

Academic Policies and Procedures Committee

January 23, 2007

Present:

Michael Aldrich
Meg Cooper
Muriel Cormican
Yeira (Jada) De Lean-SGA
Charles Hodges
Lucretia Gibbs

Perry Kirk
Scot Lingrell
Debra MacComb
Katherine Moffeit
Denise Overfield
Mary Jane Rootes
Bonnie Stevens
Julie Wieczkowski

Guest: Ms. Lorene Flanders
Dr. Skip Clark
Dr. Julie Bartley

Agenda Item #1- Call to order and approval of November 16, 2006 minutes- Dr. Moffeit called the meeting to order. Student Representative Jada De Lean noted that she was attending as the SGA representative. Dr. Moffeit asked Perry Kirk to attend the next faculty senate meeting on Feb. 2nd. Dr. Moffeit asked for approval of the minutes, Dr. Cooper noted a few minor changes. Dr. MacComb made a motion to approve and Ms. Rootes seconded. The minutes were approved as amended.

Agenda Item #2 -Proposal – First Year Programs – Dr. Julie Bartley- Dr. Bartley discussed the proposal and the findings that led to the First Year Programs’ proposal. According to Dr. Barley, the first year programs work, regardless of what type. The current proposal is a possible “buffet” for first year students on which they can choose a program to enroll, this is not an academic program. Dr. Bartley asked if this is an academic policy if the student is required to take one of the programs, with an “opt- out” option once appealed to Dr. Bartley. No additional funding will be needed. Dr. Cooper asked can a student participate in more than one if requested, Dr. Bartley said yes they could be in more than one if they request. Dr. Bartley explained the communities will be established first this year, and the students will be instructed to choose 3 options. Dr. Bartley explained the benefits of cohorts for first year students. She also noted the possibility to create one if there is a request for a large number. Dr. Overfield asked about the application toward service for faculty, and about resources to provide (UWG 1101 does not count toward teaching load) and how does this fit in “fixed for four” (this is a 2 credit course). For example, some programs can count in 120 hours requirement and some cannot. Dr. Bartley explained incoming freshmen usually take only 12 hours the first semester, so there is flexibility to add the hours. Dr. Lingrell said the only limit is who actually wants to teach the courses. Dr. Overfield asked if there are plans in place to follow up on the statistics. Dr. Lingrell and Bartley said yes. For example the pre-health has a 50 % graduation rate increase. There will be a way to track them in Banner. Each program will have a way to

internally assess each program. Ms. Rootes asked if there was a way to access the students before they are part of one of the programs. Lingrell explained the *New Student Profile* completed in orientation. The students name and ID are on the surveys so there is a way to track the students' progress. Dr. Bartley noted this is a long term commitment; however, this will not be a graduation requirement. Dr. Lingrell likes most the ability to create a common philosophy that no student is left out and an early support system is created. Mr. Kirk asked is there any other programs that Academic Affairs and Student Services overlap? Dr. Bartley gave the Excel Center as a similar setup in which there is team work involved. Dr. Bartley is searching for a committee to review, UAPC, and Inst. Planning committees were not the committees to approve or review according to them when this was presented to the committees. Dr. MacComb asked what intervention is possible if there are students who are caught plagiarizing and are no longer in the group or 1101 (which is part of the learning communities) and they do not pass. Will they still remain part of the group and remain in the class? Dr. Bartley explained the academic system handles these potential problems. The first year committee could intervene and analyze and make suggestions to the group, we can adjust to a change, per Dr. Lingrell. Dr. Lingrell asked is this is policy or a process which we are seeking endorsement. Everyone agreed this is not a policy. Dr. Bartley asked for an endorsement for the process. Dr. Cormican asked about supervised study halls. Dr. Bartley said there is similar set ups such as, Delandra Hunter's area and per leader instruction (math dept). Dr. Lingrell emphasized that these are not a requirements; students determine if they want to take the option. Dr. Overfield asked about the departments who are currently doing this and is there a way to pay them. Dr. Lingrell explained the RPG funds are special initiative and currently are a year to year basis. Dr. Moffeit asked for a motion to support the programs and asked for assessment once available. Dr. Cormican so moved, Dr. Duplechain seconded, all approved, one sustained-Jada De Lean. Dr. Bartley asked the committee to send this to the faculty senate for FYI as an endorsement from AP &P.

Agenda Item #3-Update from Scot Lingrell on results of BOR Advising

Committee- Dr. Lingrell explained the incorporation of academic advising for undecided majors by EXCEL. The state group has invited 4 SGA representatives to serve on the committee for the purpose of working on the advising process and structure. UWG may possibly be working on a self studying reference to advising training, accountability on the institution level and the student level (mainly due to the "fixed for 4"). Technology is being developed that will be helpful with Banner; the changes may be at system level. Next meeting is Feb. 28th

Agenda Item #4 -Section 115 Faculty Handbook – Communications with the

Board of Regents/University System of Georgia- Dr. Moffeit read policy from BOR minutes in 1993(the President is the contact). Dr. Overfield noted the students and parents can communicate directly to the Board. There was general discussions and the committee decided there was no inconsistency with Board policy.

Agenda Item # 5 Performance/Skill Based Course Limitation Policy- Ms. Gibbs distributed handouts from the websites of a program from Arts & Sciences, College of Education, and The Richards College of Business and asked if there a need for a written policy requested for review by Dr. Sandra Stone, Acting VPAA. Jada De Lean explained that she could understand why there may be a need to communicate this to students. Dr. Hodges said there is no limit that he is aware. Ms. Stevens said that it needs to be a catalog policy as a separate section (it is built into Banner). Jada De Lean stated the limitations must be listed. Dr. Lingrell stated the catalog is the contract between the student and the University. Dr Moffeit asked Ms. Stevens to prepare the language and we will discuss this at the next meeting in February.

Agenda Item # 6-Student Evaluation Forms – Dr. Overfield- Copies were distributed as example and the item was moved to the February agenda.

Agenda Item #7 Formula funding and distribution of library funds – Ms. Flanders explained the process and provided handouts Dr. MacComb asked if monograph funds are lapsed, is there an option for use the funds to pay for databases. Ms. Flanders explained process of lapsed funds that cannot be dedicated to ongoing expenses. Ms. Flanders explained the costs of the journals and explained the cost variance of the journals. The number of the titles may be a closer balance for comparisons across departments. Flanders explained the accreditation requirements. Ms. Flanders noted the goal to make the faculty aware of the current costs, real funding and soft funds. Ms. Flanders explained the library budget is facing a possible 27% decrease in funding for periodicals. The allocation formula was developed around 18 years ago (electronic materials were not included in the study). Formula funding is for purchase of books and other cataloged materials (non-annually purchased items). Ms. Flanders noted the budget handouts; about half of the funds in FY 06 came from soft money. Ms. Flanders distributed a handout containing database information and comparisons to subscribe hard copy vs electronic databases. Current students now have access to over 15,000 periodicals. Mr. Kirk asked the reason for the assessment of funding, decreasing funds or the possibility of re-visiting the funding. Dr. MacComb asked about a policy that would require the purchase of electronic version to save funds. Ms. Flanders explained that this is not always possible, some are in bundling packing. Ms. Flanders noted electronic resources management is more difficult but will reduce the storage and manual labor. Dr. Wieczkowski explained the problem with electronic databases that have rolling dates available. Ms. Flanders is establishing a strategic planning committee for possible on-going costs. Dr. Moffeit suggested concerned faculty should talk to library liaison and thanked Ms. Flanders.

Agenda Item #8-Graduate School Appeals- Dr. Clark distributed a draft of the language that COGS passed current policies apply to undergraduates students, The major changes are grade appeal process for graduate students grade appeals would be handled by a sub-committee appointed by COGS. This change need to be reflected in the Graduate Catalog and the process explained. Dr. Hodges questioned who has the

final authority to change the grade under current policy. Dr. Moffeit looked up BOR policy as of June, final appeals rest with the campus. Dr. Overfield suggested as a friendly amendment bottom of page 3, the ADR committee-this is not the structure of the committee. Ms. Stevens asked about the policy apply to a graduate school. Dr. Clark explained they are admitted through the graduate school. Dr. Cooper suggested revision to page 3 with the wording. Dr. Clark said this was approved through COGs, then approved by AP &P and the then the Faculty Senate. Dr. Moffeit asked for a motion to approve. Dr. Duplechain so moved and Dr. MacComb seconded. The motion was approved.

Dr. Moffeit asked for a motion that the meeting be adjourned, several so moved, and everyone seconded.

Respectfully submitted,

Lucretia Gibbs