

# Memorandum

**To:** General Faculty

**Date:** September 10, 2014

**Regarding:** Agenda, Faculty Senate Meeting, September 12 at 3:00 p.m., TLC 1-203

The agenda for the September 12, 2014 Faculty Senate meeting will be as follows:

1. Call to order
2. Roll call
3. Approval of minutes of July 18 (see [Addendum I](#))
4. Committee reports

**Committee I: Undergraduate Programs Committee (Julia Farmer, Chair)**

**Action Items:** (see [Addendum II](#))

A. Richards College of Business

- 1) Course proposals
  - a) Department of Marketing
    - i) Course: MGTG 4868 Marketing Metrics  
Request: Add

B. College of Education

- 1) Course proposals:
  - a) Department of Teaching and Learning
    - i) ECSE 4761 Teaching Content and Process: Social Studies Dual Certificate  
Request: Add
    - ii) ECSE 3214 Exploratory Curriculum for Pre-K through 5  
Request: Add
    - iii) ECSE 4762 Teaching Content and Process: Science Dual Certificate  
Request: Add
    - iv) ECSE 4763 Teaching Content and Process: Math  
Request: Add

- v) ECSE 4764 Teaching Content and Process: Literacy Dual Certificate  
Request: Add
- vi) ECSE 4783 Practicum I  
Request: Add
- vii) ECSE 4784 Practicum II  
Request: Add
- viii) ESCE 4786 Teaching Internship  
Request: Add
- ix) ECSE 4789  
Request: Add

2) Program Modifications

- a) Department of Learning and Teaching

Request: Add Dual Certification Track in Early Childhood/Special Ed

**Information Items:**

A. XIDS Core Review Committee

- 1) Courses added proposals

- a) XIDS 2002: What Do You Really Know about the Honors College

B. QEP/Core Area B Outcome Revisions

The Strategic Planning Committee and UPC will convene a joint meeting to discuss proposed Core Area B outcome revisions.

**Committee II: Graduate Programs Committee (Susan Welch, Chair)**

**Action Items:** (see [Addendum III](#))

A. College of Education

- 1) Course proposals:

- a) Department of Leadership and Instruction

- i) Course: SEED 6200 Comprehensive Exam for Master of Arts in Teaching  
Request: Add

- ii) Course: SEED 7200 Comprehensive Exam for the Master of Education  
Request: Add

- b) College of Education Dean's Office
  - i) CURR 6575 Curriculum Trends and Issues  
Request: Add

**Committee IV: Academic Policies Committee (Susana Velez-Castrillon, Chair)**

**Information item:**

The APC reviewed the USG Adult Learning Consortium (ALC) following the July 19, 2014 Faculty Senate presentation about UWG's in joining the ALC. The APC supports a Faculty Senate Endorsement of UWG's joining of this initiative.

5. Old business

- A) Adult Learning Consortium (ALC): Request for Endorsement
- B) Information item: Following the Senate's approval and the President's acceptance earlier this year, a proposal to add GEOG 2202 and GEOG 2202L to Core D will be sent to the Board of Regents later this month. For syllabi to both courses, see [Addendum IV](#).
- C) Information item: ENGL 2112 and ENGL 2131 will be offered as eCore courses starting October 2014.

6. New business

7. Announcements

8. Adjournment

# **Addendum I**

**University of West Georgia  
Faculty Senate Meeting  
Draft Minutes**

**July 18, 2014**

1. Call to order: the meeting convened in room 1-303 of the Technology-enhanced Learning Center and was called to order by Elizabeth Kramer, Chair, at 3:01 p.m.
2. Roll call

*Present*

Boldt, Butler, Connell, DeFoor, Chesnut (substituting for DeSilva), Farmer, Griffith, L. Haynes, C. Johnson, Keim, McKendry-Smith, L. Miller, Neely, Popov, Remshagen, C. Schroer, Stanfield, Gezon (substituting for Steere), Tekippe, Velez-Castrillon, Willox, Woodward, Yates

*Absent*

Banford, Basu-Dutt, Blair, Elman, Erben, Farran, Faucette, Geisler, H. Gerhardt, Hall, Insenga, Lopez, Mbaye, McCord, McCullers, McGuire, Ogletree, J. Roberts, L. Robinson, Seay, Skott-Myhre, Welch, Xu

3. Minutes for April were electronically approved on June 20. It was noted by the Chair that revisions may be proposed at any subsequent meeting, even years later.
4. Committee reports

**Committee VI: Strategic Planning Committee (Nadya Popov, Chair)  
Information Items:**

A. Strategic Plan:

1. Key Performance Indicators (Kyle Marrero and Cathi Jenks)

Dr. Marrero provided a context for dialogue. He said that this process will be data-informed, not data-driven; data is *a* tool, not *the* tool. He praised the team working on this initiative, which is a spinoff of the Strategic Planning Committee. He emphasized that communication is critical for success.

Dr. Jenks distributed a handout (projected on the screen) that included 3 parts: 1) a draft of an Excel spreadsheet titled “2014-2020 UWG Strategic Plan Key Performance Indicators”; 2) a PDF titled “Strategic Plan 2020 Key Performance Indicators Considered” (three pages); and 3) a PDF titled “Suggested Peers and Aspirants for the University of West Georgia” (one page).

To view the spreadsheet, see:

<https://drive.google.com/file/d/0ByJcH12ZHo0idS0tRUx2cXF2OS1LaVJoWjVSaXloVkY5Qm1z/edit?usp=sharing>.

To view text of the KPIs Considered, see:

<https://drive.google.com/file/d/0ByJcH12ZHo0icDZ6VVBEODFKMjg/edit?usp=sharing>.

For the final page of the handout, the list of suggested peers and aspirants for UWG, see:

<https://drive.google.com/a/westga.edu/file/d/0ByJcH12ZHo0id2hVa1d0azkydXc/edit?usp=sharing>.

Dr. Jenks said that this is the quantitative piece, but they are looking at qualitative aspects. She recognized the 14 members of this team and various other experts that have been consulted.

At this point in the meeting, Dr. Marrero inserted a few comments about the administration's accountability; e.g., he will complete a "scorecard" in mid-August on 6-8 goals that he is trying to achieve. He mentioned that one goal is to move faculty equity from 85% to 88% of the CUPA salary median for FY16 pending available recurring funds.

Dr. Jenks continued, encouraging faculty to read over the document. An initial question was that very few numbers are written in the "Goal" column; will they be fleshed out? The answer is yes. More quantitative goals will be incorporated as they are determined. Data is being gathered from various places around campus and will be recorded in the graphs.

## 2. Peer and Aspirant Institutions (Cathi Jenks)

Dr. Jenks talked about the last page of this handout, "Suggested Peers and Aspirants" for UWG. She noted that they are listed in no particular order. After doing a cluster analysis, the group decided to go in a different direction and applied more filters. (There were over 7K institutions for analysis possibilities.) Dr. Jenks mentioned some of the filters. After doing that, they got a quantity of only four institutions that are comparable to UWG. They added qualitative analysis and developed the presented list. At the August 15th Leadership Institute they will present more information. When asked which are closest to UWG, she replied Valdosta, Austin State, and Indiana State.

Dr. Jenks said that in this data-informed style of management, some key indicators will rise to the top and will be displayed on a dashboard. Others will still be measured and tracked.

Dr. Jenks urged faculty to call or e-mail her with questions.

## 3. Successful Partnerships Task Force (Melanie McClellan)

Dr. McClellan has been leading this task force for about six weeks. She had a goal to get more involved in the community after retiring from UWG. She originally started as a volunteer in the nonprofit sector, but in consultation with Dr. Marrero, decided to work on Strategic Imperative #3, which is about developing "mutually beneficial partnerships."

To view her notes for the meeting, see:

<https://drive.google.com/a/westga.edu/file/d/0ByJcH12ZHo0iQ3lFNldnVzNwQmt1Z1VPQ2M1SU92SGloNXdJ/edit?usp=sharing>.

To view her preliminary plans as presented to the President's Advisory Council (PAC), see:

<https://drive.google.com/a/westga.edu/file/d/0ByJcH12ZHo0ieU05QWRHOudQYkJTS2c3LU0yT0I4bkxieWQ4/edit?usp=sharing>.

To view her PowerPoint presentation at this Faculty Senate meeting, see:

<https://drive.google.com/a/westga.edu/file/d/0ByJcH12ZHo0iLTR1TWYzM3BtZ3AxWmthTU1KczNqckZKdGx3/edit?usp=sharing> (click the Download button, then open the file).

Here are some highlights from her talk:

- She elaborated that whether we should seek the Carnegie Foundation Community Engagement Classification is a serious consideration. The application is a 100-page document. She assured us that we will think carefully about that first.
- Dr. McClellan stated that her three tentative goals are: 1) to inventory what we're doing now; 2) figure out how to communicate and collaborate with the campus; and 3) to form recommendations to a task force.
- Her office is located at the Chamber of Commerce, starting in August. She tentatively plans to have office hours on Tuesday and Wednesday afternoons. She stated that she will meet with you on campus. Please e-mail her to set up a time to meet (melmcc@westga.edu).
- She connects people to other people.
- State dollars and foundation dollars are different accounts.
- Dr. Sal Peralta suggested calling her website "Melanie's List" and this was cheered by the senators present.
- Continuity in these types of town/gown connections from year to year has been a problem.

## 5. New business

A. Adult learning initiative and USG Adult Learning Consortium (Micheal Crafton and Myrna Gantner) See:

<https://drive.google.com/a/westga.edu/file/d/0ByJcH12ZHo0iUjdNSnQ4N1JnTjg/edit?usp=sharing>.

The adult learning initiative is part of our plan for Complete College Georgia. Dr. Gantner presented a 10-slide PowerPoint to illustrate (see the above link). She stated that there is a plan for a new Center, but this is about the Academic Affairs piece. The idea is to get the adult learners out there who got some college but didn't finish a degree. She talked about "stop-outs," where life got in the way. We want to help them navigate through the re-entry process, addressing the barriers.

A number of institutions in the USG have been working with the Adult Learning Consortium (ALC) for the last 5 years. Because this grant-supported program is in its last year of funding, the consortium developed a Memorandum of Understanding (MOU) to institutionalize its work

in the USG. Non-ALC member institutions may be invited to join the consortium by agreeing, in principle, to the criteria listed in the MOU.

- Joining the ALC will give UWG a seat at the table as the USG ramps up its work with adult learners. It will also give us access to networks and possible future funding opportunities.
- Academically qualified adult learners are UWG's best opportunity for significant enrollment growth in the near future.
- The Chancellor wants all USG institutions to support adult learners in returning to school to finish their degrees and has started the new "Go Back Move Ahead" media campaign to reach out to "stop-outs."
- The MOU mostly addresses prior learning assessment.
- UWG already participates in most of the items listed in the MOU, with the exception of portfolio assessment. UWG can join the ALC without doing portfolio assessment ourselves. Rather, our institution would agree to allow UWG students to take a portfolio course online as a transient student at a sister USG school and transfer awarded credits here. This can be done on an individual course basis, as decided by UWG faculty with expertise in the relevant discipline/s.
- It is not necessary for UWG to meet each criterion exactly as outlined in the MOU, as none of the existing ALC institutions does so. Rather, signing the MOU means that UWG embraces the principles as outlined in the document.

Dr. Gantner asked that interested faculty let her know if they would like to serve on this committee. She said that she and Dr. Crafton will bring the topic back to the Faculty Senate in September to ask the Senate to endorse UWG's membership in the Adult Learning Consortium.

B. LEAP initiative (Micheal Crafton); see <http://www.aacu.org/leap>

The Liberal Education and America's Promise (LEAP) initiative is about forming a pact which affirms a commitment to liberal education. Dr. Crafton stated that we don't want to sacrifice academic integrity. He will come back to Faculty Senate in the fall to ask for volunteers to help.

## 6. Announcements

The Chair made the following announcements:

- Engage West initiatives: The Barrier team (dealing with Strategic Imperative #4—Operational Success) is off to a running start, with the following:
  1. Submitted a recommendation on the covering of work load for employees on extended leave;
  2. Working on the 27 steps for hiring faculty;
  3. Working on pulling together resources for helping at risk students;
  4. 20-member committee chaired by Denise Overfield, including senator Vickie Geisler.
- The first Engage West Leadership Development Institute was held in May and the next will be August 15th.



- Policy task force is at work. The website is at <http://www.westga.edu/policy>. The posting of revised policies will be announced via the Daily Report. The standard feedback period will be two weeks after posting. In some cases, that period may be extended. The policy task force, which consists of both faculty and administrators, will be working closely with the Faculty Senate on many of these policies.
- GO WEST branding has moved into a stage of more targeted outreach. They will be working with colleges and schools. Contact your dean's office if you have specific suggestions.
- The campus goes tobacco-product free on August 1, 2014. Notifications will be posted and sent to all those on campus. Support will continue to be available for those wishing to quit using tobacco.
- The Office of Institutional Effectiveness and Assessment (previously Institutional Research and Planning) has released its Factbook for the preceding academic year.
- The next meeting of Faculty Senate will be Fri., Sept. 12.

Dr. Marrero made an announcement about an accounting error with respect to student financial aid that was discovered and self-reported last year. UWG got a determination of liability, which resulted in a fine of \$2.4M paid on June 30, 2014, which is 1.1% of the dissemination of all financial aid during the period of assessment. The fine was paid from unspent funds at the end of the 2013-2014 fiscal year previously earmarked by Dr. Sethna.

Dr. Marrero emphasized the integrity of all the individuals at UWG involved in discovering, reporting, and correcting the error and provided context with various financial aid data. He noted that following this announcement, he would be sending out an e-mail memorandum to all faculty and staff. A story in the Times-Georgian local newspaper is also expected.

## 7. Adjournment

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Shelley Rogers,  
Executive Secretary of the Faculty Senate and General Faculty

# **Addendum II**

## **Addendum III**

## **Addendum IV**