

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 13, 2013, 3:30pm

Present: P. Donat, R. Oates, D. Prior, M. Bodri, T. May, G. Killeen, L. Downing, J. Stavick, R. Michael, J. Wilson, D. Armstrong-Williams, N. Dalman, A. David, P. Effenbein, M. Cosgrove, B. Mann, E. Combier, I. Kokkala, D. Nelson, S. Palma, R. Teasley, D. Mayo, J. Cruthirds, B. Payne, C. Rowell, P. Sachant, R. Bricker, S. Lloyd, D. Young, J. Adams, J. Allen, C. Miller, E. Skipper, A. Duke, A. Dover, B. Hebda, J. Marker, K. Simmons, J. Hartsoe, M. Williamson, A. Dover, J. Kauffeldt, J. Hammond, J. Clark.

Approval of January 16, 2013 Minutes

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

Faculty Handbook Policies

- Military Drill. This policy exists to ensure we do not offer single sections of classes during the time the Corps of Cadets has the military drill each Monday. It was recommended to add a statement to the policy regarding the consideration of exemptions approved by the PMS and to change all instances of the word “drill” to “Corps lab.” Dr. Prior moved to accept the policy with recommended edits. Dr. Combier made the second. The motion passed by consensus.
- Children on Campus. This policy is aligned with the student policy. In addition to classrooms, the policy was revised to include studios and science labs. Dr. Rowell moved to accept the revised policy. Dr. Mayo made the second. The motion passed by consensus.
- Animals on Campus. This is also aligned with the student policy. Dr. Downing moved to accept. Dr. Bricker made the second. The motion passed by consensus.
- Course Syllabus Policy. The policy was changed to state the following: “A copy of the syllabus for each course of instruction should be placed on file in the appropriate department.” The syllabus template will be presented at the next meeting. Dr. Palma moved to accept the revised policy. Dr. Armstrong-Williams made the second. The motion passed by consensus.
- Posting Grades. It was recommended to strike the last sentence of the policy. Dr. Nelson moved to accept. Dr. Palma made the second. The motion passed by consensus.
- Faculty-Authored Academic Textbooks. Dr. May moved to accept the policy as written. Dr. Armstrong-Williams made the second. The motion passed by consensus.
- Academic Textbook Sales and Incentives. Dr. Kokkala moved to accept the policy as written. Dr. Combier made the second. The motion passed by consensus.

Teacher Education Revised Admission Criteria

- Dr. Michael proposed revisions to Early Childhood Education admission 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. Dr. Cosgrove moved to approve the revisions. Dr. Rowell 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. Dr. Palma moved to accept the proposal. Dr. Combier made the second. The motion passed by consensus.

Revised Grade Appeal Policy

- The policy was revised to delegate the final authority on grade appeals from the President to the Provost. Additionally, the word “contractual” was stricken from the first sentence, and the word “tape” was stricken from section 5e regarding the recording of oral testimony during an appeal hearing. Dr. Prior moved to accept the policy with noted revisions. Dr. Mann made the second. The motion passed by consensus.

HR Hiring Process and Forms

- Dr. Oates and Dr. Donat discussed processes and paperwork involved in hiring full-time/part-time faculty and extra compensation for course overloads. People Admin is used by departments to hire new full-time faculty, and offer letters will be sent by the Office of Academic Affairs. Part-time faculty will continue to be hired and rehired using the Personnel Action Form, and the department or college will send an offer letter to the faculty member for the appointment.
- Faculty members teaching undergraduate courses without a minimum of a master’s degree or with a degree in a different area require the Provost’s approval before an offer is made by the department. The Faculty Credentials form is used to document qualifications for teaching the course and requires signatures of the Department Head, Dean, and Provost.
- Faculty/student/supervisory evaluations should be kept in the departmental files.
- To process extra compensation for faculty (course overloads, etc.), departments are to submit the Personnel Action Form and the Contract Addendum. Both forms are saved on the U: drive. Those unable to access the U: drive may request the form from Academic Affairs.

Benefits for Temporary and Part-time Faculty

- Dr. Donat announced action was taken by the federal government in January to award benefits to those who work over 30 hours. Guidance will soon be provided on how this will affect temporary and part-time faculty.

Announcements

- Dr. Donat announced the formation of the three following committees: Academic Freedom and Intellectual Property Committee chaired by Dr. Irene Kokkala, Indirect Cost Allocation Committee chaired by Dr. Eric Skipper, and the General Education Committee chaired by Dr. Anita Turlington.
- Dr. Donat announced the learning outcomes were approved today by the USG Council on General Education. All but two courses were approved as part of the core curriculum. One of the Area C Communications courses and the Area E Environmental Studies course will

return to the Regents' Advisory committees for feedback. The next meeting of the Council on General Education is March 29.

- Dr. Donat reported the Generic BSN program was approved by Dr. Houston Davis to go forward as a program modification instead of a new program. Additionally, the new BA in Communication will move through the approval process in a more timely fashion than originally planned.
- Dr. Bricker invited all to attend a Civic Engagement Seminar on March 8th from 9:30 to 1:00. Lunch will be provided.
- Dr. Oates requested input on the new UNG diploma.

Meeting adjourned at 4:36 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.

Academic Affairs Committee Meeting Minutes
Wednesday, April 10, 2013, 3:45 p.m.

Present: P. Donat, B. Michael, M. Williamson, S. W. Smith, J. Clark, J. Brady, J. Wilson, E. Combier, D. Young, C. Harris, P. Sachant, D. Nelson, B. Mann, J. Stavick, B. Payne, L. Downing, T. May, R. Bricker, G. Killeen, J. Adams, J. Cruthirds, C. Miller, B. Morris, D. Prior, P. Elfenbein, M. Hill, M. Bodri, A. Torres-Calderon, C. Rowell, R. Teasley, J. Hartsoe, K. Simmons, S. Ayres, A. Duke, B. Wynne, E. Skipper, A. Dover, J. Marker, J. Hammond, J. Howard, M. Carney .

Approval of the Agenda

- Dr. Williamson moved to approve the agenda. Dr. Marker made the second. The motion carried.

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- The minutes were approved by consensus.

3.10 Roll Verification

- A correction was made to the word “rolls” in the first sentence.

3.13 Final Examinations

- There was no discussion on this policy.

3.14 Commencement

- A typo was corrected in the second paragraph of the policy. The last sentence was deleted from the policy.

5.2 Withdrawal from a Class

- Edits were made to item E of the third paragraph.

7.2.2 Internships and Independent Studies

- The minimum number of completed hours required to enroll in internship courses was changed from 60 to 48. The title of the policy was changed to add “for Undergraduate Student.”

17.1.4 Foreign Language Achievement Testing Service

- The maximum number of academic credits students may earn through FLATS was changed from 12 to 14, and the word ‘foreign’ was replaced by ‘modern.’

Graduation Honors

- There was no discussion on this policy.

Credit for Military Experience

- The first sentence was revised to change ‘their experience’ to ‘prior learning.’ The specific campus locations of the centers were removed from the policy. Grammatical errors were corrected.

Indirect Cost Allocations

- The last paragraph was revised to direct waiver requests to the Provost and VP for Business and Finance.

Learning Support and ESL Policy

- There was no discussion.

Departmental Plans of Study

- BS in General Studies. No discussion.
- BS in Psychological Science. Dr. Donat recommended approving the plan of study for the BS in Psychology at this time. The department can submit a separate request to the BOR for a change in title of the degree to BS in Psychological Science.

PHED Courses

- There was no discussion.

Announcements

- SGA representative, Jimmy Adams, discussed the accomplishments of SGA this year, including communicating the challenges of consolidation to the student body and university administrators, and addressing the policy on alcohol and tobacco. SGA unanimously decided to maintain the ability of students to use tobacco on campus and to spend \$9,000 to replace the “smoke shacks” on campus. A recent survey was administered by SGA to determine the opinions and preferences of students, faculty, and staff on the issue. Committee members provided the following feedback regarding the use of tobacco on campus:
 - There is a lack of consistency within the policy.
 - The survey did not use random sampling and is invalid. The survey should not be the basis of the tobacco policy. It would be helpful to meet with a faculty expert and IT about using an appropriate survey.
 - This is definitely a health issue. Students who come to campus and do not smoke are more likely to start smoking in college if smoking is allowed on campus than on a smoke-free campus.
 - There are additional concerns to consider, such as difficulty keeping smoke areas clean enforcement of smoking only in designated areas.
 - A fraternal organization was recently banished from using a building on campus because of its members’ use of chewing tobacco in the building. Promoting tobacco use is likely to encourage that type of behavior.
 - SGA will need to take responsibility for the litter that results from smoking.
 - If a student is observed violating a policy (found smoking non-designated areas on campus), an incident report will be sent to the Student Code of Conduct Committee.
- Dr. Donat requested scheduling monthly Academic Affairs Committee meetings in May, June, and July, if needed. The meetings will be scheduled two weeks in advance. Agendas will be posted one week in advance. Video teleconference will be arranged with an additional option to teleconference. The additional meetings may be necessary to complete the substantive change report for SACSCOC and settle policies and procedures for students prior to fall 2013.

Meeting adjourned at 4:25 p.m.

Minutes respectfully submitted by Melissa Adams.

Academic Affairs Committee Meeting Minutes
Wednesday, May 15, 2013, 3:45 p.m.

Present: P. Donat, B. Morris, J. Cruthirds, R. Teasley, C. Jespersen, D. Mayo, B. Michael, B. Mann, D. Young, P. Elfenbein, M. Cosgrove, R. Oates, R. Prior, M. Bodri, M. McGinnis, N. Dalman, T. May, C. Harris, E. Combier, D. Nelson, P. Sachant, M. Carney, S. Smith, M. Williamson, J. Clark, J. Marker, J. Hartsoe, A. Dover, J. Howard, D. Prosser, E. Skipper, B. Wynne, K. Simmons, A. Turlington.

Approval of the Agenda

- Dr. Marker moved to approve the agenda. Dr. Sachant made the second. The motion carried.

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- Dr. Mayo moved to accept the minutes as written. Dr. Mann made the second. The minutes were approved.

Transfer Credit

- The policy was approved as written.

Advisement Policy

- The Advisement Center will be notified to send out information about the process to faculty. "MOWR, ACCEL, and Joint Enrollment students" replaced "Dual Enrollment Students" in the list of students advised by the Academic Advising Centers. The policy was approved.

BS in AESA Plans of Study

- These were approved with no discussion.

Personal Use of University Property

- The policy was approved as written.

Endowed Chairs

- The policy was approved as written.

Plans of Study Policy

- Discussion ensued regarding the tracking of students' plans of study. The policy was approved as written.

Legislative Requirement Policy

- Dr. May requested a friendly amendment to the policy to change credit for the US history requirement to HIST 3150 or HIST 3151 and credit for the GA history requirement to HIST 3182, 3183, 3184, or 3185. The policy was approved with edits.
- Dr. Donat will determine if approval by Regents Advisory Board is necessary.
- Implementation of the policy was discussed. Dr. Donat will send a formal request to the Registrar to initiate restrictions on students' Banner accounts if the legislative requirements are not completed by 90 hours for baccalaureate and 40 hours for associate degree programs, effective fall 2013 for spring 2014 registration. Additionally, a suggestion was made to change the GA History exam pass rate to 70 percent to provide consistency among all legislative requirement exams.

Physics P&T Guidelines

- The guidelines were approved as written.

Clinical Mental Health P&T Guidelines

- Dr. Michael will refer this back to the department for clarification on “noteworthy” and “meeting expectations.”

Physical Therapy P&T Guidelines

- The sentence on collegial work was deleted from the ‘Concluding Commentary’ section. The procedures were deleted from the guidelines. The guidelines were approved with edits.

Computer Science P&T Guidelines

- The guidelines were approved with edit to remove collegiality.

Physics Course

- PHYS 4510 Introduction to Solid State Physics was added effective spring 2014.

Announcements

- Dr. Oates encouraged all to review content in Acalog for accuracy.
- Dr. Donat solicited feedback on UNG commencement. Discussion ensued regarding commencement planning options. A recommendation was made to perform a cost analysis.
- Details about the June meeting will be provided at least two weeks in advance.

Meeting adjourned at 4:48 p.m.

Minutes respectfully submitted by Melissa Adams.