Minutes from COAH Chairs Meeting
November 29, 2017
COAH Dean’s Conference Room

In attendance: Pauline Gagnon (Dean), Elizabeth Kramer (Assoc. Dean), Clint Samples (Assoc. Dean), Meg Pearson (English), Rob Kilpatrick (Foreign Languages and Literatures), Steve Goodson (History), Shelly Elman (Theater), Kevin Hibbard (Music), Kevin Shunn (Art), Walter Riker (Philosophy).

Meeting called to order at 10:30 am.

1. Minutes reviewed and approved with one correction.

2. Updates from Assoc. Deans

   - EK
     - Orientation Friday. List of students and transfer evaluations forwarded via email. EK asked department representative to attend, even if no students scheduled.
     - Transfer credit for graduate students. If intend to transfer more than 6 hours, checks SACS and UWG catalog for limits.
     - Majors Fair February 22. Sign up by December 15. See November 8 email from John Brittian. EK will forward. Chairs expressed concern about area for set up last time. PG suggested requesting area we want this time when we sign up.
     - Learning Communities. New guidelines. Deadline moved up. Proposals due December 15 to Office of New Student Programs. Chairs noted that timing is not helpful, as early deadline puts discussion with colleagues and final development of proposals into grading period at end of semester.
     - UCM seeking success stories featuring graduate students. Originally sent through academic-affairsgraduate-studies-list@westga.edu (grad coordinators should get on this list – contact Alicia Freed). Send names of grad students to Denise Overfield, copy PG/EK. EK will forward email from UCM.

   - CS
     - Cultural Arts Center meeting went well. Internship opportunities noted (e.g., design, photo, social media). Some past interns hired for following semester.
     - Truth prompts ready. Might want to have instructor explain assignment when truth prompts released in class. All departments can participate. Don’t distribute to all classes. Select instructor and class. Best to balance structure and freedom in setting up assignment. Faculty may need to be mindful of reporting requirements. May want to distribute prompts to some student groups, e.g., LAMBDA. More discussion of prompts set for January Chairs meeting.
     - Minority scholarship moving forward. This will be a pilot year.

3. Banner and building sections (EK).
Previously, department assistants could receive overtime for building sections in Banner, since task not in job description. Over time, section building has become part of job. We now have a new system. Does this work now fit into the job description, or is overtime appropriate? KS noted it seems to take a long time, especially if the pre-populated schedule does not work. KH suggested that we will know more after the system is in place for another semester. We will revisit this later. In the meantime, talk to assistants to see if they will need OT or if this will fit into normal job duties.

4-5. FYS

- Town halls on FYS very helpful. David Newton very helpful. Recommend interested faculty attend a meeting or get info some other way (e.g., invite Newton to department meeting). Chairs should target faculty interested in teaching first year students.
- Could we replace some upper-level courses with FYS? If upper-level enrollments low over time, may want to try replacing some courses with FYS.
- It was noted that an FYS is a lot of work for the pay ($1500). PG said we could count as part of workload IF instructor does not take $1500 stipend. IF instructor accepts stipend, FYS is overload.
- FYS only 2 hours, but PG will forgive extra hour for workload determination in the short-term as we learn how to fold FYS into our normal operations.
- Relationship b/w FYS and XIDS/WDYK courses not clear. Some confusion here. Administration may need to look at this and clarify.
- Can we tie FYS to DFW plans? To G2C project?

- Meta-majors and guided pathways. See Michael Crafton’s letter. Meta-major is generic, broad major classification in student’s general area of interest. I.e., student has interest in area, but no specific major in mind. Attach student immediately to some advisor in meta-major area to serve as guide. This is a work in progress. It has been successful elsewhere.

6. Voting by faculty

SOTA (mission/vision), large class policy, senate replacements will be voted on soon.

7. Student Advisory Committee

- Chairs should urge student rep from department to attend.
- Chairs asked to be notified when meetings scheduled.
- Student representatives expressed concern re accommodation requests and faculty attitudes. No complaints registered (formal or otherwise). Student representatives just noted that some faculty do not seem very sympathetic and suggested being more sensitive to students.

8. Facilities
Facilities request can be submitted at any time. Request form available online. Let PG know whenever request submitted.

9. Course Fees

No follow-ups from business/finance.


Enter courses by January 16. List course, session, type, etc. Watch enrollments.

11. TAP revised by BOR.

12. Other

- People Soft changing. Has new look. See video distributed through email.
- Next meeting: Little Hawaiian, Wednesday, December 13, 5:30 pm.
- Party in Dean’s office on Friday, December 1.

Meeting adjourned at 11:46 am.

Respectfully submitted by Walter Riker.