

**Faculty Senate**  
**Draft Meeting Minutes**  
**April 21, 2017**

1. Call to order
2. Roll call

*Present:*

*Blair, Butler, Connell, DeFoor, Farran, Fujita, Gerhardt, Henderson, Hipchen, Hoang, Johnson, Lee, Lopez, Mahmoud, McCord, McCullers, McGuire, Mc-Kendry-Smith, Miller, Mindrila, Ogletree, Remshagen, Roberts, Robinson, Rutledge (Besnosov substituting), Schoon, Schroer, Seay, Self, Smallwood, Stanfield, Sterling, Stuart, Varga, Velez-Castrillon, Webb, Welch, Williams, Willox, Yates, Zamostny, and Zot*

*Absent:*

*Bohannon, Boldt, Mbaye, Penceo, Robinson, and Trotman-Scott*

3. Minutes

- A) Approval of Minutes from March 17, 2017

*Minutes were approved unanimously by voice vote.*

4. Committee Reports

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

**Action Items:**

- A) College of Arts and Humanities

- 1) History

- a) [Asian Studies](#)

Request: Add

*Item was approved unanimously*

- B) College of Education

- 2) Sport Management, Wellness, and Physical Education Department

- b) [Minor in Health and Community Wellness](#)

Request: Add

*Item was approved unanimously*

3) Literacy and Special Education Department

- a) [SPED 3700: Introduction to Special Education and Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- b) [SPED 3704: Assessment of Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- c) [SPED 3750: Diverse Experiences Practicum](#)

Request: Add

*Item was approved unanimously*

- d) [SPED 3760: Curriculum and Methods I: Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- e) [SPED 4722: Collaboration: Services for Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- f) [SPED 4760: Curriculum and Methods II: Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

C) College of Science and Mathematics

1) Geosciences Department

- a) [Bachelor of Science with a Major in Geography](#)

Request: Modify

*Item was approved unanimously*

- b) [GEOG 4600: Applied Climatology](#)

Request: Add

*Item was approved unanimously*

D) College of Social Sciences

1) Political Science Department

- a) [Bachelor of Arts with a Major in Political Science](#)

Request: Modify

*Item was approved unanimously*

- b) [Bachelor of Science with a Major in Political Science](#)

Request: Modify

*Item was approved unanimously*

E) Honors College and Interdisciplinary Studies

1) Center for Interdisciplinary Studies Department

- a) [XIDS 4000: Interdisciplinary Capstone](#)

Request: Add

*Item was approved unanimously*

**Information Items:**

A) College of Arts and Humanities

1) English Department

- a) [ENGL 4000: Studies in British Literature I](#)

Request: Modify

- b) [ENGL 4002: Studies in British Literature II](#)

Request: Modify

- c) [ENGL 4003: Studies in American Literature I](#)

Request: Modify

- d) [ENGL 4005: Studies in American Literature II](#)

Request: Modify

2) Theater Department

- a) [Bachelor of Arts with a Major in Theater](#)

Request: Modify

B) Honors College and Interdisciplinary Studies

1) Center for Interdisciplinary Studies Department

- a) [XIDS 2002: What Do You Really Know About the Science of Sustainability?](#)

Request: Add

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

**Action Items:**

A) College of Education

1) Early Childhood through Secondary Education

- a) [SEED 8200: Culminating Project for the SEED Ed. S.](#)

Request: Add

*Item was approved unanimously*

- b) [SEED 8202: Culminating Experience for the SEED Ed. S. Project](#)

Request: Add

*Item was approved unanimously*

- c) [Specialist in Education with a Major in Secondary Education](#)

Request: Modify

*Item was approved unanimously*

2) Literacy and Special Education

- a) [SPED 6701: Characteristics and Needs of Students with Severe](#)

Disabilities

Request: Add

*Item was approved unanimously*

- b) [SPED 7720: Assessment of Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- c) [SPED 7732: Collaboration and Inclusion in Programs for Students with](#)

[Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- d) [SPED 6776: Curriculum & Instructional Strategies for Students with](#)

[Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- e) [SPED 6777: Curriculum & Instructional Strategies for Students with](#)

[Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- f) [SPED 6751: Behavioral Strategies for Students with Severe Disabilities](#)

Request: Add

*Item was approved unanimously*

- g) [Autism Endorsement](#)

Request: Add

*Item was approved unanimously*

- h) [Master of Arts \(MAT in Special Education\), Special Education General Curriculum Track](#)

Request: Add

*Item was approved unanimously*

- i) [Master of Arts \(MAT in Special Education\), Special Education Adapted Curriculum Track](#)

Request: Add

*Item was approved unanimously*

- j) [Master of Education with a Major in Reading Instruction](#)

Request: Modify

*Item was approved unanimously*

- 3) Communication Sciences and Professional Counseling

- a) [Doctor of Education in Professional Counseling and Supervision](#)

Request: Modify

*Item was approved unanimously*

- 4) Leadership, Research, and School Improvement

- a) [Doctor of Education with a Major in School Improvement, Concentration in Early Childhood Education](#)

Request: Add

*Item was approved unanimously*

### **Information Items:**

- A) College of Education

- 1) Literacy and Special Education

- a) Specialist in Education with a Major in Special Education (Ed. S.)

Request: Modify

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

**Information Item:**

- A) Dr. Megumi Fujita will serve as chair of the Faculty Development committee during AY 2017-18

**Committee VII: Student Affairs Committee**

**Information Item:**

- A) Dr. Markesha Henderson will serve as chair of the Student Affairs committee during AY 2017-18

**Committee VIII: Technology Committee (Craig Schroer, Chair)**

**Information Item:**

- A) Dr. Craig Schroer will serve as chair of the Facilities and Technology committee during AY 2017-18

**Committee IX: Facilities and Services (Molly McCullers, Chair)**

**Action Item:**

- A) AY 2017-18 Parking Code  
Request: Modify

*Item was approved unanimously*

**Committee XI: Intercollegiate Athletics Committee (Michelle Frazier Trotman Scott, Chair)**

**Information Item:**

- A) Dr. Ashley Smallwood will serve as chair of the Intercollegiate Athletics and University Advancement committee during AY 2017-18

**Committee XII: Budget (Bradford Yates, Chair)**

**Information Item:**

- A) Dr. Leanne DeFoor will serve as chair of the Budget committee during AY 2017-18

**Committee XIII: Rules Committee (Susan Welch, Chair)**

**Action Items:**

- A) UWG Faculty Handbook, Modification of Section 209
  - 1) UWG Faculty Handbook
    - a) Section 209, Office Hours (**Figure One**)  
Request: Modify

*Item was approved unanimously*

- B) UWG Procedure 2.7.9, Office Hours
  - 1) UWG Academic Affair Policies
    - a) UWG Procedure 2.7.9, Office Hours (**Figure Two**)  
Request: Approve

*Item was approved unanimously*

- C) UWG Faculty Handbook, Modification of Section 206
  - 1) UWG Faculty Handbook
    - a) Section 206, Final Examinations (**Figure Three**)  
Request: Modify

*Item was approved unanimously*

- D) UWG Procedure 2.7.11, Final Examinations
  - 1) UWG Academic Affair Policies
    - a) UWG Procedure 2.7.11, Final Examinations (**Figure Four**)  
Request: Approve

*Item was approved unanimously*

**Information Item:**

- A) Dr. Susan Welch will serve as chair of the Rules committee during AY 2017-18

5. Old Business

6. New Business

7. Announcements

- A) Myrna Gantner. Elimination of pre-majors per Title IV requirements and implementation steps for meeting the federal regulations

*Dr. Gantner announced that, in keeping with federal Title IV financial aid requirements, UWG will no longer have introductory majors (e.g. "pre-business").*

- B) Dale Driver and Annemarie Eades. IT governance process, Steering Board, and Business Integrations Team

*Dale Driver updated the Senate on the following current IT projects that affect academics:*

- **Event Management System (EMS)**, which will aid in scheduling and in assessing ways space is currently utilized. EMS will allow for transparency and speed. July Implementation.
- **MyUWG Migration.** There will be no new portal system in place. Instead, there will be a landing page with a single sign-on. While signed in, faculty will be able to utilize all software and databases associated with UWG's site. July implementation.
- **Curriculog** will streamline the process of updating the catalog in digital environs. Fall implementation.
- **Banner 9** will be implemented and will be taken back to "baseline," which will remove all the modifications made over the years. From this baseline, faculty and staff will learn how to utilize the system for our needs.

C) Call for a Senate liaison to the Wellness Committee

*Dr. Farmer called for a Senate liaison to this committee and asked that any interested party contact her.*

D) Introduction of new Senators for AY 2017-18

*Dr. Farmer introduced the following newly-elected Senators for AY 2017-18:*

- Marie Cecile Bertau
- Yun Cheng
- Agnieszka Chwialkowska
- Muriel Cormican
- Betsy Dahms
- Basu Dutt
- Anthony Fleming
- Katy Green
- Joey Hannaford
- Jessie Hong
- Abdollah Kodar
- Anne Merrem
- Soo Moon
- Twyla Perryman



- *Colleen Vasconcellos*
- E) Dr. Emily Smith-McKendry, Senate liaison for the LEAP committee, indicated that courses will be able to possess service learning designation in Banner/BanWeb.
- F) President Marrero shared news related to the Budget for AY 2017-18. After monies from a tuition increase (2% undergraduate and 2 ½ % graduate, which will produce \$1.05 million); growth recurring revenue (\$2.785 million); and state allocation (\$3.733 million), UWG will be able to fund all prioritized positions in Tiers 1-4. Also, with the state appropriation and our additional funds we will be able to invest for a full 2% merit raise, 88% CUPA for faculty, and \$425,000 dedicated to staff equity. Finally, this budget allocation and growth funds will provide UWG with an approximate 62 more full-time positions for AY2017-18, as prioritized in the budget.
- G) Dr. Marrero commented on the USG's Comprehensive Administrative Review committee, indicating that its purpose is to examine the scope of expenditures for administrative services and to determine if and where efficiencies and effectiveness could be gained. Any recognized savings opportunities could be redirected to direct instruction and student services. This committee will be informed by other system work such as Texas A & M's similar study and will make use of a consultancy. Dr. Marrero will serve as chair of this system-level committee, working alongside other colleagues from around the state.
- H) General Faculty meeting is May 2, 2017 at 2 p.m. in Campus Center ballroom
- I) Best of the West is May 2, 2017 at 11 a.m. in Campus Center ballroom
- J) Systems Librarian Craig Schroer announced that, as Ingram Library transitions to Primo, links to records in the current library catalog embedded in syllabi or on Course Den will be broken.

## 8. Adjournment

*Dr. Farmer adjourned the last meeting of the regular academic year at 3:59 p.m.*

Respectfully Submitted,  
Dr. Angela Insenga  
Associate Professor  
Secretary of the Faculty Senate and General Faculty

## Figure One

### 209 Faculty Office Hours

Recognizing that courses are delivered using both online and face-to-face formats, office hours should reflect the approach used by students to communicate within a particular course. This may include setting in-office hours and/or establishing weekly virtual office hours. In accordance with [BOR 2.18 Academic Feedback policy](#), the instructor and student should make every effort to be available during instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period (particularly for classes that use subjective grading). Conferences at other hours should be available by appointment for the mutual conveniences of students and the faculty member. Faculty must establish office hours in accordance with their academic unit and must note them on the class syllabus. The result must lead to effective and timely communication with students.

## Figure Two

### **UWG PROCEDURE NUMBER: UWG Procedure 2.7.9**

**Authority: UWG POLICY: UWG Policy 2.7, Teaching Responsibilities**

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on **Teaching Responsibilities:**

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the office hours procedures.

#### **A. Definitions.**

1. Office hours- may include in-office hours and/or virtual office hours.

#### **B. Office hours procedure:**

Faculty must establish office hours in accordance with their academic unit and must note them on the class syllabus. In accordance with BOR 2.18 Academic Feedback policy, the instructor and student should make every effort to be available during instructor's office hours for discussion of the student's academic standing prior to the midpoint of the total grading period (particularly for classes that use subjective grading). Conferences at other hours should be available by appointment for the mutual conveniences of students and the faculty member.

#### **Pursuant to BOR 2.18 Academic Feedback**

#### **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 4\_13\_2017**

## Figure Three

### **206 Final Examinations**

Final examinations are held at the end of each term in accordance with a published schedule. No final examinations may be given in advance of the date scheduled unless authorized by the dean of the appropriate college. If a student has more than two final exams scheduled in a single day, he or she may reschedule all but two of them through the cooperation of faculty members, department chairs, college deans, and if necessary, the Office of the VPAA.

**Figure Four**

**UWG PROCEDURE NUMBER: UWG Procedure 2.7.11**

**Authority: UWG POLICY: UWG Policy 2.7, Teaching Responsibilities**

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on **Teaching Responsibilities:**

Purpose of the procedure is to clearly communicate to University of West Georgia faculty Final Examination procedures.

**A. Definitions.**

1. *Final Examinations:* Examinations held at the end of each term.

**B. Final examinations schedule procedure.**

- The schedule of the final examinations is published by the Registrar’s Office.
- No final examinations may be given in advance of the date scheduled unless authorized by the dean of the appropriate college.
- If a student has more than two final exams scheduled in a single day, he or she may reschedule all but two of them through the cooperation of faculty members, department chairs, college deans, and if necessary, the Office of the VPAA.

**C. Compliance.**

***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 4\_13\_2017**