

University of West Georgia
Faculty Senate Meeting
April 3, 2009
Approved April 24, 2009

Date: April 3, 2009

Call to Order: The meeting was convened in room 1-303 of the Technology-enhanced Learning Center. Chair pro-tem Chris Huff called the meeting to order at 3:00 pm.

Diane Williamson served as Executive Secretary for this meeting.

The following people were in attendance:

Aanastoos, Baumstark, Baylen, Brown, Cook, Douvanis for Gantner, Drake for Ogletree, Elman, Epps, Gunnels, Harkins, Hazari, Huff, Kirk, Luken, MacKinnon, Mbaye, McCord, Murphy, Rollins, Snipes

Absent:

Best, Ramanathan, Coleman, Hendricks, Austin, Hasbun

Minutes: The minutes for the January 30, 2009 meeting were approved.

With unanimous consent, the Senate Chair rearranged the order of business to consider first those matters requiring a second meeting of the senate before possible passage.

Committee VII: Institutional Studies and Planning (Chair, Sunil Hazari)

Motion was made to amend the charge for the Institutional Studies and Planning Committee to read "Purpose: to recommend policy concerning: university purposes and goals (to evaluate their degree of suitability and attainment); academic planning and growth, ~~and~~ campus development and to monitor the implementation of the campus strategic plan."

Action: This motion was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Senate Ad-Hoc Rules Committee (Chair, Chris Aanstoos)

Motion was made to approve changes to the Policies and Procedures Manual as specified in **Addendum IX of the agenda.**

With unanimous consent, the Senate Chair introduced this motion for consideration seriatim and presented the Executive Secretary a copy of the "Order of Consideration" for the recommended changes to the Policies and Procedures Manual.

With unanimous consent, the Senate Chair included a proviso for the time of effect for the recommended changes to the Policies and Procedures Manual. A printed copy of the following provisions was presented to the Executive Secretary:

- Proposed changes shall not affect officers already elected.
- Proposed changes affecting membership shall take effect at the next scheduled election as specified in the by-laws.

The senate considered each section seriatim through discussion and consideration of amendments. A copy of the proposed changes as amended is included as Appendix I in these minutes.

Action: This motion was discussed with amendment and was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Recommended changes to UWG's Policies and Procedures and Senate By-Laws (Chris Huff)

Motion to change UWG's Policies and Procedures, Article III. Faculty Senate By-Laws, Sections A-B, such that the Executive Secretary of the Faculty Senate will have adequate time to prepare the agenda and such that adequate advance notice of agenda items can be given to all faculty-members.

Action: This motion was discussed without amendment and was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Motion to change UWG's Policies and Procedures, Article III. Faculty Senate By-Laws, Section C, such that adequate advance notice of agenda items can be given to Senate Standing Committee members and to provide consistency with Senate Committee agenda deadlines.

This motion was discussed with amendment as follows (~~strikeout~~ = deletions; **highlight** = additions):

ARTICLE III. BY-LAWS OF THE FACULTY SENATE

- C. MEETINGS OF THE STANDING COMMITTEES. Standing Committees of the Senate shall meet not less than once each semester, with **meeting notices given made** at least ~~five (5) scheduled University calendar~~ **seven (7)** days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. The official file of the minutes of each committee

meeting shall be kept in the Registrar's Office. Official copies of committee minutes shall be made available to the University community from the web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

Action: This motion was discussed with amendment and was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Motion to change UWG's Policies and Procedures, Article V. Amendment or Repeal of By-Laws, to remove the requirement for only working within "regular" meetings so as to allow for more rapid change of By-Laws while retaining adequate deliberation of such changes.

Action: This motion was discussed without amendment and was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Motion to change UWG's Policies and Procedures, Article III. Faculty Senate By-Laws, Section B, to coincide with changes to the office of Chair of Faculty Senate. The recommended changes are (strikeout = deletions; highlight = additions):

Action: This motion was discussed without amendment and was tabled until the next meeting of the senate in order to comply with the required procedures for approving changes to the Bylaws and Policies and Procedures.

Committee I: Undergraduate Academic Programs (Chair, Shelly Elman)

Action Items: *All Items were approved.*

Motions were made to approve the following recommendations:

- A) College of Arts and Sciences
 - a) Writing-Intensive Program/COAS
Request: Modify Description
Action: Approved
 - I) Department of Art
 - a) ART 4203
Request: Delete
Action: Approved
 - b) ART 4206
Request: Delete
Action: Approved
 - c) ART 4210

Request: Delete
Action: Approved

d) ART 4290

Request: Add

Action: Approved with friendly amendment to change syllabus course number and title from ART 4240: Special Topics in Art History: Modernist Criticism to ART 4290: Modernist Criticism

e) ART 4299

Request: Add

Action: Approved with friendly amendment to change syllabus course number and title from ART 4984: Senior Seminar to ART 4299: Senior Capstone in Art History 2

f) ART 4406

Request: Add

Action: Approved

g) ART 4603

Request: Add

Action: Approved

h) ART 4704

Request: Add

Action: Approved

i) ART 4705

Request: Add

Action: Approved

j) ART 4706

Request: Add

Action: Approved

k) ART 4707

Request: Add

Action: Approved

l) ART 4998

Request: Add

Action: Approved with the friendly amendment to change the course number from 49XX to 4998

m) ART 4999

Request: Add

Action: Approved with the friendly amendment to change the course number from 49XX to 4999

- 2) Department of Mathematics
a) BS Degree in Mathematics

Request: Modify

Action: Approved

- 3) Department of Psychology

- a) BA in Psychology

Request: Modify (catalogue pg 351)

Action: Approved

- b) BA in Psychology

Request: Modify (catalogue p. 352)

Action: Approved

- B) Richards College of Business

- a) BS. ED. Business Education

Request: Modify

Action: Approved

Information Items: *Course modifications and one deletion*

Committee II: Academic Policies and Procedures (Chair, Perry Kirk)

The following information items were presented and discussed.

- Suggested Revisions for the University's Student Evaluation
- Suggested Questions for on-line courses

Committee III: Faculty Administrative Staff Personnel (Chair, Chris Huff)

The following information item was presented and discussed.

- Report on activity reviewing Promotion, Tenure and Merit Policies.

Committee IV: Learning Resources Committee (Chair, Aran MacKinnon)

The following information item was presented and discussed.

- Report from the LRC on Faculty Research Grants, recognizing Ms. Nicole Worthington, thanking the VPAA Office for continued support and introducing Dr. Baumstark as chair of LRC for next year.

Committee VI: General University Matters Committee (Chair, Dawn McCord)

The proposed revisions to the Parking Code were presented and discussed.

Motion was made to endorse the Parking Code Revisions included in the agenda with minor editorial corrections as suggested.

Action: Motion to endorse these revisions passed.

Committee XI: Technology Planning Committee (Chair, Danilo Baylen)

Motion was made to approve a plan for Succession and Continuity of Technology Planning Committee Leadership

Action: After discussion, it was decided this plan did not require Senate approval and the Chair of the TPC was encouraged to pursue the presented succession plan as part of the committee's internal operations.

Motion was made to approve an extension of the 2002-2007 Information Technology Strategic Plan to the end of the academic year 2009-2010

Action: Motion passed.

Committee IX: Graduate Studies (Chair, Skip Clark)

Action Items: *All items were approved.*

Motions were made to approve each of the following recommendations:

A) College of Arts and Sciences

1) Department of Political Science and Planning

a) POLS 6208

Request: Delete

Action: Approved

b) POLS 6210

Request: Delete

Action: Approved

2) Department of Psychology

a) Psychology Doctoral Program

Request: Modify (current wording on prerequisites in catalogue)

Action: Approved

b) Psychology Doctoral Program
Request: Modify (wording for requirements)
Action: Approved

c) Psychology Doctoral Program
Request: Modify (requirements)
Action: Approved

d) PSYC 9887
Request: Add
Action: Approved

B) College of Education

I) Department of Curriculum and Instruction

a) EDMS 6216
Request: Add
Action: Approved

b) EDMS 6474
Request: Add
Action: Approved

c) EDMS 6485
Request: Add
Action: Approved

Information Items: *Course modifications*

Old Business

Motion was made to endorse the University System of Georgia Faculty Council Bylaws.

Action: Motion passed.

New Business: None.

The following information items were presented and discussed.

- Report on activities of the USG Faculty Council
- Recommended meeting dates for Faculty Senate 2009-2010

September 11, 2009
October 9, 2009
November 13, 2009
December 11, 2009
January 22, 2010

February 19, 2010

March 12, 2010

April 23, 2010

June 25, 2010

July 23, 2010

Announcements: None.

Adjournment: The meeting adjourned at 6:10 PM.

Appendix I (Faculty Senate Minutes for April 3, 2009)

Proposed Changes to the Policies and Procedures Manual Proposed by the Rules Committee 2008-2009

Deletions are stricken, additions are in italic type.

Order of Consideration in Seriatim for April 3, 2009 Senate Meeting Submitted by Chris Huff and Chris Aanstoos

1)Section for Consideration

Article II. The Office of the President

Section 1. The President

C. 5 Serve as chair and presiding officer of the General Faculty ~~and of the Faculty Senate.~~

Article III. Officers of the Administration

Section 1. General Officers of Administration

A. 3 The *Provost and* Vice President for Academic Affairs shall be a person of professorial rank. He or she shall be Vice-Chair of the General Faculty, ~~Vice-Chair of the Senate~~, Chair of the Administrative Council, Vice-Chair of the President's Advisory Committee, and an ex-officio member of all standing committees of the Senate.

2)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate (Revised ~~August 1986~~ *April 2009*)

The Senate shall be comprised solely of members of the General Faculty as defined in Article I, Section 2 C of these Statutes. Its membership shall include:

1. The President, ~~who shall be the chair and preside~~ *an ex-officio (nonvoting) member;*
2. The *Provost and* Vice President for Academic Affairs, an ex-officio (nonvoting) members, ~~who shall serve as vice chair and president in the absence of the President;~~
3. *Chair of the Senate;*
4. *Past Chair of the Senate, an ex-officio (nonvoting) member;*
- 4 ~~6~~. Executive Secretary

3)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

B. ~~The Executive Secretary~~ *The Chair of the Faculty Senate*

The Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training of new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence.

1. Eligibility

The Chair of Senate must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate.

2. Term of Office

The Chair will begin service on June 1 and serve a two-year term in office.

3. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's last year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair; in April the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the Chair-elect is currently a member of the Senate, the Chair-elect will resign his or her Senate seat (and committee assignments) and would be replaced by an election within the person's respective college or school.

4)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

C. *The Past Chair of Faculty Senate*

After the two year term in office, the Chair of the Senate will serve a two (2) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

5)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

D. The Executive Secretary

An ex-officio (nonvoting) Executive Secretary shall be elected by the Senate for a period of two (2) years from nominees submitted, one (1) *tenured full-time* faculty member *who has served in the Senate within the prior three years* from each academic unit listed in A (3 5). His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, *maintain the Senate web site*, and ~~to serve as official liaison between the committees and the Senate and between the academic units and the Senate~~ *serve as a member of the Executive Committee of the Senate.*

6)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

E. The Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate, consisting of the Chair, Past-Chair, Executive Secretary, and the Chairs of the Standing Committees of Senate, shall create and assign members to Senate Ad-Hoc Committees; and assign Senators to standing committees.

7)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

G. Standing Committees, Restriction on Membership

1. ~~In establishing its committees, the Senate shall assign to the first eight (8) committees Senators from among its eligible members with the provisions that no committee shall have more than two senators from any one college.~~ *The Executive Committee shall assign Senators from its eligible members to each standing committee.* The administration members

designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the *Provost and* Vice President for Academic Affairs.

8)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

J. Ad Hoc Committees

The Senate ~~Executive Committee~~ may appoint ad hoc committees as required.

9)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

G Standing Committees, Restrictions on Membership

2. The President, *Provost and* Vice President for Academic Affairs, *Chair of the Senate*, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee (other than the Committee on Graduate Studies).

4. The Executive Secretary shall notify, in writing, *the Chair of the Senate*, the deans of Arts and Sciences, Business, *Nursing*, and Education; the Director of the Library; and the *Provost and* Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15.

5. Election of non-senators to committees shall proceed in the same manner in each of the following ~~four~~ *five* units: the College of Arts and Sciences, *College of Business*, *School of Nursing*, ~~and~~ *College of Education* and the Library....The deans or heads of the units shall report the results of the election, in writing, to the *Chair of the Faculty Senate*, the Executive Secretary of the Faculty Senate, and to the *Provost and* Vice President for Academic Affairs before...

10)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate (Revised ~~August 1986~~ *April 2009*)

~~3~~ ~~5~~ ~~Twenty-eight~~ *Forty-two* duly elected senators apportioned as follows: *ten-percent of the faculty of each College or School as well as of the library*. College of Arts and Sciences, ~~twelve~~

twenty-five; Richards College of Business, six five; College of Education, eight; School of Nursing, two; and the library, two. No department of any unit shall be represented by more than one senator unless a unit has fewer departments than its allotted number of senators. In no case shall departmental representation exceed two senators

11)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

F. Standing Committees, Membership *and Purpose* (Revised by vote of Faculty, February 1, 1982). Each Faculty Senate Committee shall be assigned a minimum of three (3) and a maximum of four (4) senators to its membership. Such assignments will be made by the Senate Executive Committee.

1. Undergraduate Academic Programs. Purpose: to recommend policy and procedures...Membership: Senate 5 ~~3 or 4~~ (2 Arts and Sciences, 1 Business, 1 Education, 1 Library); Faculty 8 ~~9~~ (4 ~~3~~ Arts and Sciences, 1 Nursing, 2 Business, 2 Education, 1 Library); Students 2 (their majors representing different colleges); Administration 1 *ex-officio, non-voting (Registrar)*. Total membership: 15 *or 16*. ~~The Registrar is a non-voting, ex-officio member.~~ College Deans and their representatives are excluded from membership.

2. Academic Policies and Procedures. Purpose: to recommend policy concerning advisement, undergraduate admissions, ...Membership: Senate 3 *or 4* (1 Arts and Sciences, 1 Business, 1 Education); Faculty 9 (5 ~~4~~ Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library); Students 1, Administration 2. Total membership: 15 *or 16*.

3. Faculty and Administrative Staff Personnel. Purpose: to recommend policy concerning appointments, promotions...Membership: Senate 5 ~~3 or 4~~ (2 Arts and Sciences, 1 Business, 1 Education, 1 Library); Faculty 11 ~~9~~ (6 ~~4~~ Arts and Sciences, 1 Nursing, 1 Business, 4 ~~2~~ Education, 1 Library); Students 0; Administration 2. Total membership: 18 ~~14 or 15~~.

4. Learning Resources. Purpose: to recommend policy, make procedural recommendations and organizational...Membership: Senate 3 *or 4* (2 Arts and Sciences, 1 Education); Faculty 7 ~~8~~ (5 ~~4~~ Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 2; Administration 2. Total membership: 14 *15 or 16*.

5. Student Life. Purpose: to recommend policy and procedures Concerning financial aid...Membership: Senate 2 ~~3 or 4~~ (1 Arts and Sciences, 1 Education); Faculty 7 (5 ~~3~~ Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 4 (3 undergraduate, 1 graduate); Administration 1 ~~2~~ (Assistant Dean of Students and 1 administrative designee); Library 1. Total membership: 14 *16 or 17*.

6. General University Matters. Purpose: to recommend policy and procedures for public relations, convocations,...Membership: Senate 2 ~~3 or 4~~ (1 Arts and Sciences, 1 Business); Faculty 8 ~~6~~ (5 ~~3~~ Arts and Sciences, 1 Nursing, 1 Business, 2 ~~1~~ Education, 1 ~~0~~ Library) Students 2 ~~3~~; Administration 2. Total membership: 14 *or 15*.

7. Institutional Studies and Planning. Purpose: to recommend policy concerning University purposes and goals...Membership: Senate 3 ~~or 4~~ (~~1 Arts and Sciences, 1 Business, 1 Education~~); Faculty 5 ~~7~~ (3 Arts and Sciences, ~~1 Nursing, 1 Business~~, 1 Education, 1 Library); Students 2; Administration 6 ~~4~~. Total membership: 16 ~~or 17~~.

8. Intercollegiate Athletics Committee. Purpose to recommend policy and procedures concerning athletic admission standards, athletic budgets...Membership: Senate 3 ~~or 4~~ (~~1 Arts and Sciences, 1 Business, 1 Education~~); Faculty 4 ~~3~~ (1 Arts and Sciences, 1 Business, 1 Education, ~~1 Library~~); Students 3 ~~4~~; Administration 2 ex-officio, non-voting (Director of Athletics, NCAA representative). Total membership: 14 ~~12 or 13~~.

9. Committee on Graduate Studies. Purpose: to recommend policy and formulate procedures concerning...Membership: ~~Senate 3 or 4~~; Dean of the Graduate School (*ex-officio, non-voting*), department chair or coordinator of each graduate program, ~~three members elected at large annually from the graduate faculty (these members must come from separate colleges)~~, and one graduate student selected by the Committee on Graduate Studies.

10. Honors College Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission...Membership: ~~Dean of the Honors College, Director of the Advanced Academy of Georgia, President of the Honors Council, the Registrar or his or her designee, the Director of Admissions or his or her designee, the Director of Residence Life or his or her designee are ex-officio members. There shall be five faculty members from the College of Arts and Sciences, two from the Richards College of Business, and two from the College of Education. The Dean or his or her designee shall preside at Committee meetings and represent the Committee in all matters. The Committee shall elect one of its members to record action minutes. Members will serve 3 year terms and are eligible for consecutive terms. Senate 3 or 4; Faculty 6 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education); Students 1; Administration 4 ex-officio, non-voting (Dean of the Honors College, Director of Advanced Academy, Director of Admissions, Director of Residence Life). Total membership: 14 or 15.~~

11. Technology Planning Committee. Purpose: To access and recommend policy and procedures...Membership: Senate 2 ~~3 or 4~~ (~~1 Arts and Sciences, 1 Business or Education~~); Faculty 6 (~~3~~ 2 Arts and Sciences, ~~1 Nursing~~, 1 Business, 1 Education, 1 Library); Students 3 (~~Appointed by the SGA~~); Administration 5 ~~3~~ (~~2 Academic Affairs, 1 Arts and Sciences, 1 Business and Finance, 1 Student Services~~). Total Membership: ~~15 or 16. with members representing the Senate and faculty service for staggered three year terms.~~

12)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

F...

12. Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University.

Membership: Senate 3 or 4; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 2 ex-officio, non-voting (Director of ~~Business-Budget Services, Academic Affairs.~~) Chair of the Committee shall be elected from the faculty members of the committee. Total membership: 11 or 12.

13)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

F...

13. Rules Committee. Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate, to resolve disputes between Senate committees, ~~to consider and make recommendations to the Senate regarding changes to the bylaws and policies and procedures manual,~~ and to coordinate revisions and updates to the faculty handbook, bylaws, and the policies and procedures manual.

Membership: Senate 3 or 4; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney).

14)Section for Consideration

Article IV. Faculties of the University

Section 2. Faculty Senate Organization

D. Standing Committees, Purpose

The Senate shall empower standing committees to recommend policy and/or procedures on all matters appropriate...The Senate *Rules Committee* reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

15) Section for Consideration

€. F. Election of the Faculty Senate

4. All members of a unit who meet...The dean or head of each unit shall notify, in writing, the *Chair of the Faculty Senate*, Executive Secretary of the Faculty Senate and the *Provost and* Vice President for Academic Affairs *of* the election results by the agenda deadline for the final Spring Semester meeting of the Faculty Senate.

5. The composition of the Senate shall be reviewed every five (5) years by ~~an ad hoc committee appointed by the President~~ *the Senate Rules Committee*.

~~—6. Every two (2) years, each unit is notified by February 15 that the Executive Secretary's position is to be filled. Each unit shall submit a nominee for Executive Secretary of the Senate. Each nominee must meet the requirements set forth for senators and must have served on the Senate during the past three (3) years. The voting procedures and regulations used for electing senators will be used.~~

~~—7. The Senate shall elect the Executive Secretary from the slate of nominees from the four (4) units at the first Summer semester meeting of the newly elected senators. The retiring Executive Secretary shall continue his or her duties for the election meeting.~~

8 ~~6~~. Unexpired terms of an Executive Secretary *Chair of the Senate* shall be filled by the same procedure used in the initial election.