

**Minutes**  
**Meeting of the Faculty Council**  
**April 4, 2014, 10:00 a.m., Dean's Conference Room, 3<sup>rd</sup> Floor Pafford**

**APPROVAL OF MINUTES**

1. Minutes of the meeting of March 7, 2014 (see FC web site: [http://www.westga.edu/coss/index\\_172.php](http://www.westga.edu/coss/index_172.php))  
10:05 a.m.  
(Motion to approve; seconded; approved unanimously)
2. In attendance: Chris Aanstoos, Pam Hunt, Tom Hunter, Mike Johnson, Soo Moon, Alan Pope, Amber Smallwood, Ashley Smallwood, Brad Yates (attending conference: Greg Dixon)

**ANNOUNCEMENTS**

1. Updates from Chairs Meeting
  - a. Faculty Council asked to discuss time period annual evaluations and merit raise evaluations should cover (See Appendix A)
    - i. The three-year review let's us catch those efforts that don't fit into a single calendar year and reward faculty for their efforts.
    - ii. Too, the review period allows for variability of merit raise offerings
    - iii. The *Faculty Handbook* doesn't specify the length of time that may be included in an evaluation and provides latitude
    - iv. The longer review period provide a broader spectrum for evaluation
  - b. Workload concerns: Reassigned time for chairing vs. being a member of theses and dissertation committees; the Dean must be able to defend reassigned time
    - i. Faculty Council held the hard line when it originally considered reassigned time for being a member of a thesis or dissertation committee versus chairing the committee and went with chairing the committee as the role that would earn reassigned time
    - ii. Faculty Council agreed it will defend policies as they are
    - iii. FC agreed one cannot argue that reassigned time for chairing a committee is not meritorious because it is part of the work load
  - c. COSS Graduation Tent for 2 p.m. Commencement ceremony
  - d. Take Our Daughters and Sons to Work Day-April 24<sup>th</sup> (see flyer)
  - e. Merit raise = .75%
    - i. Faculty and staff within department
  - f. SACS visit now complete (eight recommendations in the area of institutional effectiveness and assessment)
    - i. Four recommendations for QEP
    - ii. Setting goals, assessment, and then improvement
  - g. COSS must develop policy for faculty regarding teaching all courses online
    - i. Add to Policies and Procedures document
    - ii. FC suggests these items should be taken under consideration as the Faculty Development Committee of the FC drafts a policy for teaching all courses online
      1. Specific details should be spelled out in the contract
      2. Policy should include a reaffirmation of current practices
      3. Policy should note that summer teaching is different (e.g., Field School; Study Abroad)
      4. Policy should provide guideline for online office hours
      5. Policy should mention in the rationale for a faculty member who teaches 100% online that departments (e.g., Psychology in particular) would have an opportunity to hire prestigious faculty to raise exposure of their respective program(s)
      6. Policy should be carefully crafted, especially in regards to the service commitment of an online instructor

7. Policy should address the role of MOOCs (currently, the University is establishing a MOOC for writing for assessment; this may be useful to guide language of policy)
- h. Faculty must report any outside employment period
  - i. This applies when you are on contract and employed elsewhere; whether you are teaching or not
  - ii. It is better to report it no matter what
2. Other items taken from the floor
  - a. Anthropology: Waring Lab Open House-April 12<sup>th</sup> 10 a.m.-1 p.m.
  - b. Mass Communications: WOLFstock 2014 Love Valley Wednesday, 4/16, 7-11 p.m.
  - c. Psychology: Transformative Leadership-April 5<sup>th</sup> 9-4 p.m. for Community

## OLD & NEW BUSINESS

1. ACADEMIC AFFAIRS COMMITTEE (Hunt, Pope, Smallwood)
  - a. Proposal: to approve course and program modifications (see Course Catalog System) (Associate Dean Smallwood)
    - i. Course modifications/additions/deletions (none pending)
    - ii. Program modifications/additions/deletions
      - 1) Bachelor of Science with a Major in Criminology to be offered at Newnan campus (add)
        - a. Motion to approve; seconded; approved (5 for; 2 abstain)
      - 2) Master of Urban and Regional Planning (deactivate)
        - a. Motion to approve; seconded; approved unanimously
2. PLANNING COMMITTEE (Aanstoos, Johnson, Yates)
  - a. Elections
    - i. Ballot is set (see link: <https://www.surveymonkey.com/s/COSS2014>)
    - ii. Ballot to be sent out Friday, April 4<sup>th</sup> or Monday, April 7<sup>th</sup> with a deadline of April 11<sup>th</sup> at 5 p.m.
      - 1) Will send out on Monday when at-large Senator nominee is found
      - 2) Will send without nominee if we must
    - iii. Can Associate or Assistant Deans serve Senate?
      - 1) C. Aanstoos said yes
      - 2) Amber Smallwood will be nominee for University Relations
    - iv. No nomination for at-large seat for Chair-Elect of FC (three-year term) (tenured faculty only)
    - v. No nominations for University Relations Senate Sub-Committee
    - vi. Faculty Promotion & Tenure Advisory Committee for 2014-2015 is set
      - 1) Anthropology, Marjorie Snipes (One-year term; 2014-2015)
      - 2) Criminology, Mike Johnson (One-year term; 2014-2015)
      - 3) Mass Communications, Soo Moon (One-year term; 2014-2015)
      - 4) Political Science & Planning, Thomas Hunter (Two-year term; 2014-2015 and 2015-2016)
      - 5) Psychology, Jeannette Diaz (Two-year term; 2014-2015 and 2015-2016)
      - 6) Sociology, Pam Kirk (Two-year term; 2014-2015 and 2015-2016)
      - 7) At-large, Robert Sanders (Political Science & Planning) (One-year term; 2014-2015)
    - vii. Senate Departmental Representatives
      - 1) Mass Communications, Brad Yates (three-year term 2014-2015, 2015-2016, 2016-2017)
      - 2) Political Science & Planning-Heather Mbaye (three-year term 2014-2015, 2015-2016, 2016-2017)
      - 3) Sociology, Emily McKendry-Smith (replacing Neema Noori who will be on leave)
    - viii. Faculty Council Representatives
      - 1) Sociology, Pam Kirk (three-year term 2014-2015, 2015-2016, 2016-2017)
      - 2) Psychology, Jeannette Diaz (three-year term 2014-2015, 2015-2016, 2016-2017)
3. FACULTY DEVELOPMENT COMMITTEE (Hunter, Moon, Dixon)
  - a. Sociology's updated Promotion & Tenure Guidelines are submitted for Faculty Council review (see Appendix B)
    - i. Faculty Council supports the newly drafted P&T guidelines for Sociology.
    - ii. Motion for support; seconded; approved

- b. Chair of Faculty Senate elections
    - i. Position statements to all faculty
    - ii. All faculty vote
  - c. G. Dixon and B. Yates will meet with Dean's Office to formally pitch Faculty Literacy Information Literacy and Assessment Initiative by semester's end
4. OTHER BUSINESS/ANNOUNCEMENTS
- a. Dean up for review next year.
    - i. Get it up and running as soon as possible and get committee together (perhaps over summer)
5. Adjourned 12:06 p.m.

**Appendix A**  
**From COSS Policies & Procedures**

3. Regular Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and in accordance with the principles established by the American Association of University Professors, faculty shall be regularly evaluated by the following means:

a. an annual review by their department chair. Recognizing that the timing of scholarly production and the extent of service activities are not entirely within the control of individual faculty members and that some large products, such as books, are devalued in one-year reviews, **each annual evaluation shall cover a three-year period.** This expansion of the review period will be phased in over three years. The evaluations conducted in 2012 will cover 12 months, the 2013 evaluations will cover 24 months, the 2014 and succeeding evaluations will cover 36 months. A similar expansion of the review period will occur for newly hired faculty. Departmental annual review protocol shall be prorated to accommodate these timeframes. In regard to the evaluation of teaching, special attention will always be given to the preceding 12 months in order to address issues of unsatisfactory teaching in a timely manner. These procedures also apply to merit pay.

All applications by faculty for tenure and/or promotion will be evaluated by their tenured department colleagues and department chair according to the procedures set forth in the university's *Faculty Handbook* and the College of Social Sciences' *Policies and Procedures and Bylaws*.

A faculty promotion and tenure evaluation committee, consisting of no fewer than three tenured faculty members, shall formally review dossiers submitted to the department chair. In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve by the Department Chair in consultation with the Dean. Candidates for promotion and/or tenure may suggest the names of no more than three tenured colleagues from the College of Social Sciences to be considered for the committee.

Committee members must be full professors if the candidate is applying for that rank. In the event that a department does not have a sufficient number of full professors, tenured full professors from other departments must be invited to serve by the Department Chair in consultation with the Dean. In the event that the candidate is a department chair, the Dean will invite other tenured full professors to serve on the committee. Candidates for promotion to full professor and/or tenure may suggest the names of no more than three full professors from the College of Social Sciences to be considered for the committee.

No faculty member shall serve on the committee during a year in which he or she is being considered by the committee.

**Promotion to Assistant Professor:**

**Teaching:**

Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1.

**Service to the Institution:**

Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .

**Academic Achievement:**

Terminal degree in discipline.

**Professional Growth and Development:**

Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline with evidence from the sources listed in section 103.0302.5.3.

**Promotion to Associate Professor:**

**Teaching:**

Demonstration of significant contributions as a teacher and a high level of sustained excellence in teaching with evidence from sources listed in section 103.0302.5.1.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results,

external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

In addition, the Department accepts the following as evidentiary sources:

- a. Guest lecturing in other classes or at other colleges and universities.
- b. Incorporation of service learning initiatives into courses.
- c. Incorporation of field trips into courses.
- d. Internal and external teaching-related grants.
- e. Sponsorship and mentoring of student research/projects leading to internal or external presentations and/or publications
- f. Coordination and implementation of study abroad programs.
- g. Delivering professional development workshops.

#### **Service to Institution:**

Demonstration of significant contributions in such service and a strong likelihood of continuing effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
- 5.2.7. Significant contributions to the improvement of student, faculty or community life.
- 5.2.8. Successful mentoring of colleagues.
- 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)

In addition, the Department accepts the following as evidentiary sources:

- a. Development of websites, posters, brochures, or other materials in the service of the Department or discipline.
- b. Participation on professional editorial boards and reviewing manuscripts for journals.
- c. Presentations to non-professional organizations and groups.

#### **Professional Growth and Development:**

Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline and a strong likelihood of continuing effectiveness with evidence from the sources listed in section 103.0302.5.3.

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - a. Books published by peer-reviewed presses
  - b. Other published books related to the candidate's professional field
  - c. Articles published in refereed journals
  - d. Papers and articles published elsewhere
- 5.3.2. Presentations before learned societies and professional organizations
- 5.3.3. Grants
  - a. Grants received for research, scholarship, or creative activity
  - b. Grants received for curricular development or other academic projects
  - c. Submitted proposals for competitive external grants
- 5.3.4. Honors and awards for research, scholarship, or other creative activities
- 5.3.5. Recognition by professional peers
  - a. Reviews of a candidate's publications or creative work by persons of recognized

competence in the discipline.

- b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
  - c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
  - d. Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
  - e. Other performances related to academic field.
  - f. Exhibitions of creative works in which such works are invited or selected after competitive review.
  - g. Non-refereed exhibitions.
  - h. Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
  - i. Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
  - j. Consultation which involves scholarly application of professional expertise
- 5.3.6. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
- 5.3.7. Other as approved by departments and colleges

In addition, the Department accepts the following evidentiary sources:

- a. Reprints, excerpts, and/or summary discussions of published material.
- b. Attending professional development workshops.
- c. Editorial work leading to a published collection, anthology, special issue of a journal, or symposium within a journal.
- d. Organizing conferences or sessions within academic conferences.

#### **Promotion to Professor:**

#### **Teaching:**

Demonstration of a clear and convincing record of a high level of sustained excellence with evidence from sources listed in section 103.0302.5.1.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

In addition, the Department accepts the following as evidentiary sources:

- a. Guest lecturing in other classes or at other colleges and universities.
- b. Incorporation of service learning initiatives into courses.
- c. Incorporation of field trips into courses.
- d. Internal and external teaching-related grants.

- e. Sponsorship and mentoring of student research/projects leading to internal or external presentations and/or publications
- f. Coordination and implementation of study abroad programs.
- g. Delivering professional development workshops.

**Service to Institution:**

Demonstration of a clear and convincing record of a high level of sustained effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
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- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
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- a. Development of websites, posters, brochures, or other materials in the service of the Department or discipline.
- b. Participation on professional editorial boards and reviewing manuscripts for journals.
- c. Presentations to non-professional organizations and groups.

**Professional Growth and Development:**

Demonstration of a clear and convincing record of emerging stature as regional, national, or international authority within the candidate's discipline, and/or a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline with evidence from the sources listed in section 103.03025.3

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - a. Books published by peer-reviewed presses
  - b. Other published books related to the candidate's professional field
  - c. Articles published in refereed journals
  - d. Papers and articles published elsewhere
- 5.3.2. Presentations before learned societies and professional organizations
- 5.3.3. Grants
  - a. Grants received for research, scholarship, or creative activity
  - b. Grants received for curricular development or other academic projects
  - c. Submitted proposals for competitive external grants
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  - a. Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
  - b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
  - c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
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