Memorandum

To: General Faculty

Date: October 21, 2005

Regarding: Agenda, Faculty Senate Meeting, October 28, 2005 at 3.00 pm at the Technology-enhanced learning Center, Room 1-301

The agenda for the, October 28, 2005 Faculty Senate Meeting will be as follows:

1. Call to Order
2. Roll Call
3. Approval of the minutes of the April 22, 2005 meeting (see Addendum I)
4. Approval of the minutes of the July 20, 2005 meeting (see Addendum II)
5. Committee Reports:

   Committee I: Undergraduate Academic Programs (Chair, Carol Wilson)

   Information Items:

   Course Changes

   A) College of Arts and Sciences

   1) Department of English
      a) ENGL 4381
         Request: Modify Grading System
         Action: Approved, Effective Date Fall 2006

      b) ENGL 4386
         Request: Modify Grading System
         Action: Approved, Effective Date Fall 2006

   2) Department of Music
      a) MUSC 4600A-Q
         Request: Modify credit and prerequisite
         Action: Approved, Effective Date Fall 2006

   3) Department of Philosophy
      a) PHIL 2130
         Request: modify prerequisite
         Action: Approved, Effective Date Fall 2006

      b) PHIL 3160
         Request: modify prerequisite
         Action: Approved, Effective Date Fall 2006
c) PHIL 4140
   Request: modify prerequisite
   Action: Approved, Effective Date Fall 2006

d) PHIL 4160
   Request: modify prerequisite
   Action: Approved, Effective Date Fall 2006

e) PHIL 4220
   Request: modify prerequisite
   Action: Approved, Effective Date Fall 2006

III: Faculty and Administrative Staff (Chair, Michael Aldrich)

Action Item:

A) Leave Pool Proposal

   FASP recommends that the criteria for eligibility for the leave pool include not only catastrophic illness, but also the family and medical conditions that are covered by the Family and Medical Leave Act (FMLA).

VI: University Matters (Chair, Partha Ray)

Action Item:

A) Senate Approval of the theme for UWG Centennial Celebration

   The recommended theme (from the Centennial work group): "FROM RURAL ROOTS TO GLOBAL REACH: CELEBRATING A CENTURY OF SUCCESS" was unanimously endorsed by the General University Matters Committee on September 8, 2005.

IX: Graduate Studies (Chair, Jack Jenkins)

Information Item:

The minutes of the July 13, 2005 meeting of COGS as approved September 14, 2005 may be found at http://www.westga.edu/~cogs/minutes/

6. Other announcements

   Proposal for TEAC By-Law revisions (see Addendum III) These By-Laws must be ratified by a two-thirds majority of the votes cast by the Professional Education Faculty. See current By-Laws, Article VII
   http://www.westga.edu/~Evpaa/FacultySenate/FSCommittees/teac/Documents/bylaws.pdf

7. Adjournment
Addendum I

University of West Georgia
Faculty Senate Minutes
April 22, 2005
Draft

Date: April 25, 2005

Call to Order: The meeting was convened in room 1-301 of the Technology – Enhanced Learning Center. President (Dr.) Beheruz N. Sethna, called the meeting to order at 3.01 pm.


Not in Attendance: Overfield, Caress, Halsall, Best, Hendricks, Payne, Purk.

Minutes: A motion to approve the minutes of the March 11, 2005 meeting of the Faculty Senate was made by Dr. Clark and was seconded by Dr. Smith. It was approved unanimously.

Committee Reports:

Committee 1: Undergraduate academic programs (Doug Turner, Chair)

Dr. Turner discussed the action and information items, including the modification, addition and deletion of courses (See agenda of the April 22, 2005 senate meet for details). The senate voted on the action items as a whole, and it was unanimously approved.

Committee 2: Academic policies and procedures (Allison Stafford, Chair)

Dr. (Ms.) Allison Stafford discussed the changes in the faculty handbook (Section 103.06, para.3 and Section 201.01) in details. It was discussed, voted on and passed unanimously.

Committee 3: FASP (Greg Payne, Chair)

A) Proposal: Non-paid benefits for domestic partners:

Dr. Michael De-Nie was there in place of Dr. Payne. Since he is not a senate member, Dr. Clark moved and Dr. McComb seconded the move to floor the motion. Then Dr. De-Nie spoke about action item A (non-paid benefits for domestic partners) in details. Questions were raised, discussed and answered. The senate then voted on it. It was voted with a majority, with one vote against the proposal, and four abstentions.

B) Proposal: Family leave option:

Dr. Clark moved and Dr. McComb seconded the move to floor the motion. Dr. De-Nie discussed it at length. Dr. Stone raised the question about a “development
project” and if it would or would not stop the tenure clock. Dr. Sethna said that the Board of Regents was specific on this topic. Ms. Erma Shooks commented, “It sounds like a good proposal and staff would like to be included too.” Staff is excluded from Proposal B (See agenda of April 22, 2005, for details) as it stands now. It was discussed at length, with proposed alterations which Dr. De-Nie noted and said he would include them in the future. Dr. Sethna and Dr. Hynes discussed the 75% rule. Dr. Sethna wants to use the “leave pool” to help people as of now, and further explore the idea of Proposal B. Dr Clark moved to table the proposal, seconded by Dr. Yoder.

**Committee 4: Information item: LRC grants: (Ron Reigner, Chair)**
Dr. Reigner talked about the grant dispersals.

**Committee 8: Information item: Intercollegiate athletics: (Jim Yoder, Chair)**
Dr. Yoder and Dr. Sethna spoke, on this information item.

**Committee 9: Information item: Graduate studies: (Jack Jenkins, Chair)**
Dr. Stone spoke on behalf of Dr. Jenkins.

**Other announcements:**
Senate election results for COE. We have it on record, but it could not be announced on the floor since the senate did not have the final results before the meet.

**Adjournment: 4.25 pm.**

Respectfully submitted by Swarna Dutt, Executive Secretary, Faculty Senate
Date: July 22, 2005

Call to Order: The meeting was convened in room 1-301 of the Technology-Enhanced Learning Center. President Beheruz N. Sethna called the meeting to order at 3.01 pm.

Role Call: Dwight, Reber, Smith (for Christy Stevens), Turner, Wilson, Clark, Yoder (for Kathy Moffeit), Aldrich, Hendricks, Reigner, Holland, Morris, Ray, Webb, Gainey, Cluskey, Caress, Ozkan

Not in Attendance: Abbott, Dole, Lloyd, Mayer, Faucette, Snipes, Chibbaro, Purk, Doheny, Penco

Minutes:

Approval of minutes delayed pending next meet, awaiting clarification from Professor Dutt.

Committee Reports

Committee IX: Graduate Studies (Dr. Jack Jenkins, Chair)

Action Items:

A) College of Arts and Sciences

MAT in mathematics moved and seconded by committee. Professor Gordon was available to represent the Department of Mathematics—reported that there were both certification and non-certification options. Discussion continued to clarify instructional responsibilities Dr. Sethna asked about budgetary issues—current resources will be used to initiate the program—additional resources will be proposed pending successful enrollments. Motion carried.

B) College of Education


2) Educational Leadership changes MED and L-5 program in Educational Leadership Motion Approved
3) Special Education and Speech Language Pathology MED Program—anticipation of accreditation

Motion approved

**Information Items:**
Dean Jenkins also noted the minutes of COGS

**Announcements**

2005-06 meeting schedules distributed
Dr. Meredith announced his resignation as chancellor.
Addendum III

Teacher Education Advisory Committee
By-Laws

(Proposed initially, March 2005)

Mission Statement

As the representative body of the Professional Education Faculty, the Teacher Education Advisory Committee will

• Provide a forum for the exchange of information and perspectives about professional education practices and programs;
• Review all programs that lead to educator certification to ensure the Board of Regents (BOR) guarantee can be fulfilled and to further ensure successful assessments by state, regional, and national professional education accrediting agencies (for example, PSC, SACS, NCATE);
• Make recommendations to the University’s faculty concerning professional education programs regarding development, accreditation, certification, and related issues;
• Make recommendations to the appropriate University administrative levels concerning programs that lead to educator certification.

To facilitate the Committee’s work to meet its mission within the University, these By-Laws have been established.

Article I TITLE

This committee shall be known as the Teacher Education Advisory Committee (TEAC) of the University of West Georgia. TEAC shall function as the representative body of the Professional Education Faculty. Within the By-Laws, Committee refers to the Teacher Education Advisory Committee (TEAC).

Article II PROFESSIONAL EDUCATION FACULTY

A Professional Education Faculty (PEF) member will be defined as someone with (a) an earned doctorate, appropriate terminal degree, or exceptional expertise (including that gained by classroom teachers, media specialists, etc.) that qualifies them for their professional role, and (b) specific, ongoing experience directly related to the training of teacher candidates in programs leading to certification in the public schools.

At the beginning of each academic year, the Vice President for Academic Affairs (VPAA) will call for nominations to the PEF. Nominations may be made at any time during the year. Nominations should be sent to the Chair of TEAC. As nominations are received, the Chair of TEAC will place this on the regular meeting agenda for a vote.
Article III  MEMBERSHIP OF TEAC

Section 1  Voting Members

The voting membership shall be composed of one representative from each of the areas listed in boldface under the four units:

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<tr>
<th>College of Education (7 members)</th>
<th>College of Arts and Sciences (7 members)</th>
<th>Richards College of Business (1 member)</th>
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<tr>
<td>P-5 and Reading (1)</td>
<td>Mathematics (1)</td>
<td>Business Education Economics</td>
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<td>Curriculum and Instruction</td>
<td>Science (2)</td>
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<td>Middle and Secondary (1)</td>
<td>Biology, Chemistry, Earth Science</td>
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<td>Curriculum and Instruction</td>
<td>Physics</td>
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<td>Physical Education (1)</td>
<td>Fine Arts (1)</td>
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<td>Special Education, and</td>
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<td>Social Sciences (1)</td>
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<td>Media and Technology (1)</td>
<td>History</td>
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<td>Counseling and Educational</td>
<td>English (1)</td>
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<td>Psychology (1)</td>
<td>Foreign Languages (1)</td>
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- 7 COE
- 7 COAS
- 1 RCOB
- 1 Public Schools
- Total membership = 16

Section 2  Eligibility

Any member of the Professional Education Faculty, including department chairs, is eligible to serve on the Committee. Deans, Assistant Deans, Associate Deans, and other full-time administrators shall not serve as voting members but may serve as advisors. See Section 3.
Section 3 Ex Officio Members

The Vice President for Academic Affairs or his/her designee shall be a non-voting member of the Committee.

The Deans of the College of Arts and Sciences, the College of Education, the Richards College of Business, and the Graduate School, or their designees, may serve as advisors to the Committee.

Section 4 Terms of Service

The term of service for voting members shall be two (2) years, with the exception of the elected chair of the Committee (see Section 5).

There shall be no limit on the terms any member may serve. Members may be reelected to consecutive terms. A voting member of TEAC shall be elected for a 2-year term.

Section 5 Officers

The Officers of the Committee shall be a Chair and a Secretary. The Chair and the Secretary will be elected by Committee members from the membership.

Section 6 Chair’s Responsibilities

The Chair shall
a. preside at TEAC meetings.
b. be a voting member of the Committee.
c. determine and publish dates, times, and places of regular Committee meetings
d. call special meetings as necessary.
e. prepare and publish for the membership 5 working days in advance of any meeting an agenda.
f. report the recommendations of the Committee to the appropriate dean(s).
g. report the recommendations of the Committee to the appropriate committee of the Faculty Senate and/or the appropriate administrative office.
h. preside at meetings of the Professional Education Faculty.

The Chair’s term of service shall be for two (2) years.

Section 7 Secretary’s Responsibilities

The Secretary shall
a. record and make available for the Committee members minutes of each meeting of the Committee.
b. record and make available for the Professional Education Faculty minutes of each meeting of the Professional Education Faculty.
Section 8 Publication of the Minutes

Minutes of meetings of both TEAC and the Professional Education Faculty shall be published on the Web with a link from the Homepage of the Vice President for Academic Affairs.

Article IV GENERAL RESPONSIBILITIES

Section 1 Program Recommendations

The committee shall approve or deny requests by the respective colleges of the University for any and all additions, deletions, and modifications of programs that prepare educators for the schools. That is, all actions requested by such programs that in the ordinary course of faculty governance require a formal request that requires the submission of the University’s “Request for Program or Course Addition, Deletion, or Modification” form and any requisite accompanying documentation.

While course additions, deletions, and modifications in themselves do not require TEAC approval, the following requests by existing programs that prepare educators for the schools do require TEAC approval:

1. additions of courses as requirements or electives to the program
2. deletions of courses as requirements or electives from the program
3. modifications of the role of a course within the program (i.e. change from a requirement to an elective, a change in the number of semester hours a course will count in the program, etc.)

Section 2 Other Committee Activities

The Committee will serve as a forum for the review of a wide range of issues associated with the preparation of educators and school counselors and leaders and for other issues consistent with the mission of the Committee.

Article V POLICIES AND PROCEDURES

Section 1 Nominations

a. VPAA will call for nominations no later than March 15 of each academic year. Departments with programs with representation on TEAC as outlined in Section 1, Article 3, may nominate eligible candidates to run for elections to serve on TEAC.
b. All nominated candidates must be a PEF member.
c. Each public school system may nominate candidates from the PEF to run for election as the representative of the public schools.
d. The University of West Georgia chairs of departments and school system superintendents will forward their nominations to the Office of the Vice President for Academic Affairs.
Section 2 Elections

a. By April 1 all nominees shall be categorically listed on a single ballot. The responsibility for preparing the ballot shall lie with the Office of the Vice President for Academic Affairs.

b. Members of the Committee shall be elected by a vote of the Professional Education Faculty. Elections will be held by April 30th. Ballots will be counted by the VPAA’s office.

Section 3 Meetings

a. Regular Meetings. To effect timely action, the Chair shall establish regular meetings each semester sufficiently in advance of announced regular meetings of the Undergraduate Academic Programs Committee (UAPC) and the Committee on Graduate Studies (COGS).

b. Called Meetings. The Chair may call meetings of the Committee by giving notice five working days before the meeting. The Committee may vote to waive the requirement of a five-day notice. A working day shall be defined as any day Monday through Friday while classes are in session that is not an official University holiday.

c. Procedures.

1. Meetings: All meetings of the Committee shall be open to all faculty and administrators. The Committee may request the presence or help of any faculty member, administrator, or students it deems necessary.

2. Quorum: A quorum shall be defined as more than 50 percent of the voting membership.

3. Voting: Voting shall be by voice. At the discretion of the Chair or upon the request of a voting member, vote may be by show of hands or by paper ballot. Also the Committee may also elect to use electronic voting when expedient.

4. Substitutes: When necessary, substitutes may serve in place of elected voting members of the Committee at meetings or in discussions, conducted either in person or through electronic media. On such occasions, substitutes may vote in place of regular voting members. Substitutes must be members of the Professional Education Faculty and must come from the same area, though not necessarily the same program, as the elected voting members they replace. Prior to the meeting, the TEAC voting member must report to the TEAC Chair the name of the substitute.

Article VI SUBCOMMITTEES

The Committee shall have the authority to establish standing and ad-hoc subcommittees as it deems necessary to accomplish its mission.
Article VII  RATIFICATION

These By-Laws must be ratified by a two-thirds majority of the votes cast by the Professional Education Faculty.

Article VIII  AMENDMENTS

a. Members of the Committee may request amendments to these By-Laws.
b. Action on amendments to the By-Laws must be announced as part of the agenda of a regular meeting of the Committee.
c. Amendments require a two-thirds majority of the votes cast by the Committee to pass.
d. Amendments must be ratified by a two-thirds majority of the votes cast by the Professional Education Faculty.