

Faculty Senate Meeting
Minutes
February 24, 2017
Approved March 17, 2017

1. Call to order

A) *Dr. Farmer called the meeting to order at 3:00 p.m.*

2. Roll call

Present:

Blair, Bohannon, Boldt, Butler, Connell, DeFoor, Elman, Farran, Fujita, Henderson, Hipchen, Hoang, Johnson, Lee, Lopez, Mahmoud, Mbaye, McCord, McCullers, McKendry-Smith, Miller, Mindrila, Neely (Hunt, sub.), Ogletree, Remshagen, Roberts, Robinson, Rutledge (Beznosov, sub.), Schroer, Seay, Self, Stanfield, Sterling, Stuart, Trotman-Scott, Varga, Velez-Castrillon, Web, Williams, Willox, Yates, and Zamostny

Absent:

Gerhardt, McGuire, Penco, Schoon, Smallwood, Tefend, and Welch

3. Minutes

A) Approval of Minutes from January 27, 2017

Approved by unanimous consent.

4. Committee Reports

Committee I: Undergraduate Programs Committee (Cale Self, Chair)

Action Items:

A) College of Arts and Humanities

1) History Department

a) HIST 4310: Comparative Slavery and Emancipation

Request: Add

Item approved unanimously

B) College of Education

1) Communication Sciences and Professional Counseling Department

a) Bachelor of Science in Education with a Major in Speech-Language Pathology

Request: Modify

This item was submitted in error, as it was approved at the January meeting.

- 2) Sport Management, Wellness, and Physical Education Department
 - a) PHED 3401: Integrating Technology into Health and Physical Education
Request: Modify

Item approved unanimously

C) College of Science and Mathematics

- 1) Geosciences Department
 - a) Bachelor of Science with a Major in Geography
Request: Modify

Item approved unanimously

- b) GEOG 4082: Directed Problems
Request: Delete

Item approved unanimously

- c) GEOG 4083: Faculty-Mentored Research
Request: Add

Item approved unanimously

- d) GEOG 4985: Special Topics in Geography
Request: Add

Item approved unanimously

- 2) Computer Science Department
 - a) Bachelor of Science with a Major in Computer Science
Request: Modify

Item approved unanimously

- b) CS 1302: Computer Science II
Request: Modify

Item approved unanimously

- c) CS 3151: Data Structures and Discreet Mathematics I
Request: Modify

Item approved unanimously

- d) CS 3152: Data Structures and Discreet Mathematics II
Request: Modify

Item approved unanimously

Information Items:

A) College of Arts and Humanities

1) Theater Department

a) XIDS 2002: What do you really know about: Design Software for Everyone

Request: Add

Committee II: Graduate Programs Committee (Matt Varga, Chair)

Action Items:

A) College of Education

1) Communication Sciences and Professional Counseling

a) SLPA 6785: Special Topics in Speech Language Pathology

Request: Modify

Item approved unanimously

b) CEPD 7185: Special Topics in Counseling and Educational Psychology

Request: Modify

Item approved unanimously

c) Higher Education Administration Doctorate in Education

Request: Add

Item approved unanimously

B) College of Arts and Humanities

1) History Department

a) HIST 5310: Comparative Slavery and Emancipation

Request: Add

Item approved unanimously

C) Grade Policy Recommendation

1) Proposed Graduate Catalog Statement on Repeating Courses

If a student is permitted to repeat a course, all grades will be calculated into the cumulative GPA. In order for the course to be retaken, the student and advisor must:

- Consult program policies and handbooks to determine if course repeats are permitted.*
- Ensure course number and name are the same as the previous course.*

Request: Approve

Item approved unanimously

Information Items:

A) College of Arts and Humanities

1) Music Department

a) Post Baccalaureate Initial Non-Degree Certification in Music

Request: Modify

B) Graduate School

1) Clarification of Graduate Admission Classification in the Graduate Catalog, pg. 32

Provisional Degree (change in red)

Does not satisfy the full admission requirements to a degree program. Some programs allow Provisional Degree admission for an applicant who does not meet one or more of the standards required for admission as a Regular student or a UWG undergraduate-graduating senior (as explained in the section that follows after Non-Degree Admission).

*Provisional Degree admission is a temporary status that makes the applicant eligible for admittance under conditions specified at the time of admission by the Department Chair or Graduate Program Director and approved by the Director of Graduate Studies in the College or Tanner Health System School of Nursing. Provisional Degree status must be removed and Regular status achieved per the conditions specified at the time of admission. **Failure to meet the specified provisions shall result in dismissal from the program.***

2) Job Description Website

a) The Graduate school is rolling out a job descriptions website and wants all positions visible for individuals along with required and preferred qualifications

Committee V: Faculty Development Committee (David Boldt, Chair)

A) Revision of Section 103.06 of the Faculty Handbook on Instruments for Evaluation of Teaching (See **Figure One**)

Request: Approve

Item approved unanimously

Committee XIII: Rules Committee (Susan Welch, Chair)

Action Items:

A) UWG Faculty Handbook, Modification of Section 401

- 1) UWG Faculty Handbook
 - a) Section 401, Research (See **Figure Two**)
Request: Modify

Item approved unanimously

B) UWG Procedure 2.9.3, Research

- 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.9.3, Research (See **Figure Three**)
Request: Approve

Item approved unanimously

C) UWG Faculty Handbook, Modification of Section 201

- 1) UWG Faculty Handbook
 - a) Section 201, Classroom Procedures (See **Figure Four**)
Request: Modify

Item approved unanimously

D) UWG Procedure 2.7.3, Classroom Procedures

- 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.3 (201.01 and 201.02), Classroom Procedures (See **Figure Four**)
Request: Approve

Item approved unanimously

E) UWG Procedure 2.7.3, Classroom Procedures

- 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.3 (201.03), Classroom Procedures (See **Figure Four**)
Request: Approve

Item approved unanimously

F) UWG Procedure 2.7.3, Classroom Procedures

- 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.3 (201.04), Classroom Procedures (See **Figure Four**)
Request: Approve

Item approved unanimously

G) UWG Procedure 2.7.3, Classroom Procedures

1) UWG Academic Affair Policies

- a) UWG Procedure 2.7.3 (201.05), Classroom Procedures (See **Figure Four**)

Request: Approve

Item approved unanimously

H) UWG Procedure 2.7.3, Classroom Procedures

1) UWG Academic Affair Policies

- a) UWG Procedure 2.7.3 (201.06 and 201.07), Classroom Procedures (See **Figure Four**)

Request: Approve

Item approved unanimously

5. Old Business

6. New Business

- A) Dan Williams, a Declaration of Support for International Faculty and Students and the Value of a Global Education

Request: Approve

Item was tabled.

7. Announcements

- A) *Molly McCullers, Wellness Committee initiatives*

Dr. McCullers shared the Wellness Committee's inaugural initiatives, which begin this coming Wednesday at 11:30 with a President's Walk. The walk will begin outside of the UCC. In addition, the "Health Trails" competition is open for faculty and staff of the USG.

- B) *Dr. Marrero reminded the Senate that this academic year's Engage West Survey will be sent to faculty and staff this coming week. The survey response time will be two weeks this year.*

8. Adjournment

- A) *Chair Farmer adjourned the meeting at 4:11 p.m.*

Respectfully Submitted,

Dr. Angela Insenga

Associate Professor

Secretary of the Faculty Senate and General Faculty

Proposed Revision: Figure One

103.06 Evaluating Teaching

103.06 Evaluating Teaching

Evaluation of a faculty member's teaching should be continual because evaluation aids a faculty member in becoming more effective in the performance of his or her duties as well as offers evidence for promotion and/or tenure.

With the exception of USG ecore courses, the instrument of student evaluation is a standard form for all departments. For E-core courses, evaluations will be completed through the common instruments designed for that purpose, and made available by the University system for all such courses. All faculty teaching face-to-face and hybrid courses must use the Scantron form titled University of West Georgia / Student Evaluation of Instruction (SEI) for any class that has an enrollment of five or more students. Faculty teaching online courses must use either the Scantron form or online version of the University of West Georgia / Student Evaluation of Instruction for any class that has enrollment of 5 or more students. Courses that have fewer than five students must be evaluated but may use an alternative evaluation instrument, appropriate to the course upon approval of the department and dean of the college. All classes must be evaluated in the final 2 weeks of classes. Any college, department, or faculty member may add questions to the standard SEI form which makes the form apply to the unique qualifications of the specific area. In addition, a department or area may devise, administer, and tabulate the results of an evaluation form which is especially applicable to the specific area. The department chair shall use the results of the evaluation as a factor in determining annual merit raises and shall include the results of such an evaluation form in the dossier of each department member being considered for contract renewal, promotion, tenure, pre-tenure or post-tenure review. (In the case of a department chair being reviewed for promotion and/or tenure, the appropriate next highest supervisor shall assume responsibility for including the results of such evaluations in the dossier of the candidate.)

The faculty member should receive the forms from the department chair prior to the final two weeks of the course. They will be sorted by class and section number, with the correct number of forms per section, and placed in an envelope marked with an identifying label. The labels and proctor instructions are provided by the office of the Provost and Vice President for Academic Affairs. The evaluation instrument is to be delivered during the last two weeks of class, and it should be administered by a student or faculty proxy, not by the faculty member teaching the class, who should not be in the room while the evaluation is being administered. The instructions for the proctor are included in the envelope. Once the forms have been completed, the proctor shall turn them back in to the departmental office. The completed evaluation forms are not to be delivered to the instructor of the class. (If the office is closed during this time, the department chair and/or the instructor shall make arrangements for delivering the forms.)

At the end of the semester, these Scantron forms will be sent to Instructional Technology Services (ITS) for processing and returned to the department to file. Once the grades have been turned in by the instructor, he or she may review the data and open-ended comments of the evaluations. The department chair will then file both parts of the evaluation in the departmental office and keep for complete records to support applications of tenure, promotion, and post-tenure review. Student evaluation forms shall be an official part of the administrative evaluation process. Other forms of evaluating teaching are supervisor evaluation and peer evaluation, which can be used as determined by the department.

Proposed Revision: Figure Two

401 Research, Research Grants, and Sponsored Projects

Research is one of the areas in which a faculty member is evaluated for promotion and tenure. (See Sections 103.03 and 103.04 in this Handbook.) The Office of Research and Sponsored Projects (ORSP) provides individual support to faculty and staff who seek external funding to support scholarly, creative, and institutional initiatives.

Faculty who are applying for external grants that will be administered by the university shall contact the ORSP before applying for the grants. The final grant application must be submitted to ORSP at least five business days before the sponsor deadline. Faculty who are applying for internal funds should follow the instructions set by the grant administrator.

Proposed Revision: Figure Three

UWG PROCEDURE NUMBER: UWG Procedure 2.9.3

Authority: UWG POLICY: UWG Policy 2.9, Service and Professional Responsibilities

The **University of West Georgia faculty**, pursuant to the authority of UWG Policy **2.9**, establishes the following procedures for compliance with UWG Policy **2.9** on **Service and Professional Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the grants and sponsored projects procedures.

A. Definitions.

1. Grants- funding to support scholarly, creative, or institutional initiatives.

B. Research, research grants, and sponsored operations procedure:

Faculty who are applying for external grants that will be administered by the university shall contact the Office of Research & Sponsored Projects (ORSP) before applying for the grants. The final grant application must be submitted to ORSP at least five business days before the sponsor deadline. Faculty who are applying for internal funds should follow the instructions set by the grant administrator.

Pursuant to BOR [Research 6.1 General Policy](#)

C. Compliance.

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

Issued by the [title of person charged with writing procedure], ***the*** ____ ***day of*** _____, ***2017.***

Signature, [

Reviewed by President [or VP]: _____

Previous version dated: N/A

Rules committee approval_2_9_2017

Proposed Revision: Figure Four

201 Classroom Procedures

201.01 All syllabi at the University of West Georgia must include the following information: Course title, course learning outcomes, course description, course number and section, term, number of credit hours earned for successful completion, method and mode of delivery (e.g., percentage online versus face-to-face instruction), instructor information (name, office location, contact information, and office hours), required reading(s), software, hardware, and other materials (if applicable), and the system of evaluation and grading.

Each instructor must make the syllabus available to each student on or before the first day of class, and provide access to all course syllabi to the appropriate department office.

Each syllabus must include a link to the online University of West Georgia document titled “Common Language for Course Syllabi”

(http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf). The following paragraph provides suggested language for insertion in all course syllabi. Faculty may wish to adjust the language, but the link to required information must be in each syllabus.

Students, please carefully review the following information at this link

[http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf]. It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, and accreditation standards change, you should review the information each semester.

201.02 Syllabi for courses that are part of the Core Curriculum must include a statement of the learning outcomes of the relevant section of the Core Curriculum, and the content in each of these courses must adhere to these Core Curriculum learning outcomes.

201.03 Faculty shall include in their syllabi a link to the university’s statement on academic dishonesty and the honor code:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. It is the student’s responsibility to comply with the university guidelines on academic honesty regardless of whether or not an instructor reminds students of these policies in class or on a course syllabus.

However, faculty members are encouraged to define for their students, either in a course syllabus or in written guidelines presented in class or in electronic form, the standards of proper academic conduct, and what assistance is permissible in the preparation of reports, term or research papers, and outside projects, including policies for the use of materials prepared by the student for other courses and standards of academic honesty on tests.

201.04 Faculty members should promptly return all students' graded academic work. In the case of final exams and other end-of-term work that cannot easily be returned to students, Faculty members should keep this work on file for at least one semester and allow each student to review his or her work upon request, in accordance with the USG policy on records retention (USG Records Management and Archives policy 0472-06-012: http://www.usg.edu/records_management/schedules/934).

201.05 Faculty members with instructional responsibility must allow students to evaluate the course and quality of instruction in the final weeks of classes. For more detail on the evaluation form and procedures, see Section 103.06.

201.06 In the case of student absences, instructors have full discretion over all makeup work assignments.

Short-term excused absences: Students who will miss class while officially representing the University in sanctioned events or for religious holidays must consult with their instructors about anticipated absences. Students shall be accommodated, as the professor deems reasonable.

Instructors must grant excused absences to students who must miss class in order to vote in a national, state, or local election (<http://www.usg.edu/policymanual/section4/C327/>).

Long-term absences: Students who are absent for more than a week of class are required to do all of the following if they want to request accommodation or the opportunity for make-up work must notify the instructor. Regardless of the reason for the absence, each student is responsible for the material covered in class, for completing any assignments, and for making specific arrangements with the instructor for any work missed. The degree to which missed work can be made up will depend upon the nature of the work and its intended purpose.

Any student who is unable to continue attendance in class should examine available options (i.e. make appropriate arrangements with the instructor, drop the course (during the Drop/Add Period only), withdraw from the course, hardship withdrawal for the semester, or withdraw from the University).

201.07 If a faculty member is absent for a prolonged period, he or she shall, with the approval of the department chair or dean, provide for alternative means of delivery of course material.

In the event of emergency situations (such as weather-related closings) in which classes are cancelled due to university policy, faculty are responsible for communicating with students regarding alternative means of meeting the course learning outcomes.