

Agenda  
**Meeting of the Faculty Council**  
**August 23, 2013, 10:30 a.m., Dean's Conference Room, 3<sup>rd</sup> Floor Pafford**

**APPROVAL OF MINUTES**

1. Minutes of the meeting of April 19, 2013 (see FC web site: [http://www.westga.edu/coss/index\\_172.php](http://www.westga.edu/coss/index_172.php)) (note: Erin will update the page after we have our first meeting)

**ANNOUNCEMENTS**

1. Chairs Meetings Update (Brad)
  - a. Graduate education has become a high priority
    - i. The Future of Graduate Education Report was submitted to the Provost (considered a model for other Colleges)
    - ii. MURP program reactivated
    - iii. The Dean has encourage DoGS in all COSS graduate programs to set their minimum enrollment to 25
    - iv. Brad Yates and Trish Wells were charged by the Dean to review the COSS Strategic Plan and identify areas that emphasize graduate education and note areas that lack emphasis on graduate programs
  - b. Certificate Programs are a high priority, both graduate and undergraduate
  - c. COSS Strategic Plan has been shared with Provost and President (considered a model for other Colleges)
  - d. Grant Writing Workshop will continue (the DO will buy the faculty member out of a course; \$2500 to the department to hire a PT replacement. Must submit grant application within calendar year.
  - e. Online Course Development Training will continue (no release; faculty paid \$5,000 to participate. Must put course online within calendar year.)
  - f. Discussion of Chairs salaries (summer compensation included)continues
2. Graduate Admissions Office proposal has been circulated from the Provost's Office (step one to revive the Graduate School)
3. Other items taken from the floor

**NEW BUSINESS**

1. ACADEMIC AFFAIRS COMMITTEE (Hunt, Smallwood)
  - a. Proposal: to approve course and program modifications (see FC web site) (Associate Dean Smallwood)
  - b. Proposal: to identify potential **Student Success Measures** (e.g., salaries after graduation, jobs in the field, entrance to graduate school) in response to BOR directives (performance-based funding is the future), as charged by the Dean
2. FACULTY DEVELOPMENT COMMITTEE (Hunter, Moon, Peralta)
  - a. Proposal: the Dean's Office is considering offering Faculty Fellowships for special initiatives in COSS
    - i. Goal is to increase leadership opportunities for faculty across COSS
    - ii. Faculty Council would vet the applications
    - iii. Compensation would be offered with these fellowships
  - b. Proposed modifications to COSS *Bylaws* and *Policies and Procedures*. (See Appendices A & B)
  - c. Proposal: to formulate standards for online instruction training (tabled until discussed by Administrative Council)

3. PLANNING COMMITTEE (Aanstoos, Johnson, Yates)
  - a. COSS Promotion & Tenure Advisory Committee: College-wide election for at-large member
    - i. Current at-large nominee: Rob Sanders, Political Science
    - ii. Ask Associate Dean Smallwood (with assistance from Erin Brannon) to send out electronic ballot; results due by August 28
    - iii. Department Chairs shall submit departmental representatives by August 28 (confirmed reps below-alphabetized by department)
      1. Marjorie Snipes, Anthropology
      2. Mike Johnson, Criminology
      3. Soo Moon, Mass Communications
      4. Louis Howe, Political Science
      5. TBD, Psychology
      6. Neema Noori, Sociology
      7. TBD, At-large
  - b. Additional Nominations for Select Committees Needed
    - i. **Inter-University Consortium for Political and Social Research (ICPSR)** - nomination needed for a liaison between the College and ICPSR. Current ICPSR membership goes through June 2014.
    - ii. **Quality Enhancement Plan (QEP)** – College member on QEP committee.
    - iii. **Tech Fee Committee** – nomination needed for a liaison between the College and University Tech Fee Committee. Will review and approve/deny Tech Fee requests on behalf of the College. *(Prefer someone that does not submit for tech fee funds).*
    - iv. **XIDS subcommittee** - Subcommittee charged with approving new XIDS course proposals. This person does not have to be a member of the Faculty Senate. Also, this group will not need to meet face-to-face very much in order to take care of business.
    - v. **Committee on International Studies** – Budget/advisory committee working with Maria Doyle in International Services and Programs. First meeting is being planned for October.
  - c. Proposal: Develop a Summer Budget Allocation Formula (due by January 2014; preferably much sooner)
4. OTHER BUSINESS/ANNOUNCEMENTS

## Appendix A

### RECOMMENDATIONS APPROVED BY THE FACULTY COUNCIL

Submitted to Administrative Council March 4, 2013

1. **Certificate Programs** (approved January 18, 2013)
  - a. Faculty Council strongly supports the development of certificate programs (whether in department, within COSS, or across colleges)
  - b. Recommendation: a feasibility study should be conducted to determine utility and marketability of such programs
2. **Participation in Evaluation of Department Chairs** (approved February 15, 2013)
  - a. Proposal for policy regarding non-tenure track faculty's participation in evaluation of department chairs
  - b. Recommendation: Amend Article II.B.3.b. of the COSS Bylaws to say: The performance of each department chair shall be reviewed at intervals not to exceed four years by the members of the chair's department, a report of which will be submitted to the Dean. **Members include all full-time faculty, regardless of rank, with a minimum of one semester's worth of service to the department.**
3. **Promotion & Tenure Advisory Committee composition** (approved February 15, 2013)
  - a. Proposal to codify changes in the COSS *Policies and Procedures* regarding the P&T committee composition
  - b. Recommendation: Amend Section I.4.b.ii. of COSS *Policies and Procedures* to read: COMPOSITION: One faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large. All members of the committee must be tenured faculty. Department chairs are not eligible to serve, nor are any faculty members whose application for tenure or promotion would come before the committee during their term of service. Members may not serve more than one term consecutively unless there are no other faculty in their department eligible to serve. All terms shall be two-year terms, except the initial election following the adoption of these rules in which terms will be staggered so that approximately one-half of the committee will be elected each subsequent year. **If no member of the Promotion & Tenure Advisory Committee from the department of a candidate can be present at the meeting, or is eligible to serve on the committee, then the department may provide a spokesperson to be available to answer questions about that candidate at that portion of the meeting in which that candidate's dossier is evaluated. Such a spokesperson would participate only in that portion of the meeting at which their department's candidate(s) are being evaluated and would not be eligible to vote on the candidate(s).**
4. **Workload** (approved February 15, 2013)
  - a. Proposal to codify changes in the *Policies and Procedures* regarding workload for supersized courses
  - b. Recommendation: Amend Section I.2.b.iv. teaching a tripled section (that is, one of at least 150 students) shall be counted as an additional six credits in the teaching load. **Faculty teaching courses larger than 150 would not be granted any further credit toward teaching load.**

## Appendix B

(Taken from Faculty Council Meeting Minutes-April 19, 2013)

- a. Faculty Council revisited the proposal to draft a 3<sup>rd</sup> year review policy for inclusion in the COSS *Policies and Procedures* (as charged by the Dean).
  - i. Once again, FC agreed language should refer back to *Faculty Handbook*.
  - ii. FC also agreed the importance of the department's prescription of what tenure-track should include in their submission packet for 3<sup>rd</sup> year review.
  - iii. B. Yates noted from his conversation with the Dean that 3<sup>rd</sup> year review packets should be guided by departmental promotion and tenure policies.
  - iv. A review of the *Faculty Handbook* finds this statement under section 102.0201.B.: "...This committee [Pre-Tenure Review Committee] shall thoroughly and comprehensively review the individual's achievements and performance in light of the department's promotion and tenure policies..."
  - v. Thus, the Faculty Council recommends that the modification to the COSS *Policies and Procedures* for the prescription of the 3<sup>rd</sup> year review be minimal given the clear language in the *Faculty Handbook*.
    1. **Recommendation:** Modify section I.3.b. of the COSS *Policies and Procedures*
    2. New language: "a third-year pre-tenure review of tenure-track faculty by their tenured department colleagues, department chair, and the College Dean.
  - vi. **Recommendation:** Also, the Faculty Council encourages each department to post its own promotion and tenure policies with specific evidentiary sources required for teaching, professional growth and development, and service for reference.
- b. Faculty Council revisited a proposal to codify changes in the COSS *Bylaws* regarding the periodic evaluation of department chairs and agreed on the following recommendation:
  - i. Section 104.0301 of the *Faculty Handbook* reads as follows: "Procedure. An evaluation of the department chair shall be conducted by the department at least **once every three years** (except that new department chairs shall not be evaluated their first year in office).
  - ii. **Recommendation:** Modify section II.B.3.b. of COSS *Bylaws* by changing four to three to be consistent with the *Faculty Handbook*: "The performance of each department chair shall be reviewed **at least once every three years** by the members of the chair's department, a report of which will be submitted to the Dean.
- c. Faculty Council revisited a proposal to codify changes in the COSS *Bylaws* regarding the periodic evaluation of the Dean
  - i. The first draft of the proposed modification to the current language in the *Bylaws* that dealt with procedures for electing the members to the Dean's review committee need to be rewritten to be in compliance with the *Faculty Handbook*.
  - ii. Based on the following from the *Faculty Handbook*
    1. Section 104.0601.D.Composition of Review Committee:
      - a. 1. "The Review Committee will be composed of seven members."
      - b. 2. "A Review Committee Chair, who is a senior faculty member from outside the unit led by the Dean being evaluated. The Provost shall appoint the Review Committee Chair. The Chair of the Review Committee shall receive one course reassigned time."
      - c. 3. "Six faculty members from within the unit led by the Dean, one of which must be a department chair. The faculty governance body from the unit led by the Dean under evaluation determines the manner in which the committee members shall be elected. In the case of a unit that does not have an elected faculty governance body, the faculty at large of the unit determine the manner in which the committee members shall be elected."
    2. **Recommendation:** Create sub-section II.A.1.c.i. : "In addition to any performance evaluations by the Provost's office, **the first periodic evaluation of the Dean of the College shall cover a full three-year period and occur in the Dean's fourth year of**

appointment. Thereafter, the periodic evaluations shall cover a full four-year period and occur every five years. Members of the Review Committee shall be comprised of the Administrative Council, the Faculty Council, and the faculty at-large.”

3. **Recommendation:** Create sub-section II.A.1.c.ii.: “Members of the review committee shall be comprised of at least one member of the Administrative Council and at least one member of the Faculty Council, elected by voted within each governing body. The remaining four members of the committee, who may be members of the Administrative Council and/or Faculty Council, shall be nominated by each department and elected by a college-wide vote. Eligible nominees shall be full-time faculty, regardless of rank.”