

Academic Affairs Committee Meeting Minutes

Wednesday, January 16, 2013, 3:30pm

Present: Pat Donat, Richard Oates, Dianna Spence, Nancy Dalman, Stefanie Palma, Carol Miller, Dianne Nelson, Irene Kokkala, Jimmy Adams, Jennifer Allen, Chris Jespersen, Clay Rowell, Denise Young, Susan Brandenurg-Ayres, Maryellen Cosgrove, John Cruthirds, Pamela Elfenbein, Andy David, Tim May, Dick Prior, Elizabeth Combier, Pam Sachant, Brian Mann, Greg Killeen, Bob Michael, Bryson Payne, Steven Lloyd, Jill Brady, Dlynn Armstrong-Williams, Renee Bricker, Alvaro Torres-Calderon, Russell Teasley, John Wilson, Joyce Stavick, Mike Bodri, Bonnie Morris, Mike McGinnis, Anne Duke, Margaret Williamson, Jackie Clark, Eric Skipper, John O'Sullivan, Jim Hammond, Katie Simmons, Janice Hartsoe, Beata Hebda, Jeff Marker, Alisha Dover.

Introductions and Review of Committee Duties

- Committee members introduced themselves to the group. Dr. Donat discussed the purpose of the group. The Academic Affairs Committee is a statutory committee of the Faculty Senate and will review all academic programs, curricula, policy and procedures.

Procedures

- Dr. Oates presented the Academic Affairs approval process for program and university policies, degree programs/majors, and courses. Review committees at the college level will submit proposals to the Provost's Council. Once reviewed by the Provost's Council, proposals will move to the Academic Affairs Committee for review, and then to the Academic Affairs Committee. An electronic tracking system for monitoring the process is in the works and will hopefully be in place soon.

Plans of Study

- Dr. Donat announced the Core Curriculum should be finalized by the Council on General Education at their meeting on January 25, 2013. Following their review, the core will be sent to Academic Affairs Committee members. Departments are encouraged to make adjustments to plans of study based on the proposed UNG core curriculum. No changes are being made to academic majors at this time in order to maintain consistency for the new Banner setup. However, the addition of Physical Education requirements and Language courses may be made. Changes require Department Head and Dean approval, followed by review by the Provost's Council and Academic Affairs Committee for final approval.

Promotion & Tenure Guidelines

- Dr. Donat discussed the procedure for development of UNG departmental P&T guidelines. All departmental guidelines will go to the Provost's Council and the Academic Affairs Committee for approval, as well as the presiding officers of the Faculty Senate. Faculty members applying for promotion and tenure this fall will be reviewed under the new UNG guidelines.

Announcements

- Dr. Donat announced another task for the group is to establish the new UNG Faculty Handbook. Ad hoc committees representative of the new UNG will be created for

developing some sections of the handbook. All sections will be taken to both the Provost's Council and the Academic Affairs Committee for approval.

- Dr. Donat announced the University Statutes passed during the recent meeting.
- Dr. Donat made a request for Department Heads to submit the campus of record for all faculty, part-time and full-time, to Academic Affairs for travel purposes. A template for use by departments to document this information will be sent after this meeting.
- Since the Provost's Council is not meeting on January 21st due to the MLK holiday, the next Academic Affairs Committee meeting will be in four weeks on February 13th.

Meeting adjourned at 4:10 p.m.

Minutes respectfully submitted by Melissa Adams.

Academic Affairs Committee Meeting Minutes
Wednesday, February 27, 2013, 3:45 p.m.

Present: P. Donat, M. McGinnis, N. Dalman, A. Torres-Calderon, T. May, S. Brandenburg-Ayres, M. Bodri, R. Bricker, L. Downing, D. Prior, A. David, B. Payne, D. Armstrong-Williams, B. Morris, I. Kokkala, S. Palma, J. Adams, D. Young, J. Cruthirds, T. Palmer, D. Nelson, D. Mayo, R. Teasley, P. Sachant, J. Allen, S. Lloyd, C. Rowell, E. Combier, B. Mann, J. Stavick, E. Skipper, B. Hebda, J. Hammond, A. Dover, J. Kauffeldt, J. Marker, J. Hartsoe

Approval of February 13, 2013 Minutes

- Dr. Cosgrove moved to approve the minutes. Dr. Payne made the second. The motion passed by consensus.

UNG Diploma

- Dr. Donat discussed options regarding the seal on the UNG diploma. Col Palmer explained the significance of the reverse side of the seal for the military aspect of UNG and the Military Department's preference for including both sides of the seal on the diploma. A vote was taken with 30 members in favor of including both sides of the seal and six in favor of including only the front side of the seal on the diploma. The student body will also be asked to vote.

UNG Draft Memorandum of Understanding for Joint Appointments and Guidelines

- The MOU and guidelines were approved as presented.

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

- The approval guide and form were approved with edits to the list of actions to align with SACSCOC.

Syllabus Template

- The syllabus template was approved with edits to clean up language of the second paragraph, designate the Academic Success Plan Program for undergraduate courses only, and remove the smoking policy from the document.

Role of the Faculty Member

- The policy was approved with edits to the section on Scholarship and Creative Activities.

Intellectual Property

- The policy was approved as presented with no edits.

POLS Revision to Course Number

- The course number for Introduction to Comparative Governmental Studies was changed from POLS 2201 to 2301 to fit within the BOR recommended numbering system for comparative courses at the 2000 level in Political Science, as recommended by the Political Science Regents Advisory Committee.

Biology P&T Guidelines

- The guidelines were approved as presented.

Minutes respectfully submitted by Melissa Adams.

Academic Affairs Committee Meeting Minutes
Wednesday, March 27, 2013, 3:45 p.m.

Present: R. Oates, C. Jespersen, S. Brandenburg-Ayres, J. Stavick, J. Howard, J. Kauffeldt, B. Wyne, L. Cheek, J. Marker, M. McGinnis, E. Combier, M. Carney, S. Palma, I. Kokkala, D. Young, K. Simmons, J. Hartsoe, A. Dover, D. Williams, E. Skipper, J. Wilson, B. Payne, A. Torres-Calderon, B. Mann, D. Hayes, B. Morris, J. Adams, J. Cruthirds, D. Nelson, A. David, R. Bricker, T. May, C. Rowell, P. Sachant, D. Prior, J. Allen, C. Brown, A. Duke, M. Williamson, J. Clark.

Approval of the Agenda

- Dr. Oates proposed a motion to approve all items on the agenda.

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- The minutes were approved by consensus.

INTRO Summer Schedule

- Ms. Hayes reviewed the summer INTRO schedule.

Inclement Weather

- The policy to be included in the Faculty Handbook was approved with no discussion.

AA in Religion Deactivation

- The deactivation of the AA in Religion was approved with no discussion.

BA Communication Prospectus

- The prospectus was approved with no discussion.

BS in Nursing Program Modification

- The program modification was approved with no edits.

Non-degree Seeking Students

- Discussion ensued regarding the purpose of limiting the number of hours these students can earn. Jill Brady confirmed there is a BOR policy that states students with a non-degree seeking status can only earn up to 12 hours, and the presented policy is the list of courses approved for non-degree undergraduate students. The policy was approved as presented with no edits.

Term Honors

- The policy was approved with no discussion.

UNG Policy Waiver for Area A

- BOR approval of the request to waive Section 2.4.4 of the Core Curriculum Policy for SLIP and ASN students has been granted to promote student progression through these degree programs.

Required High School Curriculum Deficiencies

- Discussion ensued regarding the selection of ECON 2105 for the Social Science area. Dr. Oates reported discussion of this course can be put on a future agenda for consideration. The policy was approved by consensus.

Grade Changes

- Grammatical errors were corrected, and “or designee” was added after “the Dean of the College.” The policy was approved with edits.

Online Instruction Policy

- Discussion ensued regarding the coordination of testing sites for proctored exams or activities, the possible expense for testing centers, Quality Matters certification, and student and faculty assessments. Grammatical edits were made to the policy. Dr. Kokkala will email information to the group regarding testing centers, Quality Matters, and the Banner script for proctored exams. The policy was approved by consensus.

Chemistry Plans of Study

- All five plans of study for the BS in Chemistry were proposed. Corrections will be made to the title of the concentration in Biochemistry plan of study.

Office Hours

- Edits were made to the wording of the policy to improve clarity. The minimum number of office hours per week for part-time faculty was shifted from eight to six hours for nine or more hours taught. The policy was approved by consensus.

Announcements

- Diplomas. Students will have an opportunity to choose the diploma with the front of the UNG seal only, or both front and back of the seal on the diploma.
- Summer Schedule. The new schedule for the summer calendar has been approved for 2014 and 2015.
- P&T Clarifications. Clarification on departmental guidelines was sent out via email. Please contact Academic Affairs if you need assistance with these.
- Faculty Scholar Award. Please encourage nominations. Contact Dr. Cosgrove with any questions.

Meeting adjourned at 5:05 p.m.

Minutes respectfully submitted by Melissa Adams.