Minutes from COAH Leaders Meeting  
April 11, 2018  
10:30 a.m. -- Dean’s Conference Room

In Attendance: Pauline Gagnon, Elizabeth Kramer, Clint Samples, Shelly Elman, Steve Goodson, Kevin Hibbard, Bob Lane, Meg Pearson, Kevin Shunn, Jeff Zamostny

1. Minutes of the March 28 meeting were approved with the correction of deleting a reference to funding for the Truth events. Funding for the next Theme Year will come in part from a donor who has committed funds for the next five years. Budget has not yet been determined, but could be funded from Foundation or E&G accounts.

2. Associate Dean Updates
   
a. COAH Preview Day: 42 students and 80 family members attended (about half of registrants). Rain and high school spring breaks may have contributed to the no-shows. Clint thanked everyone and spoke about success of the various activities, except that Wolfie got a little rambunctious and caused a minor injury. Shelly requested follow-up for attendees. Juniors should be invited to the upcoming Preview Day. Possible changes for next year might include a mini-lecture or all-Faculty Q & A. We can expect parents to attend with the students. Continue to send email list of prospective students to departments for PR. There were questions about campus activities, so perhaps someone should be present who can speak about opportunities. Various possible topics and ideas were discussed.

b. Summer Orientation draft document was distributed. Less departmental involvement is required for freshman orientations. Attendance at certain events is optional. Transfer orientation still requires departmental advising.

c. Pack Premiere “final” schedule was distributed. Students can attend events they feel are most helpful to them, but won’t be herded around in packs. Look at slots for Colleges and consider what activities might occur. E.g. do a college thing on Monday (10:30-noon) and a departmental thing on Tuesday (10:00-1:00), perhaps including lunch. Get current students to interact. Music needs to coordinate with the Marching Band schedule. We must reserve our own space. We won’t get numbers until late summer. We’ll check historical numbers. Shelly suggested emailing students who’ve attended orientation, encouraging them to register for and attend Pack Premiere. Many preferred to have the departmental event first. Art plans to meet with their students after a week of classes. Use departmental events to encourage attendance at COAH event on Tuesday. Discussion re: activities ensued, ending with idea to have fun events and food.

d. Announcements:
   
   1. watch summer and fall enrollment to redirect faculty resources as needed.

PLEASE MAKE SURE GRANTS ARE SUBMITTED TO COAH AT LEAST 5 DAYS PRIOR TO ORSP Deadline
2. Patrick Erben received an NEH summer stipend.

3. Concerns regarding revision of Assessment documents included:
   - the short assessment turnaround time
   - lower scores for same responses
   - inappropriate mentioning of specific faculty by name
   - What does SACS-COC handbook say about discipline-specific accreditation?
   Concerns will be shared with Amanda Thomas, but she is out until later this week.

4. There is a lawsuit vs. UWG re: accessibility. More info coming. Shelly spoke of website accessibility issues, e.g., Youtube videos must be captioned. Some have suggested a single campus syllabus template.

5. Laura McCarty, head of GA Humanities Council will be on campus April 30. Let Elizabeth know if individual faculty would like to meet with her.

6. Curriculog (replacing CSS) will be tested in the next few weeks. Chairs may be getting test emails. There will be training.

7. Please complete catalog revisions, including promotions.

8. PG is following up with online Learning committee re: issues shared by chairs.
   Timeline: by end of August. Discussion ensued regarding Abby Reader, pdfs, common syllabus issues, and duplication of work. Chairs are urged to share concerns to their online learning committee reps, and go ahead and have online faculty convert their syllabi using the established template.

3. COAH Awards-feedback needed: There were only 4 applicants for 3 awards. Unsure of reasons. Ask faculty why more students weren’t nominated.

4. COAH leaders retreat was determined as Friday, August 3 (10:00-4:00). COAH faculty meeting is set for Thursday, August 9, 2:00-3:00.

5. XIDS2100: Pathways in HUM and ARTS – results and next steps: John Garner and Amy Cuomo will hopefully have a draft to share in September. They will not necessarily teach the course. Our hope is to offer the course in spring 2019.


7. COAH has its first endowed lecture series (gift from John Ferling). The NEH grant has been fully matched ($20k).

8. Tech upgrades will occur in the COAH conference room.

9. Theatre is having trouble with HR posting their Technical Director position. Art had similar problems. System does not work well for non-standard faculty positions. Deans have complained about hiring issues.

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10. Effective for spring 2019 semester, UWG Newnan will determine classes they want to offer and assign times and classrooms. Main campus chairs will be required to find faculty.

11. Chairs are asked to write thank you notes semi-annually. Harry will provide donor names and addresses.

12. Clint is the COAH point person with UCM regarding Points of Pride stories. COAH will submit stories to Points of Pride, but chairs should also do so. Discussion ensued regarding process and using Google doc (M.P.: Repository of Goodness) to save time using the same info for various reports. Chairs can enter items into the COAH Google doc and COAH can use as it sees fit. Keep it simple: name and item. Include awards and honors.

13. Clint needs event info from departments for FY19 Dean’s Signature Series by May 8. Theatre and Music have many events, so they can wait to schedule their DSS events around the other COAH events. Word of mouth seems to yield the best results for event attendance.

14. Departments should provide a list of COAH summer core classes to current core class enrollees. COAH office will send to other colleges, advisors, etc.

Respectfully submitted,

Kevin Hibbard

DATES TO REMEMBER

- SPRING GENERAL FACULTY MTG-ALL-2018-Wednesday, APRIL 25 @ 2-4 TCPA
- COAH GENERAL FACULTY MTG-SPRING 2018-Tuesday, MAY 1 @ 2:00 3:00 TLC 1301
- Engage West Dept Roll Outs due to PG by April 30th please
- HR sessions for New Faculty Aug 2 & 3 (choose one ½ day session) and Aug 7 AA session (all day)
- FALL GENERAL FACULTY MTG-ALL-2018 Wednesday, AUGUST 8 @ 8:30-1:30 COLI

APR 25-review summer enrollments

MAY 23 new

JUNE 13

JULY 18

AUGUST------2018 -------------------------------retreat//mtgs

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