

# Memorandum

To: General Faculty

Date: June 9, 2021

Regarding: Faculty Senate Agenda for June 11, 2021 via Zoom

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1. Call to Order

2. Roll Call

3. Minutes

A) The April 16, 2021 Meeting Minutes were approved electronically on April 23, 2021.

4. Administrator Reports

A) Report from the Provost

5. Committee Reports

**Committee III: Academic Policies Committee (Emily McKendry-Smith, Chair)**

**Action Item:**

A) Shared Faculty Governance Procedures for Academic Policies and the Faculty Senate  
Academic Policies Committee ([Addendum I](#))

Request: Approve

**Information Item:**

A) Jennifer Edelman will serve as chair of the Academic Policies Committee for the 2021-2022 Academic Year.

**Committee X: Rules Committee (Angela Branyon, Chair)**

**Action Item:**

A) UWG *Polices and Procedure Manual* ([Addendum II](#))

1) Article IV, Section 2. J.

Request: Modify

**Committee XII: Teaching, Learning and Assessment Committee (Rebecca Gault, Chair)**

**Action Item:**

A) Policy Proposal for Faculty Handbook Video/Audio Recording and Live Streaming of  
Classes ([Addendum III](#))

Request: Approve

6. Old Business

A) New Faculty and Staff Parking Fees for 2021-22 ([Addendum IV](#))

7. New Business

8. Announcements

A) [UWG Family Cookbook](#) HelpWest Fundraiser, Julia Farmer

9. Adjournment

# Addendum I

## Procedures for Bringing Items from the Academic Programs Committee to the Faculty Senate

1. The following are examples of **action items** to be voted on by the Senate:
  - Items involving undergraduate academic policies
  - Items involving undergraduate admissions policies
  - Changes to the Faculty Handbook
  - Withdrawal policies
  - Recommendations made by the Academic Policies Committee
2. The following are examples of **information items** for the Senate:
  - Items regarding credit for prior learning
  - Items regarding where information is housed
  - Creation of course designations in Banner (eg, sustainability, service learning)
  - Items regarding policies of the Honors College
  - Revisions to policy-related forms
  - Policies implemented by USG

## Procedure for Bringing Items to the Academic Policies Committee

1. The following are examples of **action items for the Academic Policies Committee**:
  - Items involving undergraduate academic policies
  - Items involving admissions policies
  - Creation of course designations in Banner
  - Changes to the Faculty Handbook
  - Withdrawal policies
  - Revisions to policy-related forms that are created by the committee
2. The following are examples of **information items for the Academic Policies Committee**:
  - Items regarding credit for prior learning
  - Items involving where information is housed
  - Items involving policies of the Honors College
  - Revisions to policy-related forms that are created by outside parties

# Addendum II

**Rationale:** With the restructuring of the University of West Georgia, the senate has tasked each committee to reexamine their charge and make adjustments as necessary to reflect the work being done in that committee and the membership comprising that committee.

### PROPOSED MODIFIED VERSION

J. Standing Committee, Membership and Purpose Each Faculty Senate Committee shall be assigned senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

1. Undergraduate Programs Committee

**Purpose:** to receive and consider requests for modifications to the undergraduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; as well as to review comprehensive program reviews.

Membership: ten senators; one faculty member elected from each of the major academic units (colleges, schools and the Library); four administrators: the Registrar, a Provost appointee, the Dean of the Honors College, and the Executive Director of Interdisciplinary Programs; one student, appointed by SGA. (Total: 22)

2. Graduate Programs Committee

**Purpose:** to receive and consider requests for modifications to the graduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews; and to develop policies regarding graduate faculty.

**Membership:** ~~five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools and the Library); three administrators: the Dean of the Graduate School, one appointed by the Provost, and the Registrar; one student, appointed by the Dean of the Graduate School. (Total: ~~15-16~~)

3. Academic Policies Committee

**Purpose:** to recommend policy and procedures concerning advising, undergraduate admissions, retention, progression and graduation, registration, University calendar, class scheduling, final examination scheduling, testing, advanced placement and other programs regarding dual enrolled students, commencement, and catalog-- including catalog content; to consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support, Testing, Registrar, Registration and Records. It is recommended that members of this committee also serve as Senate representatives on non-Senate university committees designated for decision making regarding the above items. The chair of the Academic Policies Committee will represent the Senate on the university calendar committee.

Membership: four senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); three administrators: the Registrar, one appointed by the Provost, and ~~one appointed by the Senior Diversity Officer~~ a liaison for diversity, equity, and inclusion appointed by the Provost's Office; and one student, appointed by SGA. (Total: 15)

#### 4. Faculty Development Committee

**Purpose:** to recommend policy concerning appointments, promotions, tenure, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to determine the allocation of UWG funded grant support; to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored projects, and other faculty development issues as may be requested by administration. ~~A member of this committee will serve as Senate representative on the Alternative Dispute Resolution Committee.~~ It is also recommended that a member of this committee serve on the university's advisory committee on honorary degrees.

Membership: five senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); three administrators: one appointed by the Provost and Vice President of Academic Affairs, ~~one appointed by the Senior Diversity Officer~~ a liaison for diversity, equity, and inclusion appointed by the Provost's Office, and the University Counsel. (Total: 15)

#### 5. Institutional Planning Committee

**Purpose:** to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, including the integration of technology into the strategic mission of the University, and SACSCOC and specialized accreditations; to advise regarding the development of Quality Enhancement Plans (QEP) and campus development; and to monitor the implementation of the University's strategic plan. ~~It is recommended that members of this committee be invited to represent the Senate on related~~

~~committees across campus, e.g., QEP-IPC senators also represent the Senate and the Faculty on university committees that deal with SACSCOC, QEP, and the Strategic Plan.~~

Membership: four senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); two administrators: the Associate Vice President for Institutional Effectiveness and Assessment and one appointed by the Provost and Vice President for Academic Affairs; one student, appointed by SGA. (Total: 14)

## 6. Student Affairs and Intercollegiate Activities Committee

**Purpose:** to foster a collaborative environment between faculty and students in co-curricular affairs and activities that ensures student success and a positive student experience across campus and within the community. As a result, the committee has two relationships with the administration. The committee serves in a facilitative and advisory capacity to the Vice President for Student Affairs and Enrollment Management ~~and to recommend~~ regarding policy and procedures concerning financial aid, orientation, housing, health, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, and other student matters referred to the committee. Equally important, it serves in a facilitative and advisory capacity to the Director of Athletics, to advise on policy and procedures concerning student athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; advise on policies and procedures to improve and promote student athlete experience and academic success; and to support the enforcement of conference, association and accreditation rules and regulations. The committee will also collaborate with the Department of Student Success, the Civic Impact and Leadership, the Department of Multicultural Achievement, and the Bookstore to ensure that students across campus have access to the support needed to feel welcome and included in the West Georgia community. It is recommended that members of this committee be invited to serve on related committees across campus, e. g., SAFBA, athletic budget, recruitment, graduation ceremony planning committee. The Athletics subcommittee of this committee will serve in an advisory capacity to the Director of Athletics, to advise on policy and procedures to improve and promote student athlete experience and academic success. The committee will foster a collaborative effort with Athletics and University Advancement to ensure student success across campus. The members of this sub-committee will be chosen by the committee as a whole, and will consist of 3 Senators and 3 Representatives.

Membership: ~~three~~ six senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library~~ one faculty member elected from each of the major academic units (colleges, schools and the Library); the University's NCAA Faculty Athletics Representative; ~~three~~ four administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President for Student Affairs and Enrollment Management, one by the Dean of the Graduate School, ~~and the Director of Athletics;~~ ~~two~~ three students, one



appointed by SGA, ~~one student athlete~~, and one appointed by the Dean of the Graduate School. ~~The University's NCAA Faculty Athletics Representative; the Director of Athletics; and the student athlete will sit on the Athletics subcommittee.~~ (Total: ~~15~~ 21)

#### 7. Facilities and Information Technology Committee

**Purpose:** to serve in an advisory capacity to the Vice President for Business and Financial Services and the Vice President ~~for Information Technology and Chief Information Officer; and Chief Operating Officer for Administrative Services;~~ to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone, ~~server, other IT systems~~, mail services, ~~technology planning and support~~, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

**Membership:** three senators; ~~seven faculty, one elected from the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools and the Library); ~~three~~ five administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President of Business and Financial Services, ~~one by the Vice President and Chief Operating Officer for Administrative Services,~~ one by the Senior Associate Vice President for Auxiliary Enterprises and Business Services; one by ~~the Vice President of Information Technology and Chief Information Officer~~ the Assistant Vice President for Information Technology; one student, appointed by SGA. (Total: ~~14~~ 16)

#### ~~8. Intercollegiate Athletics and University Advancement Committee~~

~~**Purpose:** to serve in an advisory capacity to the Vice President of Business and Finance and Vice President for University Advancement, to recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association and accreditation rules and regulations; to recommend policy and procedures concerning university public relations, alumni relations, marketing, university events, and convocations; to consult on priorities for fund raising and capital campaigns. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., athletic budget, graduation ceremony planning committee.~~

~~**Membership:** three senators; eight faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; and the University's NCAA Faculty Athletics Representative; three administrators: the Director of Athletics; one appointed by the Provost, and one by the Vice President for University Advancement; one student, appointed by SGA (Total: 14)~~

#### 9. 8. Budget Committee

**Purpose:** to serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Financial Services; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President

and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits.

Membership: four senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ seven faculty, one faculty member elected from each of the major academic units (colleges, schools, and the Library); five administrators: the Director of Budget Services and one each appointed by the Provost, the Vice President for Student Affairs and Enrollment Management, the Vice President for Business and Financial Services, the Vice President for University Advancement; one student, appointed by SGA. (Total: 17)

#### ~~10.~~ 9. 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 recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the *UWG Faculty Handbook, Statutes, Bylaws, Policies, and Procedures*, and any operating protocols the Senate establishes.

Membership: four senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)

#### ~~11.~~ 10. Diversity and Internationalization Committee

**Purpose:** ~~to advise the Senior Diversity Officer;~~ to advise the liaison for diversity, equity, and inclusion appointed by the Provost's Office; to advise the Center for Diversity and Inclusion; to advise on issues of internationalization; to advise and consult regarding adherence to Title IX requirements; to advise on incorporating diversity and inclusion into curricula as appropriate. One member of the committee will represent Faculty Senate on the Education Abroad Advisory Council. It is also recommended that a member of this committee serve on other related committees across campus, e.g. Presidential Committee on Campus Inclusion.

Membership: three senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); four administrators: the University General Counsel, one appointed by the Director of International Student Admissions and Programs, one appointed by the Provost, ~~one appointed by the Senior Diversity Officer~~ a liaison for diversity, equity, and inclusion appointed by the Provost's Office; and one student, appointed by SGA (Total: 15)

#### ~~12.~~ 11. Teaching, Learning, and Assessment Committee

**Purpose:** to advise the following campus entities on teaching, learning, and assessment especially as they relate to diversity, equity, and inclusion:

- the Provost and Vice President for Academic Affairs; ~~and~~
- the Vice President for Information Technology and Chief Information Officer;
- ~~to consult with ITS regarding issues related to instruction and research on campuses and online; to advise and assist with QEP implementation; to advise~~ the Center for Teaching and Learning; ~~and to advise the~~
- the Executive Director of Extended Learning (eCore, ~~C~~ontinuing ~~E~~ducation, ~~D~~istance and ~~D~~istributed ~~E~~ducation, ~~satellite campuses~~: UWG Newnan, and UWG's eCampus affiliations);
- the Office of Institutional Effectiveness and Assessment;
- the QEP Committee.

It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology fees committee, assessment committee.

Membership: three senators; ~~seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library;~~ one faculty member elected from each of the major academic units (colleges, schools, and the Library); four administrators: one appointed by the Provost and Vice President for Academic Affairs, one appointed by the ~~Associate~~ Vice President for Information Technology and Chief Information Officer, one appointed by the Executive Director of Extended Learning, and the Director of Assessment; one student, appointed by SGA. (Total: 15)

## PROPOSED REVISED VERSION

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### 2. Graduate Programs Committee

**Purpose:** to receive and consider requests for modifications to the graduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs,

curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews, and to develop policies regarding graduate faculty.

Membership: five Senators; one faculty member elected from each of the major academic units (colleges, schools, and the library); two administrators: the Dean of the Graduate School and one appointed by the Provost; the Registrar; one student, appointed by the Dean of the Graduate School. (Total: 16)

3. Academic Programs Committee

**Purpose:** to recommend policy and procedures concerning advising, undergraduate admissions, retention, progression and graduation, registration, University calendar, class scheduling, final examination scheduling, testing, advanced placement and other programs regarding dual enrolled students, commencement, and catalog-- including catalog content; to consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support, Testing, Registrar, Registration and Records. It is recommended that members of this committee also serve as Senate representatives on non-Senate university committees designated for decision making regarding the above items. The chair of the Academic Policies Committee will represent the Senate on the university calendar committee.

Membership: four senators; one faculty member elected from each of the major academic units (colleges, schools, and the library); three administrators: the Registrar, one appointed by the Provost, and one appointed by the liaison for diversity, equity, and inclusion appointed by the Provost's Office; one student appointed by the SGA. (Total: 15)

4. Faculty Development Committee

**Purpose:** to recommend policy concerning appointments, promotions, tenure, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to determine the allocation of UWG funded grant support; to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored projects, and other faculty development issues as may be requested by administration. It is also recommended that a member of this committee serve on the university's advisory committee on honorary degrees.

Membership: five senators; one faculty member elected from each of the major academic units (colleges, schools, and the library); three administrators: one appointed by the Provost and Vice President for Academic Affairs; one appointed by the liaison for diversity, equity, and inclusion appointed by the Provost's Office; and the University Counsel. (Total: 15)

5. Institutional Planning Committee

**Purpose:** to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, including the integration of

technology into the strategic mission of the University, and SACSCOC and specialized accreditations; to advise regarding the development of Quality Enhancement Plans (QEP) and campus development; and to monitor the implementation of the University's strategic plan. IPC senators also represent the Senate and the Faculty on university committees that deal with SACSCOC, QEP, and the Strategic Plan.

**Membership:** four senators; one faculty member elected from each of the major academic units (colleges, schools, and the library); two administrators: the Associate Vice President for Institutional Effectiveness and Assessment and one appointed by the Provost and Vice President for Academic Affairs; one student, appointed by SGA. (Total: 14)

6. Facilities and Information Technology Committee

**Purpose:** to serve in an advisory capacity to the Vice President for Business and Financial Services and the Vice President and Chief Operating Officer for Administrative Services; to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities and services such as network, telephone, server, other IT systems, mail services, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

**Membership:** three senators; one faculty member elected from each of the major academic units (colleges, schools and the library); five administrators, one appointed by the Provost and Vice President for Academic Affairs; one by the Vice President for Business and Financial Services; one by the Vice President and Chief Operating Officer for Administrative Services; one by the Senior Associate Vice President for Auxiliary Enterprises and Business Services; one by the Assistant Vice President for Information Technology; one student, appointed by SGA. (Total: 16)

7. Student Affairs and Intercollegiate Activities

**Purpose:** to foster a collaborative environment between faculty and students in co-curricular affairs and activities that ensures student success and a positive student experience across campus and within the community. As a result, the committee has two relationships with the administration. The committee serves in a facilitative and advisory capacity to the Vice President for Student Affairs and Enrollment Management regarding policy and procedures concerning financial aid, orientation, housing, health, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, and other student matters referred to the committee. Equally important, it serves in a facilitative and advisory capacity to the Director of Athletics, to advise on policy and procedures concerning student athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; advise on policies and procedures to improve and promote student athlete experience and academic success; and to support the enforcement of conference, association and accreditation rules and regulations. The committee will also collaborate with the Department of Student Success, the Civic Impact and Leadership, the Department of Multicultural Achievement, and the

Bookstore to ensure that students across campus have access to the support needed to feel welcome and included in the West Georgia community. It is recommended that members of this committee be invited to serve on related committees across campus, e. g., SAFBA, athletic budget, recruitment, graduation ceremony planning committee. The Athletics subcommittee of this committee will serve in an advisory capacity to the Director of Athletics, to advise on policy and procedures to improve and promote student athlete experience and academic success. The committee will foster a collaborative effort with Athletics and University Advancement to ensure student success across campus. The members of this sub-committee will be chosen by the committee as a whole, and will consist of 3 Senators and 3 Representatives.

**Membership:** Six senators: one faculty member elected from each of the major academic units (colleges, schools and the library); the University's NCAA Faculty Athletics Representative; four administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President for Student Affairs and Enrollment Management, one by the Dean of the Graduate School, and the Director of Athletics; three students, one appointed by SGA, one student athlete, and one appointed by the Dean of the Graduate School. The University's NCAA Faculty Athletics Representative; the Director of Athletics; and the student athlete will sit on the Athletics subcommittee. (Total: 21)

#### 8. Budget Committee

**Purpose:** to serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Financial Services; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits.

**Membership:** four senators; one faculty member elected from each of the major academic units (colleges, schools, and the Library); five administrators: the Director of Budget Services and one each appointed by the Provost, the Vice President for Student Affairs and Enrollment Management, the Vice President for Business and Financial Services, the Vice President for University Advancement; one student, appointed by SGA. (Total: 17)

#### 9. 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 recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the *UWG Faculty Handbook, Statutes, Bylaws, Policies, and Procedures*, and any operating protocols the Senate establishes.

**Membership:** four senators; one faculty member elected from each of the major academic units (colleges, schools, and the Library); two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)

10. Diversity and Internationalization Committee

**Purpose:** to advise the liaison for diversity, equity, and inclusion appointed by the Provost's Office; to advise the Center for Diversity and Inclusion; to advise on issues of internationalization; to advise and consult regarding adherence to Title IX requirements; to advise on incorporating diversity and inclusion into curricula as appropriate. One member of the committee will represent Faculty Senate on the Education Abroad Advisory Council. It is also recommended that a member of this committee serve on other related committees across campus, e.g. Presidential Committee on Campus Inclusion.

Membership: three senators; one faculty member elected from each of the major academic units (colleges, schools, and the Library); four administrators: the University General Counsel, one appointed by the Director of International Student Admissions and Programs, one appointed by the Provost, a liaison for diversity, equity, and inclusion appointed by the Provost's Office; and one student, appointed by SGA (Total: 15)

11. Teaching, Learning, and Assessment Committee

**Purpose:** to advise the following campus entities on teaching, learning, and assessment especially as they relate to diversity, equity, and inclusion:

- the Provost and Vice President for Academic Affairs;
- the Vice President for Information Technology and Chief Information Officer;
- the Center for Teaching and Learning;
- the Executive Director of Extended Learning (eCore, Continuing Education, Distance and Distributed Education, UWG Newnan, and UWG's eCampus affiliations);
- the Office of Institutional Effectiveness and Assessment;
- the QEP Committee.

It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology fees committee, assessment committee.

Membership: three senators; one faculty member elected from each of the major academic units (colleges, schools, and the Library); four administrators: one appointed by the Provost and Vice President for Academic Affairs, one appointed by the Associate Vice President for Information Technology and Chief Information Officer, one appointed by the Executive Director of Extended Learning, and the Director of Assessment; one student, appointed by SGA. (Total: 15)

# Addendum III



**Policy Proposal for Faculty Handbook**  
**Video/Audio Recording and Live Streaming of Classes**

Submitted by the Teaching Learning and Assessment Committee  
6/4/2021

Instructors decide upon the use of new technologies including, but not limited to, video/audio recording and/or live streaming of synchronous classes taking into consideration the following:

- College, department, or program guidelines;
- Individual professional judgment of pedagogical and student needs;
- Compliance with state and federal laws including ADA and FERPA.

When faculty choose to record and/or live stream a synchronous course or individual class session, they must communicate this to the students verbally and in writing through the course syllabus or course management system.

# **Addendum IV**

**Excerpts from the April 16, 2021 Faculty Senate Meeting Minutes (Approved April 23, 2021)  
Relative to June 11, 2021 Faculty Senate Agenda Old Business Line Item A**

**Excerpt 1: [pp. 11-12 of the April 16, 2021 Faculty Senate Meeting Minutes](#)**

**Committee VII: Facilities and Information Technology Committee (John Hansen, Chair)**

**Information Items:**

A) Parking Policy Changes for the 2021-2022 Academic Year (**Figure 6**)

*There will be an increase in parking fees for employees on campus as outlined in **Figure 6**. After several questions related to this increase in parking fees, the drop in revenue from campus parking, the impact of covid on this revenue source, how campus shuttles factor into this fee structure, and the use of past revenue surplus on any parking budget debts incurred since FY19, the conversation turned to faculty concerns regarding why these fee increases were not taken to or discussed by the Faculty Senate Budget Committee, why they were not put on the UWG Website for feedback, and whether the increase of parking fees would cover shortfalls in other areas of the campus budget. Chair Williams moved to continue this discussion under new business as the increase in parking fees was an information item and not an action item that required Faculty Senate approval. (See [April 16, 2021 Zoom Meeting](#), beginning at 2:09:13).*

B) Yvonne Fuentes will serve as the Chair of the Facilities and Information Technology Committee for the 2021-2022 Academic Year

**Excerpt 2: [p. 13 of the April 16, 2021 Faculty Senate Meeting Minutes](#)**

7. New Business

C) Parking Policy Changes for the 2021-2022 Academic Year

*After a continued discussion of the information item presented by the Chair of the Facilities and Information Technology Dr. John Hansen in **Figure 6**, Chair Williams made a motion, using the ideas and wording suggested by Dr. David Nickell, to recommend that the policy described in Dr. Hansen's report not be implemented until the matter is studied and faculty questions are answered. The motion was seconded and passed with a vote of 35 in favor, 2 opposed, and 2 abstentions.*

**Figure 6: Points of Information from Facilities and Information Technology Committee  
Changes in the Parking Policy for 2021/2022**

There will be an increase in parking fees in the 2021-2022 academic year. Comparing the financials for year 2019 with that for year 2021 the revenues from fees and citations are shown below:

|           |                    |                    |
|-----------|--------------------|--------------------|
|           | <u>Fy2019</u>      | <u>*Fy2021</u>     |
| Fees      | \$1, 618, 231      | \$1, 472, 475      |
| Citations | <u>\$ 255, 725</u> | <u>\$ 135, 000</u> |
|           | \$1, 873, 956      | \$1, 607, 475      |

While the debt service for 6243 parking spaces, operations, equipment, and staffing came to

|                   |                      |                   |
|-------------------|----------------------|-------------------|
| Parking Spaces    | \$ 486, 000          | \$520, 000        |
| Operations/Equip. | \$ 329, 954          | \$273, 475        |
| Staffing          | <u>\$1, 054, 802</u> | <u>\$814, 000</u> |
| Surplus / Loss    | \$ 3, 200            | \$ 0              |

\*Number of drivers for 2021 have been reduced from 23 to 12.

UWG’s administrative parking fees are not in alignment with that of comparable universities in the state. The list below shows comparisons.

|                   |   |
|-------------------|---|
| UWG               | \$15 annual   |
| Georgia Southern: | \$100   |
| Kennesaw State:   | \$276 Premium, or Economy \$120                                   |
| Valdosta State:   | \$85 Faculty and Administration, \$45 Staff                       |
| Augusta:          | \$180 (Summerville location), \$1020 (reserved), \$60 (part-time) |
| Georgia College:  | \$120   |
| North Georgia:    | \$200 for full time, \$100 for part time                          |
| Columbus State:   | \$90, Reserved Spaces: \$180                                      |

To help cover projected costs in 2022 a sliding parking fee is being implemented, where the parking fee will be adjusted to salary, shown in the table below.

Fy2022 Parking Fees for Faculty and Staff Sliding Scale Model

| Annual Pay/Salary Scale | Fall/Spring  | At Current (\$15) | Annual Fee (approx.) | Annual Fee Revenue Generated |
|-------------------------|--------------|-------------------|----------------------|------------------------------|
| 0 to 34,999             | 299          | \$4,485           | \$15                 | \$4,485                      |
| 35,000 to 39,999        | 386          | \$5,790           | \$35                 | \$13,510                     |
| 40,000 to 44,999        | 518          | \$7,770           | \$50                 | \$25,900                     |
| 45,000 to 49,999        | 150          | \$2,250           | \$75                 | \$11,250                     |
| 50,000 to 54,999        | 66           | \$990             | \$100                | \$6,600                      |
| 55,000 to 59,999        | 23           | \$345             | \$125                | \$2,875                      |
| 60,000 to 64,999        | 10           | \$150             | \$150                | \$1,500                      |
| 65,000 to 69,999        | 3            | \$45              | \$175                | \$525                        |
| 70,000 to 74,999        | 8            | \$120             | \$200                | \$1,600                      |
|                         | <u>1,463</u> | <u>\$21,945</u>   |                      | <u>\$68,245</u>              |