

**University of West Georgia  
Faculty Senate Meeting  
Minutes**

**Dec. 7, 2012**

**Approved February 15, 2013**

1. Meeting convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Jeff Johnson, Chair

2. Roll Call

*Present*

Banford, Basu-Dutt, Velez-Castrillon (substitute for DeFoor), Deng, DeSilva, Farmer, Moon (substitute for Gant), Geisler, Gezon, Hasbun, Haynes, Hooper, Jenks, Kassis, Keim, Kilpatrick, Kramer, Leach, Lloyd, Mayer, Moffeit, Morris, Noori, Packard, Parrish, Penceo, Ponder, Riker, Ringlaben, Robinson, Rutledge, Schaefer (substitute for Sanders), Schroer, Skott-Myhre, Smith, Thompson, Van Valen, Welch, Willox, Yeong,

*Absent*

Blair, DeNie, Erben, Halonen-Rollins, Pitzulo, Popov, Samples, Vasconcellos.

3. Motion made for addition of the following items to the agenda:

- a. Themed years Report-Linda Haynes
- b. SACS update-Jon Anderson

*Motion to add items was approved by voice vote.*

4. Approval of the minutes of the November 16<sup>th</sup> meeting

*Minutes approved as read by unanimous consent.*

5. Committee Reports

**Committee I: Undergraduate Programs (Chair, Jim Mayer)**

**Action Items:**

- A) College of Arts and Humanities
  - 1) Department of English and Philosophy
    - a) Minor in Religion
      - Request: Modify
      - Action: Approved

*Item approved by voice vote.*

- B) College of Sciences and Mathematics
  - 1) Department of Biology
    - a) Bachelor of Science with a Major in Biology  
Request: Modify  
Action: Approved

*Item approved by voice vote.*

- C) School of Nursing
  - a) Bachelor of Science in Nursing: RN to BSN (Rome/GA Highlands)  
Request: Deactivate  
Action: Approved
  - b) Bachelor of Science in Nursing: RN to BSN (Dalton State)  
Request: Terminate  
Action: Approved

*Items C.a and b approved by voice vote.*

- c) NURS 3303  
Request: Add  
Action: Approved

*Item approved by voice vote.*

**D) General Proposal** (See [Addendum I](#))

Make the following addition to “UWG Shared Governance Procedures for Modifications to Academic Programs,” Item number 4, third bullet:

Minor modifications to courses including: course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school.

*Concerns raised: These items would not go through the senate at all and could potentially catch other programs unaware.*

*Motion carried by voice vote with one dissenting voice.*

**Information Items:**

- A) Richards College of Business
  - a) Bachelor of Science in Education with a major in Business Education  
Request: Terminate  
Action: Approved

**Committee II: Graduate Programs (Chair, Mark S. Parrish)**

**Action Items:**

- A) College of Arts and Humanities
  - 1) Department of History
    - a) HIST-5285 Special Topics in European History (Originator: D. Williams)  
Request: Add  
Action: Approved
    - b) HIST-5385 Special Topics in World History (Originator: D. Williams)  
Request: Add  
Action: Approved

*Items approved by voice vote.*

- B) Graduate Policy revision Proposal (See [Addendum II](#))  
Preamble: Committee addressed ambiguity in wording and responsible parties in the Graduate Faculty Approval Policy.

Proposal: Committee recommends revisions to the Graduate Faculty Approval Policy.

*Item approved by voice vote.*

**Committee IV: Academic Policies Committee (Chair, David Leach)**

**Action Item:**

Preamble: This change is addressing the absence of such a policy as required by SACS (see attached). We are not currently in compliance.

Motion: The Academic Policies and Procedures committee requests that the faculty senate adopt the following policy on the definition of a credit hour.

Policy Text:

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks.

For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice.

Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

*Item approved by voice vote.*

*Committee was thanked for their work on this.*

6. Announcements

a. Themed years Report-Linda Haynes

Themed Years ad hoc Committee report outlined the variety of ways that themed years could be implemented and funded. Haynes also thanked Minna Rollins for her leadership on the committee's work.

b. The SACS Liaison, Dr. Jon Anderson, reminded the senate that all senate committees will be engaged in reviewing the compliance certificate during the spring semester.

Assignments will be distributed in mid January with a completion date of mid March.

c. Salary Study information will be circulated in the new year.

7. Adjournment

# **Addendum I**

## **UWG Shared Governance Procedures for Modifications to Academic Programs**

*Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation.*

*This document only addresses the UWG internal approval process.*

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean and Chief Academic Officer of the college or school to manage the curriculum creation/modification process within their area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are **actions items** by the Senate and appropriate Senate Subcommittees:
  - New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
  - Changes to a course level (i.e. changing from 3000 to 4000 level)
  - Adding to or removing a course from the Core Curriculum
  - Changes to course prerequisites that span across colleges
  - Modifying the requirements to complete an academic program, including core curriculum
  - New or modified concentrations within a degree program
2. The following are **information items** for the Senate:
  - Modifications to XIDS courses (Action Item by the Committee)
  - Changes in admission standards for an academic program
  - Suspending (deactivating) or eliminating (terminating) academic programs
  - Offering an existing academic program more than 95% online
  - Offering an approved academic program more than 50%, but less than 95% online
3. The following are **reviewed by the Senate graduate and undergraduate programs** committees to assure quality of academic programs
  - Comprehensive Program Reviews
  - Academic program and core curriculum learning outcome assessments
4. The following are **not items considered** by the Senate and should be reported directly to office of the Provost:
  - Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
  - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)

- Minor modifications to courses including : course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school
- Creation or modifications of assessment artifacts
- Moving an approved course to online delivery (including both “D” and “N” sections)
- Modifications/additions/deletions of pre-major programs

# **Addendum II**



{Approved by Faculty Senate, Dec. 7, 2012}

## Graduate Faculty Approval Policy

### GRADUATE FACULTY APPOINTMENT

The Graduate Faculty shall consist of tenure-track and tenured members of the General Faculty with the rank of assistant professor, associate professor and/or professor, who have been recommended for appointment by their respective academic administrator (i.e. department chairs, academic program directors and heads), and approved by the appropriate Dean of their respective college/school.

Requisites for appointment shall normally be as follows:

#### *Regular Graduate Faculty Appointment*

- Full-time tenured/tenure track faculty status with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching
- Recommendation for appointment by the appropriate respective academic administrator
- Approval of *Regular Graduate Faculty* appointment is given by the appropriate Dean of the respective college/school

#### *Limited-Term Graduate Faculty Appointment*

- Part-time, one-year, emeritus, Web MBA, or visiting with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching
- Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students
- Recommendation for Limited-Term Graduate Faculty appointment by the appropriate respective academic administrator department/program head or academic dean
- Approval of Limited-Term Graduate Faculty appointment is given by the appropriate Dean of the respective college/school
- Faculty in this category may serve as a member or as a co-chair, but not as chair, on graduate student committees (dissertation, thesis, or similar) and teach graduate courses

#### *Permission to Teach* (Does not constitute Graduate Faculty Appointment)

- Non-tenure track full-time faculty (ranked, lecturer, senior lecturer), part-time faculty, and adjunct faculty may be reviewed for permission to teach a graduate class(es)
- Current/Up-to-Date curriculum vitae
- No earned terminal degree
- In-lieu-of a terminal degree the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, or 3) high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment
- In accordance with SACS 3.7.1.e., justification must be given for any faculty member who does not meet eligibility criteria for Regular Appointment. The justification must address the following:
  - Department/program need
  - Special expertise that the faculty member brings to the graduate program
  - Qualifications that contribute to the work and progress of graduate students

- Expected duties of the candidate
- Recommendation for Permission to Teach by the appropriate respective academic administrator department/program head or academic dean
- Approval for Permission to Teach is given by the appropriate Dean of the respective college/school

## Process

1. Timeline
  - a. A request for *Regular Graduate Faculty Appointment* is submitted with appointment; renewal is automatic upon award of tenure or completion of post-tenure review
  - b. A request for *Limited-Term Graduate Faculty Appointment* is submitted with appointment and renewed annually
  - c. Upon recommendation from the respective academic administrator, the appropriate Dean of the college/school holds authority to rescind graduate faculty status as appropriate
  - d. Requests for *Permission to Teach* are to be submitted annually and/or prior to the semester in which the faculty member will be teaching a graduate course
2. The respective academic administrator recommends faculty members for *Regular Graduate Faculty Appointment*, *Limited-Term Graduate Faculty Appointment*, or *Permission to Teach* by completing the standardized "Request for Appointment in the Graduate Faculty" form and supplying appropriate supportive documents, including:
  - Current/Up-to-Date curriculum vitae
  - Justification of special expertise or qualifications as indicated
  - Other information as requested above
3. The appropriate respective academic administrator forwards the request form and supporting documentation to the appropriate Dean of the appropriate college/school
4. Upon recommendation of the appropriate respective academic administrator, the appropriate Dean of the College/School considers each faculty member's materials and renders a decision for approval or disapproval for *Regular Graduate Faculty Appointment*, *Limited-Term Graduate Faculty Appointment*, or *Permission to Teach*
  - Should there be a question concerning the applicant's recommendation by the Dean of the appropriate college/school, that Dean may forward the request form and supporting materials to the Graduate Programs Committee for review and recommendation
  - Each College/School will send approved request forms and supporting documentation to Faculty Records in the Provost's Office for archiving