve the first reading. Dr. Gille made the second. The motion passed by consensus.

Required High School Curriculum (RHSC) Deficiencies

- Dr. Oates presented the policy. A recommendation was made to edit the language regarding the Foreign Language deficiency to "any foreign language course." Dr. Gille moved to approve the policy with the edit. Dr. Skipper made the second. The motion passed by consensus.

Inclement Weather Policy

- Dr. Oates presented the policy. Dr. Day noted the need to change the wording on delayed opening to "delayed two hours," to accommodate all campuses. Dr. Michael moved to accept the first reading. Dr. Bodri made the second. The motion passed by consensus.

Grade Changes

- Dr. Oates presented the policy. Dr. Gille moved to accept the first reading. Dr. Cosgrove made the second. The motion passed by consensus.

Faculty Office Hours

- Dr. Oates presented the policy. Discussion ensued regarding the prescription of office hours for faculty. A recommendation was made to require full-time faculty to maintain six hours per week during the fall and spring terms. Deans will approve exceptions to the policy. Dr. Michael moved to accept the first reading. Dr. Roney made the second. The motion passed by consensus.

Term Honors

- Dr. Oates presented the policy. Dr. Cosgrove moved to accept the first reading. Dr. Gille made the second. The motion carried.

eCore Update

- Dr. Oates noted UNG will become an eCore affiliate. The goal is implementation of eCore classes in Banner C by Spring 2014. Ms. Brady announced there will be course numbering changes.

Lodging for Job Candidates

- Dr. Oates announced approval for job candidates for lodging is necessary only for two or more nights.

Your First College Year Survey

- Dr. Young discussed the survey. She will send an email to this group regarding the survey soon.

Meeting adjourned at 3:26 p.m.

Minutes respectfully submitted by Melissa Adams.

Provost's Council Meeting Minutes Monday, March 18, 2013

Present: C. Gille, J. Turk, E. Skipper, D. Lau, J. Brady, C. Slater, S. Ayres, M. Cosgrove, K. Roney, S. Day, C. Jespersen, K. Manley, P. Donat, D. Mayo, T. Carroll.

Approval of 3.4.13 Meeting Minutes

- Corrections were made to the attendance list. Dr. Donat and Dr. Manley were not present, and Dr. Gille was present. Dr. Jespersen moved to approve the minutes. Dr. Cosgrove made the second. The motion carried.

Second Reading Items

- Grade Changes. Dr. Donat recommended striking the phrase "or some other legitimate reason." Dr. Jespersen moved to accept the policy as edited. Dr. Roney made the second. The motion carried.
- Inclement Weather. Discussion ensued about delayed openings. Dr. Day moved to approve, and Dr. Jespersen made the second. The motion carried.
- Deactivation of AA in Religion. Dr. Young reported at last meeting that she would check on the SACS requirement for documentation of the plan for students currently in the program. Ms. Slater will follow up with Dr. Young on this requirement and report to Dr. Donat prior to the Academic Affairs Committee meeting on March 27. Dr. Jespersen moved to approve, and Dr. Mayo made the second. The motion carried.
- BA in Communication Prospectus. Dr. Jespersen moved to approve. Dr. Mayo made the second. The motion carried.
- BSN Program Modification. Dr. Cosgrove moved to approve the proposal. Dr. Ayres made the second. The motion carried.
- Core Curriculum Rule Implementation. Ms. Brady reported Dr. Oates' recommendation to avoid building new registration holds for 2013-14 until we can determine how it will work in Banner C. Compliance will be based on identification and advisement for 2013-14. Implementation of a Banner process during 2013-14, such as a flag, hold, or warning to students that courses need completing, is recommended to begin with fall 2014. The group agreed with this recommendation. Since no action will take place at this time, this item will not move forward to the Academic Affairs Committee for review. However, the letter from Dr. Houston Davis with approval to exempt SLIP and ASN students from this rule will be presented to the Academic Affairs Committee at the March 27 meeting.
- Non-degree Students. Dr. Jespersen moved to approve. Dr. Roney made the second. The motion carried.
- Online Instruction Policy. The third line was stricken and replaced with "All courses will be reviewed on a three year rotation." A few other minor edits to language were made. Dr. Gille moved to approve with edits. Dr. Roney made the second. The motion carried.
- Chemistry Plans of Study. Plans of study for Engineering, Biochemistry, and Secondary Education concentrations were reviewed. Dr. Day moved to approve. Dr. Mayo made the second. The motion carried.
- Term Honors. Dr. Cosgrove moved to approve. Dr. Roney made the second. The motion carried.

- Required High School Curriculum (RHSC) Deficiencies. Dr. Mayo moved to approve. Dr. Jespersen made the second. The motion carried.
- Office Hours. Dr. Day moved to approve. Dr. Mayo made the second. The motion carried. It was then recommended to strike “with weekend teaching assignments” from the second sentence. The motion with the friendly amendment passed by consensus.

Indirect Cost Allocations

- Dr. Skipper explained the committee’s work on the policy. Discussion ensued regarding the policy. The second reading will take place at the next Provost’s Council Meeting.

Physics P&T Guidelines

- Dr. Donat requested that Dr. Lau report back to the Department of Physics on revisions needed before the second reading: 1) Replace references to NGCSU with UNG. 2) Remove collegiality from the guidelines.

BS in Biology Plans of Study

- Ms. Brady noted a change needed in the BS in Biology POS related to Area B. Instead of LANG 1001 or 1002, it should be 1001, 1002, 2001, or 2002. The BS in Biology Secondary Education POS needs to add GACE scores as options for use in admissions criteria. Dr. Lau will report these to the Department of Biology before the second reading.

Academic Advising

- Ms. Carroll provided an overview of the Academic Advisement and Transfer Workgroup recommendations for post-Banner consolidation. Mandatory advisement will occur up to 42 credit hours. Advising weeks will extend to 4 weeks. Advising and registration will be decoupled. Learning support students will self-register. Professional advisors will do mandatory advising up to 42 hours and will advise anyone not in good standing. The advising centers on each campus will advise open option students up to 42 hours. These students must declare a major at 42 hours. If they declare a major before 42 hours, they are reassigned to that area. Not in good standing students (warning, probation, continued probation) are advised in the advising centers. The Academic Success Program used at GC and OC will be implemented at DC. Faculty and student workshops will continue. Early Alert program will not change for now. There will not be a change in advising student athletes, cadets, and other special populations at DC. The advisor assignment system will be automated according to current system at GC and OC. Dr. Donat requested a policy statement be drafted for the next meeting.

Complete College Georgia

- Dr. Gille reported on issues regarding the CCG plan and the importance of the EXCEL Program to the CCG plan. Discussion ensued about the elimination of ECON 1100 from the core curriculum and subsequent effects. Dr. Mayo and Dr. Gille will discuss the plan for moving forward regarding ECON 1100 after the meeting.

Roll Verification

- There was no discussion on this item for the first reading.

Foreign Language Achievement Testing (FLATS)

- This is a testing program that is new for the Dahlonega campus. Dr. Skipper discussed the program and will forward the more recent language to Ms. Brady for the second reading. The 12 hour maximum was changed to 14.

Withdrawal from a Class

- Concern was expressed about the second to last paragraph which indicates a student who has withdrawn from a course can request at any time up to finals to be reinstated and as long as instructor agrees, can be reinstated. The statement was revised to add approvals by the department head and dean. Concern was also raised about instructing students to submit the request to the 'Registrar's Office in person,' specifically for the Oconee campus. Dr. Manley will provide language to address this concern for the second reading.

Credit for Military Experience

- Dr. Gille will revise the pathway for review of transcripts and send to Jill Brady for the second reading.

Internships & Independent Studies

- There was no discussion on this item for the first reading.

Final Examinations

- Information about alternate exam times and notification will be added before the second reading.

Commencement

- There was no discussion on this item for the first reading.

Graduation Honors

- Minor edits were made. This item will be reviewed again for a second reading.

BS in Psychological Science

- Dr. Cosgrove noted a need to check the number of upper-level hours. This will return for a second reading.

Learning Support and ESL Policy

- This item will move forward to the next meeting for a second reading.

Teacher Education/Leadership Revisions and PHED Proposals

- Dr. Ayres presented the revisions to TCHL 7002 and 7008, along with several PHED course proposals. She will send the course proposal forms, and these will return for a second reading.

Announcements

- Dr. Gille inquired about the procedure for disseminating information to students about scholarships.

Meeting adjourned at 3:45 p.m.

Minutes respectfully submitted by Melissa Adams.