

Memorandum

To: General Faculty

Date: March 15, 2011

Regarding: Agenda, Faculty Senate Meeting, March 18th at 3:00 pm TLC 1-303

The agenda for the March 18th, 2011 Faculty Senate Meeting will be as follows:

1. Call to Order
2. Roll Call
3. Approval of the minutes of the February 25, 2011 meeting ([See Addendum I](#))
4. Committee Reports

Committee I: Undergraduate Academic Programs (Jean Cook for Chair, Tami Ogletree)

Action Items: ([See Addendum II](#))

A) College of Arts and Humanities

- 1) Department of History
 - a) HIST 4250: The First World War
Request: Add
Action: Approved

B) College of Sciences and Mathematics

- 1) Department of Biology
 - a) BA in Biology
Request: Delete
Action: Approved
 - b) BS in Biology/Secondary Education
Request: Delete
Action: Approved

- 2) Department of Geosciences

- a) GEOG 3900: Ecological Climatology
Request: Add
Action: Approved

C) College of Social Sciences

- 1) Department of Anthropology
 - a) Anthropology
Request: Modify Area F Program of Study (Change from BA to BS)
Action: Approved

- b) College of Social Sciences (All Programs)
Request: Modify (All DSW/WAC requirements dropped)
Action: Approved
- 2) Department of Mass Communications
 - a) Mass Communications
Request: Modify (5 changes of declaration criteria)
Action: Approved
 - b) COMM 4453: Announcing
Request: Delete (Content too narrow for 17 weeks/covered in skills courses)
Action: Approved
- 3) Department of Political Science and Planning
 - a) PLAN 4721/POLS 4721: Housing and Community Development
Request: Add
Action: Approved
 - b) PLAN 4722/POLS 4722: Environmental Planning
Request: Add
Action: Approved
 - c) PLAN 4723/POLS 4723: Transportation Planning
Request: Add
Action: Approved
 - d) PLAN 4724/POLS 4724: Sustainable Development
Request: Add
Action: Approved
- D) School of Nursing
 - a) NURS 4470: Community Health in Nursing
Request: Delete
Action: Approved
 - b) NURS: 4475: Nursing Leadership and Management
Request: Delete
Action: Approved

Information Items:

- A) College of Social Sciences
 - 1) Department of Mass Communications
 - a) COMM 3330: Advanced Communication Skills
Request: Modify (Change course description)
Action: Approved
 - b) COMM 3313: Public Relations Principles
Request: Modify (Change title)
Action: Approved
 - c) COMM 3351: Radio Program Production

Request: Modify (edits and pre-reqs)

Action: Approved

- d) COMM 3352: Fundamentals of Video Production
Request: Modify (Updating course title and description)
Action: Approved
- e) COMM 3353: Fundamentals of Film Production
Request: Modify (Change course title and description)
Action: Approved
- f) COMM 4451: Copy Writing
Request: Modify (change course title and description/add pre-req)
Action: Approved
- g) COMM 4452: Advanced Film & Video Production
Request: Change course title and description and pre-req
Action: Approved

B) College of Education

- 1) Department of Leadership and Applied Instruction
 - a) SPMG: 2600 Intro to Sports Management
Request: Modify (Eliminate GPA)
Action: Approved

C) School of Nursing

- a) NURS: 4523: Translating Research into Practice
Request: Modify (Add pre-requisite)
Action: Approved
- b) NURS: 4545: Nursing Leadership in Healthcare
Request: Modify (Add pre-requisite)
Action: Approved

Committee VI: University Matters: (Chair, Minna Rollins)

Action Item:

- A) The General University Matters Committee proposes that Faculty Senate approve the changes made to UWG's Parking Code ([See Addendum III](#)). Richard Curvin, Assistant Director of Auxiliary Services will be available to answer questions.

Committee VII: Institutional Studies and Planning (Chair, Tommy Cox)

Action Item:

- A) Quality Enhancement Plan/SACS Compliance ([See Addendum IV](#))
 - 1) Accept the QEP topic of undergraduate student writing
 - 2) Accept the two learning outcomes as outlined
 - 3) Endorse the QEP Concept Statement

Committee IX: Graduate Studies (Chair, David Jenks)

Action Item: ([See Addendum V](#))

- A) College of Social Sciences
 - 1) Department of Psychology
 - a) Post-Baccalaureate Certificate – Integrative Health Studies
 - Request: Add
 - Action: Approved

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action Items:

- A) A Proposal to Amend the Motion “To Revise the Standing Committees” ([See Addendum VI](#))
- B) A Proposal to Revise the Composition of the Post Tenure Review Appeals Committee ([See Addendum VII](#))
- C) To change the process of amending Policies and Procedures ([See Addendum VIII](#))
- D) To change the process of amending the Bylaws ([See Addendum IX](#))
- E) To change voting at general faculty meetings ([See Addendum X](#))
- F) To specify the voting status of ex officio members ([See Addendum XI](#))
- G) To combine the Secretary of Faculty and Senate ([See Addendum XII](#))
- H) To revise the electing of non-senator representatives ([See Addendum XIII](#))
- I) To allow the re-election of non-senator representatives ([See Addendum XIV](#))
- J) To authorize committees to appoint subcommittees ([See Addendum XV](#))
- K) To replace the term COAS ([See Addendum XVI](#))
- L) To replace outdated names of committees ([See Addendum XVII](#))

Information Items:

- A) The Protocols of the Senate ([See Addendum XVIII](#))
- B) The Bylaws of the College of Social Sciences ([See Addendum XIX](#))
- C) Pending Agenda Items of the Rules Committee ([See Addendum XX](#))

- 5. Old Business
- 6. New Business
- 7. Announcements
- 8. Adjournment

Addendum I

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

February 22, 2011

1. Call to Order

The meeting was convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff.

2. Present:

Aanstoos, Anderson, Ashford, Austin, Barnhart, Orsega, (substitute for Baumstark), Baylen, Burton, Carter, Cook, Cox, DeFoor, Zachary (substitute for Deng), Donohoe, Gordon, Hasbun, Hatfield, Hodges, Chibbaro (substitute for Hooper), Jenks, Khan, Lane, Peralta, (substitute for Mbaye), Morris, Ponder (substitute for Ogletree), Penceo, Johnson (substitute for Ringlaben), Rollins, Rutledge, Smith, Thomas

Absent:

Bucholz, Chowns, Crean, de Nie, Jackson, Kang, Payne, Williard

3. Approval of the minutes of the January 21, 2011 meeting

The minutes were approved by voice vote with no additions or corrections.

4. Committee Reports

Senate Chair Huff queried senators and standing committee chairs as to progress on SACS compliance.

Committee I: Undergraduate Academic Programs (Jean Cook for Chair, Tami Ogletree)

Action Items:

A) College of Arts and Humanities

- 1) Department of Foreign Languages and Literatures
 - a) Program – Initial Certification in Spanish Post Bac.
Request: Modify
Action: Approved

Action item approved by voice vote.

B) College of Education

- 1) Department of Leadership and Applied Instruction
 - a) Program: BS in Geology
Request: Modify
Action: Approved

Item withdrawn.

Committee VI: University Matters: (Chair, Mina Rollins)

Action Item:

A) Proposal for Volunteer Policy

Matt Jordan of Risk Management presented the Voluntary Policy and forms that would be used in the implementation of the policy. Concerns and questions included: 1) documentation process including where documents would be housed, deadlines for submitting forms, and the need for a UWG representative to sign receipt of form; 2) confusion as to who would be required to meet policy requirements, e.g., guest lecturers, performers; and, 3) policy's potential to have a negative impact on guests. Chair Huff stated that it was not in the Senate's purview to approve forms but rather the Policy proposed.

Proposal returned to committee for clarification.

Committee VII: Institutional Studies and Planning (Interim Chair, Tommy Cox)

Information item:

A) Update on the Quality Enhancement Plan (QEP)/SACS Compliance

Cox said that faculty input on the QEP has been requested and response has been positive but limited in numbers. The hope is to present an item for approval in the next meeting. Pres. Sethna emphasized the importance of faculty engagement with the process and plan.

Committee IX: Graduate Studies (Chair, David Jenks)

Action Items:

A) College of Social Sciences

1) Department of Political Science

a) Program – Master of Science in Rural and Small Town Planning

b) Request: Modify
Action: Approved

c) Course: PLAN 5721
Request: Add
Action: Approved

d) Course: PLAN 5722
Request: Add
Action: Approved

e) Course: PLAN 5723
Request: Add
Action: Approved

f) Course: PLAN 5724
Request: Add
Action: Approved

g) Course: PLAN 6702

Request: Add
Action: Approved

- h) Course: POLS 5721
Request: Add
Action: Approved
- i) Course: POLS 5722
Request: Add
Action: Approved
- j) Course: POLS 5723
Request: Add
Action: Approved
- k) Course: POLS 5724
Request: Add
Action: Approved

Action items A.1.a-k approved by voice vote.

B) College of Education

- 1) Department of Education Innovation
 - a) Program: Online Teaching Endorsement – Plan H
Request: Add
Action: Approved

Action item B.1.a approved by voice vote.

- b) Program: M.Ed in Media – Instructional Technology Track – Plan B (M.Ed. in IT)
Request: Modify
Action: Approved
- c) Course: MEDT 6402
Request: Add
Action: Approved
- d) Course: MEDT 7475
Request: Add
Action: Approved
- e) Course: MEDT 7476
Request: Add
Action: Approved

Action items B.1.b-e approved by voice vote.

- 2) Department of Leadership and Applied Instruction
 - a) Program – Master of Arts in Teaching
Request: Add
Action: Approved

- b) Course: SEED 7261L
Request: Add
Action: Approved

Action items B.2.a and b approved by voice vote.

- C) School of Nursing
 - a) Course: NURS 6989
Request: Modify
Action: Approved

Action item C.a approved by voice vote.

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action items:

- A) Revision of the allocation of Senator

Motion to replace Article IV, Section 2,A,5 of the Policies and Procedures with the following:

Duly elected senators, apportioned to each college, the School of Nursing and the Library, such that the number of senators allocated to each unit shall equal 10% of their full-time faculty. The Library and the School of Nursing shall elect their senators at large. For the colleges, each department within a college elects one senator and the remaining senators allocated to that college are elected at-large by the college. Should any department fail to elect a senator in an election cycle for which it has a vacancy, that vacancy will be added to the at-large pool for its college for that election.

Motion approved by voice vote.

- B) To revise the standing committees

Motion to amend Article IV, Section 2,I of the *Policies and Procedures Manual* with the following changes (highlighted material are additions, strikethroughs are deletions; Aanstoos noted that some of the organizational numbers are not correct due to *Word* formatting):

Standing Committee, Membership and Purpose - Each Faculty Senate Committee shall be assigned ~~three (3)~~ senators to its membership. ~~Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.~~

- 1.(1) Undergraduate Academic Programs Committee. Purposes: to recommend policy and procedures concerning undergraduate degrees and academic programs (including majors, concentrations, and minors), ~~continuing education,~~ extended degree programs, international programs, core curriculum, and individual undergraduate courses; and to approve all undergraduate course additions or deletions from the

curriculum and any reorientation of existing programs. Membership: Senate 3; Faculty 10 (4 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: 16. College Deans and their representatives are excluded from membership. five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar, and one appointed by the Provost; one student, appointed by SGA. (Total: 15)

2.(4) Academic Policies and Procedures Committee. Purpose: to recommend policy and procedures concerning advising, undergraduate admissions and retention, progression and graduation, registration, University calendar, class scheduling, final examinations and examination scheduling, testing, advanced placement, commencement, and catalogs--including catalog content; to hear-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 and Testing, Registrar, Registration and Records. Membership: Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library) Administration 3; student 1. Total membership: 17. four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar and one appointed by the Provost; one student, appointed by SGA. (Total: 14)

3.(5) Faculty and Administrative Staff Personnel Development Committee. Purpose: to recommend policy concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; to hear and make recommendations in grievance, discipline and dismissal cases to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to review pedagogy for distance and classroom learning; to determine the allocation of UWG funded grant support; and to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored operations, and other faculty development issues as may be requested by administration. Membership: Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library); Administration 2; students 0. Total Membership: 15 three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; one administrator, appointed by the Provost. (Total: 11 or 12)

4.Learning Resources. Purpose: to recommend policy, make procedural recommendations and organizational and developmental recommendations for library, faculty and institutional research.

~~Membership: Senate 3; Faculty 9 (5 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 2, students 2. Total membership: 16.~~

- 5.(10) University Relations Committee. Purpose: To serve in an advisory capacity to the Vice President for University Advancement and to recommend policy and procedures concerning continuing education, university public relations, alumni relations, marketing, university events and convocations, priorities for fund raising. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for University Advancement; one student representative, appointed by SGA. (Total: 13)
- 6.(7) Student Life Affairs Committee. Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and to recommend policy and procedures concerning financial aid, orientation, housing, health and food services, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, multicultural opportunities, international students, and other student matters referred to the committee. Membership: ~~Senate 3, Faculty 7 (3 Arts & Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library), Administration 2, (Assistant Dean of Students and 1 administrative designee). Students 4 (3 undergraduate, 1 graduate). Total membership: 16.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 14)
- 7.(9) ~~General University Matters~~ Environment Committee. Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and to recommend policy and procedures for concerning campus planning and development, auxiliary services, ~~public relations, convocations,~~ campus security and safety, campus facilities, such as telephone services, mail services, parking and traffic control, physical plant, and environmental and sustainability issues. ~~problems, etc.~~ Membership: ~~Senate 3; Faculty 5 (3 Arts and Sciences, 1 Nursing, 1 Education, 0 Library); Administration 2; Students 3. Total membership: 13.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost and one by the Vice-President of Business and Finance; one student representative, appointed by SGA. (Total: 13)
- 8.(6) ~~Institutional Studies and Strategic Planning~~ Committee. Purpose: to recommend policy concerning University purposes and goals (and to

evaluate their degree of suitability and attainment), academic planning and growth, SACS and specialized accreditations, the Quality Enhancement Plan (QEP), and campus development and to monitor the implementation of the campus-University's strategic plan. Membership: ~~Senate 3; Faculty 7 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 4; Students 2. Total membership: 16.~~ three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Director of Institutional Research and Planning and one appointed by the Provost; one student, appointed by SGA. (Total: 13 or 14)

9.(11) Intercollegiate Athletics Committee. Purpose: 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. Membership: ~~Senate 3; Faculty 3 (1 Arts and Sciences, 1 Business, 1 Education); Administration 2; Students 4; Ex-officio (Non-Voting) The Director of Athletics and the NCAA Representative. Total Membership: 14 (Approved by Faculty Senate, Fall'91)~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Director of Athletics; the NCAA representative; one appointed by the Provost, and one by the Vice-President for University Advancement; two students, appointed by SGA. (Total: 16)

10. (2) ~~Committee on Graduate Studies~~ Programs Committee. Purpose: to recommend policy and formulate procedures concerning graduate programs, curriculum, admissions, graduate transfers, admission to candidacy, eligibility for graduation, petitions and appeals, and graduate faculty membership to recommend proposals for graduate degree programs and other graduate curricula matters to the Senate through the Provost and Vice President for Academic Affairs; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs. Membership: ~~Senate 3; Dean of the Graduate School (ex-officio, non-voting), the department chair or coordinator of each graduate program, and one graduate student selected by the Committee on Graduate Studies.~~ five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School, and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

11. (3) Honors College Programs Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission and retention criteria, Honors College advising and curriculum matters,

petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence; and to make recommendations concerning honorary degrees to the Senate through the Provost and Vice President for Academic Affairs. Membership: Senate 3; 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. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Dean of the Honors College, the Director of the Advanced Academy, and one appointed by the Provost; one student, appointed by the Student Honors Council. (Total: 14)

12. (8) ~~Technology Planning~~ Committee. Purpose: To recommend policy and procedures concerning the integration of information technology into the academic mission, including distance and online learning; to compile an annual evaluation of the state of information technology at the University; and to advise with respect to the campus computer centers, and the Office of Information Technology, ~~assess and recommend policy and procedures that contribute to the fulfillment of UWG's technology vision. That vision is "... to integrate information technology into West Georgia's academic and administrative mission to ensure that students, faculty, staff, and the community are well-prepared for life in a knowledge-based and technologically dynamic society."~~ The Technology Planning Committee will produce a Yearly Evaluation of Campus IT as a summation of the state of information technology at UWG over the previous academic year. This report, to be completed by the end of the fall semester, will include:
1. ~~An assessment of annual reports from IT units, evaluations from the Technology Coordination Council, user surveys, and other documents that provide evidence that the university is actively participating in the strategies articulated in the UWG IT Strategic Plan.~~
 2. ~~An evaluation of existing campus policies related to the allocation and use of technology to ensure that academic and administrative needs are adequately addressed.~~
 3. ~~A summary of the committee's findings and any recommendations for increased activity to fulfill participation in the IT Strategic Plan and/or recommendations for changes, additions or other improvements to the UWG IT Strategic Plan and accompanying process.~~ Membership: Senate 3; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Education, 1 Business, 1 Library); Administration 4; Students 3. Total membership:

16. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Chief Information Officer; and one appointed by the Provost; one student representative, appointed by SGA. (Total: 13)
13. (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; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 5 (Academic Affairs, Business and Finance, Auxiliary Services, Student Affairs, University Advancement) and 1 ex-officio, non-voting (Director of Budget Services).~~ Total membership: ~~16~~ three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the director of Budget Services and one each appointed by the Provost, the Vice-President for Student Affairs, the Vice President of Business and Finance, the Vice President for University Advancement; one student representative, appointed by SGA. (Total: 16 or 17)
14. (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 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: ~~Senate 3; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney).~~ Total membership ~~9~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 12)

Motion approved by voice vote.

C) To mandate elected chairs of Senate committees

MOTION: To revise the current statement in Art. III, Section D of the Bylaws with the following changes:

Each Senate committee shall annually elect one (1) faculty member of the Senate as chair..., The newly elected chair shall take office at the beginning of the summer semester.

Motion approved by voice vote.

D) To change the amendment process for the Policies and Procedures

While discussing this item, the proposal under item F was also brought into the discussion. During discussion a quorum ceased to exist and no vote was taken.

E) To change the amendment process for the Bylaws

Chair Aanstoos presented this as an information item.

F) To change voting at General Faculty meetings

As a quorum was no longer present, Senate Chair Huff adjourned the meeting. Due to the time-sensitive business, the next Senate meeting may be rescheduled.

Addendum II

Course Update Request (Add, Delete, Modify)

Originator

 History Department
Department

 College of Arts and Humanities
College

 Schroer, Timothy
Originator
Action
 Add
 Modify
 Delete

Modifications
 Prerequisites
 Description
 Title
 Credit
 See Comments

Course Details

 HIST 4250 The First World War
Prefix Number Course Title

Examines the political, economic, social, cultural, and military history of what George Kennan called the "seminal catastrophe of the twentieth century."

Course Catalog Description

3	0	3	Summer - 2011	Other	Letter Grade
<small>Lec Hrs</small>	<small>Lab Hrs</small>	<small>Credit Hrs</small>	<small>Effective Term</small>	<small>Frequency</small>	<small>Grading</small>

Prerequisites

3 credits global history, 3 credits U.S. history, or permission

Corequisites
Rationale

I taught this course as a special topics course in the summer of 2009. The course met considerable student demand and it proved a success. The graduate component would fit within the department's new graduate major field of War and Society in Global Perspective.

Planning Info
 Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 35

Comments
 TEAC Approval Required

College Approvals

 Goodson, Howard (Dr.) [APPROVED 12/02/10]
 Chair, Course Department

[]

Cross Listing Approvals

 N/A
 Chair, Cross Listed Department

 N/A
 Associate Dean, Cross Listed College

Other Approvals

 Ogletree, Tamra [APPROVED 03/04/11]
 Chair, Undergraduate Academic Programs Committee

 N/A
 Chair, TEAC

FINAL APPROVAL

 Anderson, Jon [REQUIRED 12/02/10]
 Chair, Faculty Senate

The First World War
HIST 4250
Summer 2011
M-F 10:00-12:15
TLC 1200

Professor: Dr. Tim Schroer
Office: Technology-Enhanced Learning Center (TLC) 3218
Phone: 678-839-6040
Email: tschroer@westga.edu
Office hours: 1:30 – 4:30 or by appointment

Course Description

This course will examine the political, economic, social, cultural, and military history of what George Kennan called the “seminal catastrophe of the twentieth century.” We will not confine our attention to the years 1914-1918. Instead, we will devote considerable effort to understanding the war’s origins and its legacy. Among the questions we will consider are the following: What caused the war? How did states respond to the challenge of waging “total war”? How did the war affect societies in the combatant nations? Why did a war of attrition develop and how did it persist for so long? How and why did a socialist revolution succeed in Russia in 1917? How should we evaluate the work of the peacemakers in Paris in 1919? What was the war’s legacy?

Learning Outcomes

Students who successfully complete the course will be able:

- to demonstrate an understanding of the history of the First World War;
- to recognize and to pose significant historical questions;
- to analyze sources critically;
- to write and to speak clearly; and
- to think historically.

Required Materials:

The following required books are available in the bookstore:

Michael Howard, *The First World War: A Very Short Introduction* (Oxford: Oxford University Press, 2007) ISBN 978-0-19-920559-2.

Michael S. Neiberg, ed., *The World War I Reader* (New York: New York University Press, 2007) ISBN 978-0-8147-5833-5.

Ernst Jünger, *Storm of Steel* (New York: Penguin, 2004), ISBN 9780142437902.

Grading

Quizzes:	5 percent
Participation:	15 percent
First paper:	15 percent
Second paper:	15 percent
Third paper:	15 percent
Midterm examination:	15 percent
Final examination:	20 percent

Thoughtful contributions made in class discussions will be credited in the class participation grade. Behavior (such as tardiness) that impedes other students’ learning will be penalized. The papers will be graded on the basis of the quality of the analysis and the writing. Each day students should come to class prepared for a quiz over the assigned reading.

The final examination will be cumulative. Both examinations will consist mainly of essay questions. Students will have some choice on which essay questions they choose to write. No extra credit will be offered. All submitted written work must be unique to this course and original.

Policies

I expect each student to understand and to comply with the University of West Georgia's policies on Academic Honor and Academic Dishonesty. They may be found in the Student Handbook, on the web at <http://www.westga.edu/documents/catalogs.php>.

Academic honesty prohibits taking credit for someone else's work. Justice requires that punishment fit the infraction. Egregious academic dishonesty will result in failing the course and may also bring additional penalties imposed by the university.

I encourage any student who has questions or needs help with the course to come to my office hours or send me an email to set up a time to talk. In addition, students may wish to consult with the Writing Center (<http://www.westga.edu/~writing>).

In accordance with the Americans with Disabilities Act and university policy, I will make reasonable accommodation for any recognized disability. Students should contact me during the first week of the course and present documentation from the University's Student Development Center.

All written assignments are due at the beginning of class. Late assignments will be penalized by deducting one letter grade for each day the assignment is late.

I strongly encourage students to attend class. Students who attend class tend to learn more and get better grades than those who do not. Class discussion sometimes affords new insights that cannot be planned or predicted. In case of absence, it is the responsibility of the student to obtain notes from a classmate covering what was missed. I do not penalize students for absences, but students receive no credit on any tests or quizzes on missed class days. A student who does not take a quiz or test in class with the rest of the class receives a zero. I do not permit students to take any test, quiz, or other graded work at any time other than in class as scheduled except in rare cases of prior approval or with a physician's note.

Students should regularly check their University of West Georgia email account.

Course Schedule

Students are expected to have mastered the assigned reading and assignments before each class meeting.

Mon. June 6	Introduction
Tues. June 7	On the eve of war
Reading:	Howard, 1-14 Neiberg, 1-22, 50-88
Wed. June 8	The origins of the war
	First paper due
Reading:	Howard, 15-26 Neiberg, 25-49 Excerpt from <i>The War Memoirs of David Lloyd George</i> (reserve) The Blank Check http://germanhistorydocs.ghi-dc.org/sub_document.cfm?document_id=800
Thurs. June 9	The opening of the war
Reading:	Howard, 27-36 Neiberg, 91-96, 148-57, 175-83

- The Kaiser speaks
http://germanhistorydocs.ghi-dc.org/sub_document.cfm?document_id=815
- The SPD on the coming of the war
http://germanhistorydocs.ghi-dc.org/sub_document.cfm?document_id=816
- Fri. June 10 Total war and the growth of the state
 Reading: Hobson on conscription and Crombie letter (reserve)
 Walter Rathenau on the war economy (reserve)
 War loan posters (reserve)
- Mon. June 13 War of attrition
 Second paper option A due
 Reading: Neiberg, 97-108, 123-47, 208-24
- Tues. June 14 Widening the war
 Howard, 37-55
- Wed. June 15 Societies at war
 Reading: Neiberg, 227-52, and p. 271
 Manifesto of 93 German professors (reserve)
 Susan Grayzel, "Liberating Women? Examining Gender, Morality and Sexuality in First World War Britain and France," in *Evidence, History and the Great War*, ed. Gail Braybon (New York: Berghahn, 2003), 113-34 (reserve).
 Posters depicting nurses (reserve)
- Thurs. June 16 Midterm examination
- Fri. June 17 The campaigns of 1916
 Second paper option B due
 Reading: Howard, 56-67
 Neiberg, 109-22, 184-94
 Middlebrook, Excerpt from *The First Day on the Somme* (reserve)
- Mon. June 20 Revolution
 Reading: Lenin's April Theses
http://www.dhr.history.vt.edu/modules/eu/mod03_1917/evidence_detail_31.html
 Miliukov's Note on War Aims, April 18/May 1, 1917
http://www.dhr.history.vt.edu/modules/eu/mod03_1917/evidence_detail_30.html
- Tues. June 21 The entry of the United States
 Reading: Howard, 68-80
 Neiberg, 272-88, 158-72, 312-22
- Wed. June 22 Toward the breaking point
 Reading: Neiberg, 195-207
 Tim Cook, "The Politics of Surrender: Canadian Soldiers and the Killing of Prisoners in the Great War," *The Journal of Military History* 70 (2006): 637-66. Access through library database.
- Thurs. June 23 The world at war
 Reading: German Foreign Office, "Employment, contrary to International Law, of Colored Troops upon the European Arena of War by England and France" (Berlin, 1915) (reserve)
 Indian soldiers' letters (reserve)
- Fri. June 24 The war's end

Reading: Howard, 81-112
Neiberg, 291-311
Ludendorff admits defeat
http://germanhistorydocs.ghi-dc.org/sub_document.cfm?document_id=814

Mon. June 27 Peacemaking
Reading: Howard, 113-19
Neiberg, 325-66

Tues. June 28 The war's legacy
Third paper due
Reading: Jünger, *Storm of Steel*

Wilfred Owen, *Dulce et Decorum Est*
<http://www.rjgeib.com/heroes/owen/owen-poetry.html>

Ezra Pound excerpt
<http://www.rjgeib.com/thoughts/fight/fight.html>

John Oxenham, *Angels? Why Not?* (reserve)

John Steele Gordon, "What We Lost in the Great War," *American Heritage Magazine* 43
(July/August 1992)
http://www.americanheritage.com/articles/magazine/ah/1992/4/1992_4_80.shtml

Gary Sheffield on "The Aftermath and the Consequences" (reserve)

Mandatory Final Examination
June 30

Course or Program Addition, Deletion or Modification Request

Department: Biology

College: College of Science & Math



Current course catalog listing: (for modifications or deletions)

Prefix Course Title BA in Biology Hours: / / Lecture/Lab/Total

Action		
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program	
<input type="checkbox"/> Modify	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
<input type="checkbox"/> Credit		
<input type="checkbox"/> Number		
<input type="checkbox"/> Title		
<input type="checkbox"/> Description		
<input type="checkbox"/> Other		

Credit
<input checked="" type="checkbox"/> Undergraduate
<input type="checkbox"/> Graduate
<input type="checkbox"/> Other*
*Variable credit must be explained

Frequency
<input checked="" type="checkbox"/> Every Term
<input type="checkbox"/> Yearly
<input type="checkbox"/> Other

Rationale: To include a discussion of the impact this change may have on the substance of the major or academic program (attach additional material as necessary) and whether or not existing resources are sufficient to support this change.

Library resources are adequate Library resources need enhancement

Proposed Course Catalog Listing: (For new courses or for modification)

Prefix Course Title Hours: / / Lecture/Lab/Total

Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

Prerequisite(s) _____

Present or Projected Enrollment: 0 (Students per year)

Effective Date*: Fall /2011
Term/Year

*For a new course, one full term must pass between approval and effective date.

Grading System: Letter Grade Pass/Fail Other

Approval:

<u>[Signature]</u> Department Chair	<u>1/26/11</u> Date	Department Chair (if cross listed)	Date
<u>[Signature]</u> Dean of College	<u>2/8/2011</u> Date	Dean of College (if cross listed)	Date

Chair of TEAC (if teacher prep. program) Date

Final Approval: Submitted by College Dean to Undergraduate Academic Programs Chair and/or Committee on Graduate Studies Chairman (six copies with signature for proposals carrying undergraduate credit only and seven copies with signatures carrying both undergraduate and graduate credit).

<u>[Signature]</u> Chair, Undergraduate Academic Programs Committee	<u>3-4-11</u> Date	Chair, Committee on Graduate Studies	Date
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Vice President for Academic Affairs Date

Rationale for Program Deletion

BA in Biology Program

Biology seeks approval to delete the BA in Biology. The BA in Biology became dormant before FY2004 and Biology faculty recently voted to delete it. Students have not graduated with a BA in Biology since 2004, and, students may not presently major in the program.

Henry R. Zet
1/26/11

2011

UWG Substantive Change Form - (New and Existing Academic Programs)

If a program is being considered for substantive change (including but not limited to: *offering more than 50% of the student contact time online; offering a current program at an alternate location; initiating a new program, or substantially changing a current program*), the following information should be collected and submitted to the VPAA's office at the genesis of the planning or discussion phase:

Section 1: Prepared by the Dean's Office, Department Chair, or Program Director

Official Name of the Degree, Certificate, Minor or Credential Program		BA in Biology
What type of change is planned?	<input type="checkbox"/> New Program <input type="checkbox"/> Program Change <input type="checkbox"/> New Delivery Format <input checked="" type="checkbox"/> Deletion	
Will this program move to more than 50% online?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will this program be offered more than 25% at an off campus site? -	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will this substantive change impact specialized accreditation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What will be the anticipated impact on enrollment?	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> Stay the Same	
Please provide a brief conceptual description of the substantive change and resources needed (if any) in the box below.		
Biology seeks approval to delete dormant program, BA in Biology		

Once complete, please submit to the VPAA's office for the creation of a planned approval process.

Section 2: Completed by the VPAA's office (within 7 days of receipt)

APPROVALS AND DOCUMENTS NEEDED FOR SUBMISSION	
Internal Approvals Needed	<input type="checkbox"/> College, <input type="checkbox"/> TEAC, <input type="checkbox"/> UAPC, <input type="checkbox"/> COGS, <input type="checkbox"/> Senate, <input type="checkbox"/> VPAA
Will a full prospectus or Notification be required for Board of Regents Approval?	<input type="checkbox"/> Notification <input type="checkbox"/> Prospectus <input type="checkbox"/> N/A
Will a full prospectus or Notification be required for SACS approval?	<input type="checkbox"/> Notification <input type="checkbox"/> Prospectus <input type="checkbox"/> N/A
INTERNAL NOTIFICATIONS: Have the following offices been notified of this planned substantive change?	
Extended Degree Programs	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Enrollment Management	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
College of Arts and Sciences Dean's Office (Core Course Planning)	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Ingram Library	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Budget Services	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Registrar	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Financial Aid	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
Facilities	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary
ITS	<input type="checkbox"/> Notified <input type="checkbox"/> Not Necessary

Once complete, the VPAA's office will return to the College/School Dean's office

Section 3: Approvals Received

Office/Entity	Date Approval Received
Department Committee	Henry P. Lot Oct 29, 2010
College/School Committee	Dupin 2-8-11
TEAC (if needed)	
UAPC/COGS	Jane W. Ogleton 2-9-11
Senate	
VPAA	
Board of Regents	
SACS	
PSC (if needed)	
Specialized Accreditation	

Course or Program Addition, Deletion or Modification Request

Department: Biology

College: College of Arts & Sciences

2011 MAR -1 PM 4:21

Current course catalog listing: (for modifications or deletions)

Prefix Course Title BS in Biology/Secondary Education Hours: Lecture/Lab/Total

<input type="checkbox"/> Course <input checked="" type="checkbox"/> Program		
<input type="checkbox"/> Modify <input type="checkbox"/> Credit <input type="checkbox"/> Number <input type="checkbox"/> Title <input type="checkbox"/> Description <input type="checkbox"/> Other	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

<p style="text-align: center;">Credit</p> <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Other* * Variable credit must be explained

<p style="text-align: center;">Frequency</p> <input checked="" type="checkbox"/> Every Term <input type="checkbox"/> Yearly <input type="checkbox"/> Other

Rationale: To include a discussion of the impact this change may have on the substance of the major or academic program (attach additional material as necessary) and whether or not existing resources are sufficient to support this change.

Library resources are adequate Library resources need enhancement

Proposed Course Catalog Listing: (For new courses or for modification)

Prefix Course Title Hours: Lecture/Lab/Total

Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

Prerequisite(s) _____

Present or Projected Enrollment: 0 (Students per year) Effective Date*: Fall / 2011
*For a new course, one full term must pass between approval and effective date.

Grading System: Letter Grade Pass/Fail Other

Approval:

<i>[Signature]</i>	<u>1/26/11</u>	Department Chair	Date
<i>[Signature]</i>	<u>2/8/2011</u>	Dean of College	Date

Chair of TEAC (if teacher prep. program) _____ Date _____

Final Approval: Submitted by College Dean to Undergraduate Academic Programs Chair and/or Committee on Graduate Studies Chairman (six copies with signature for proposals carrying undergraduate credit only and seven copies with signatures carrying both undergraduate and graduate credit).

<i>[Signature]</i>	<u>2-9-11</u>	Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies	Date
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Vice President for Academic Affairs _____ Date _____

Rationale for Program Deletion

BS in Biology/Secondary Education Program

Biology seeks approval to delete the BS in Biology/Secondary Education Program. The BS in Biology/Secondary Education Program duplicates a Secondary Education Track in the BS in Biology. Both the Program and the Track lead to initial certification, but the Secondary Education Track of the BS in Biology has the following favorable characteristics:

- A recent revision brought the BS in Biology Track into compliance with mandated EDUC courses.
- A recent revision to the BS in Biology enables a student of the Secondary Education Track to graduate with 120 hrs.
- Students may move easily into and out of the Secondary Education Track within the BS in Biology Program
- The Undergraduate Catalog describes the Secondary Education Track in detail.
- The Biology website shows the program of study for the Secondary Education Track.

Whereas Secondary Education Track has these itemized advantages, the BS in Biology/Secondary Education Program does not and, hence, remains out of date and dormant. Students have not graduated with a BS in Biology/Secondary Education recently and students are presently unable to declare a major in this program.

Handwritten signature
1/26/11

UWG Substantive Change Form - (New and Existing Academic Programs)

If a program is being considered for substantive change (including but not limited to: *offering more than 50% of the student contact time online; offering a current program at an alternate location; initiating a new program, or substantially changing a current program*), the following information should be collected and submitted to the VPAA's office at the genesis of the planning or discussion phase:

Section 1: Prepared by the Dean's Office, Department Chair, or Program Director

Official Name of the Degree, Certificate, Minor or Credential Program	BS in Biology/Secondary Education Program
What type of change is planned? () New Program () Program Change () New Delivery Format (X) Deletion	
Will this program move to more than 50% online?	() Yes (X) No
Will this program be offered more than 25% at an off campus site? -	() Yes (X) No
Will this substantive change impact specialized accreditation?	() Yes (X) No
What will be the anticipated impact on enrollment?	(%) Increase (%) Decrease (X) Stay the Same
Please provide a brief conceptual description of the substantive change and resources needed (if any) in the box below.	
Biology seeks approval to delete dormant program, BS in Biology/Secondary Education Program	

Once complete, please submit to the VPAA's office for the creation of a planned approval process.

Section 2: Completed by the VPAA's office (within 7 days of receipt)

APPROVALS AND DOCUMENTS NEEDED FOR SUBMISSION	
Internal Approvals Needed () College, () TEAC, () UAPC, () COGS, () Senate, () VPAA	
Will a full prospectus or Notification be required for Board of Regents Approval?	() Notification () Prospectus () N/A
Will a full prospectus or Notification be required for SACS approval?	() Notification () Prospectus () N/A
INTERNAL NOTIFICATIONS: Have the following offices been notified of this planned substantive change?	
Extended Degree Programs	() Notified () Not Necessary
Enrollment Management	() Notified () Not Necessary
College of Arts and Sciences Dean's Office (Core Course Planning)	() Notified () Not Necessary
Ingram Library	() Notified () Not Necessary
Budget Services	() Notified () Not Necessary
Registrar	() Notified () Not Necessary
Financial Aid	() Notified () Not Necessary
Facilities	() Notified () Not Necessary
ITS	() Notified () Not Necessary

Once complete, the VPAA's office will return to the College/School Dean's office

Section 3: Approvals Received

Office/Entity	Date Approval Received
Department Committee	<i>King J. Zet</i> Sept 19, 2008
College/School Committee	<i>D. J. ...</i> 5-8-11
TEAC (if needed)	
UAPC/COGS	<i>James W. ...</i> 3-4-11
Senate	
VPAA	
Board of Regents	
SACS	
PSC (If needed)	
Specialized Accreditation	

Course Update Request (Add, Delete, Modify)

Originator

Geosciences Department

Department

College of Science and Mathematics

College

DeWeese, Georgina

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

GEOG

Prefix

3900

Number

Ecological Climatology

Course Title

Ecology and Climatology are two vastly different disciplines. Ecology is concerned with the interactions of organisms with their environments and Climatology is the study of the long-term physical state of the atmosphere. These two disciplines were not combined until the advent of global climate models in the 1970s. Ecological climatology is the interdisciplinary framework used to understand the functioning of the terrestrial ecosystem as part of the climate system. Specifically, how do changes in land cover influence short-term and long-term weather patterns.

Course Catalog Description

3

Lec Hrs

Lab Hrs

3

Credit Hrs

Fall - 2011

Effective Term

Other

Frequency

Letter Grade

Grading

Prerequisites

GEOG 1112, GEOG 1112L, GEOG 1113, GEOG 1113L

Corequisites

Rationale

Learning Outcomes: Upon completion of this course, students should be able to: ? Understand and identify relationships between terrestrial vegetation and weather and climate on a local, regional, and global scale. ? Demonstrate proper field techniques and collection of ecological samples and climate data. ? Apply qualitative and quantitative analyses to ecological and climatological data.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 20

Comments

TEAC Approval Required

College Approvals

Hollabaugh, Curtis L. (Dr.) [APPROVED 02/02/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

FINAL APPROVAL

Anderson, Jon [REQUIRED 02/17/11]

GEOGRAPHY 3900: ECOLOGICAL CLIMATOLOGY

Instructor: Dr. Georgina DeWeese

Lecture:

Location:

Office Hours:

Office: 250 Callaway Annex

Phone: 678-839-4065

E-mail: gdeweese@westga.edu

Website: www.westga.edu/~gdeweese

Textbooks: *Ecological Climatology: Concepts and Applications*, 2nd edition, 2008, by GB Bonan.

COURSE DESCRIPTION: Ecology and Climatology are two vastly different disciplines. Ecology is concerned with the interactions of organisms with their environments and Climatology is the study of the long-term physical state of the atmosphere. These two disciplines were not combined until the advent of global climate models in the 1970s. Ecological climatology is the interdisciplinary framework used to understand the functioning of the terrestrial ecosystem as part of the climate system. Specifically, how do changes in land cover influence short-term and long-term weather patterns.

Learning Outcomes: Upon completion of this course, students should be able to:

- Understand and identify relationships between terrestrial vegetation and weather and climate on a local, regional, and global scale.
- Demonstrate proper field techniques and collection of ecological samples and climate data.
- Apply qualitative and quantitative analyses to ecological and climatological data.

Grading: This course will have 3 exams (worth 100 points each) and 8 in-class labs (worth 10 points each).

Topics of Discussion:

Ecological climatology concepts and applications

Components of the Earth system

Global Cycles

Atmospheric Radiation

Atmospheric Circulation and Climate
Earth's Climates
Climate Variability
Climate Change
Soil Physics
Soil Biogeochemistry
Water Balance
Watershed Hydrology
Surface Energy Fluxes
Soil Moisture and the Atmospheric Boundary Layer
Leaf Energy Fluxes and Photosynthesis
Plant Canopies
Plant Strategies
Populations, Communities, and Ecosystems
Vegetation Dynamics
Disturbances and Landscapes
Global Biogeography
Terrestrial Forcing and Feedbacks
Land-Use and Land-Cover Change
Urbanizations

In-Class Labs:

Introduction to Ecological Sampling
Macrohabitat analysis
Atmospheric analysis
Habitat assessment
Biotic sampling methods
Age structure and survivorship
Community structure
Biomass measurements

Course or Program Addition, Deletion or Modification Request

Department: ANTHROPOLOGY

College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

2011 MAR -7 PM 4:20

Prefix Course Title Hours: Lecture/Lab/Total

Action		
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program	
<input checked="" type="checkbox"/> Modify	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Credit		
<input type="checkbox"/> Number		
<input type="checkbox"/> Title		
<input type="checkbox"/> Description		
<input type="checkbox"/> Other		

Credit
<input checked="" type="checkbox"/> Undergraduate
<input type="checkbox"/> Graduate
<input type="checkbox"/> Other*
*Variable credit must be explained

Frequency
<input checked="" type="checkbox"/> Every Term
<input type="checkbox"/> Yearly
<input type="checkbox"/> Other

Rationale: To include a discussion of the impact this change may have on the substance of the major or academic program (attach additional material as necessary) and whether or not existing resources are sufficient to support this change.

Library resources are adequate Library resources need enhancement

Proposed Course Catalog Listing: (For new courses or for modification)

Prefix Course Title Hours: Lecture/Lab/Total


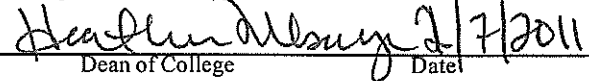
Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

Prerequisite(s) _____

Present or Projected Enrollment: (Students per year) _____ Effective Date*: _____ / _____
*For a new course, one full term must pass between approval and effective date. Term/Year

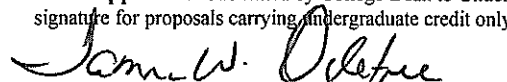
Grading System: Letter Grade Pass/Fail Other

Approval:

	1-21-11		
Department Chair	Date	Department Chair (if cross listed)	Date
	2/7/2011		
Dean of College	Date	Dean of College (if cross listed)	Date

Chair of TEAC (if teacher prep. program) Date

Final Approval: Submitted by College Dean to Undergraduate Academic Programs Chair and/or Committee on Graduate Studies Chairman (six copies with signature for proposals carrying undergraduate credit only and seven copies with signatures carrying both undergraduate and graduate credit).

	3-4-11	
Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies

Vice President for Academic Affairs Date



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

SUBSTANTIVE CHANGE/PROGRAM MODIFICATION
Curricular Change to an Existing Program

Institution: University of West Georgia

Date Submitted: 1/20/11

Degree Name and CIP: Bachelor of Science Degree with a Major in Anthropology

Rationale for Curriculum Modification:

- 1) **It makes curricular sense for our discipline:** Anthropology is composed of four subfields (Archaeology, Cultural Anthropology, Linguistics, Physical Anthropology) – more than 50% of our discipline relies upon and regularly uses quantitative methodology associated with the Natural and Social Sciences, such as Statistics; therefore a B.S. will allow our undergraduate student to strengthen their background in those subfields heavily associated with the natural sciences.
- 2) **It is a national trend:** “Despite budgetary constraints in higher education there appears to be a strong interest or demand for applied anthropology. It is in applied anthropology that we seem to see the greatest expansion at all levels of education in anthropology, including baccalaureate” (Society for Applied Anthropology Annual Meeting, 2004). Demand for applied anthropology in all subfields is best met by maximizing options for students through curricular electives. 6 more hours available to acquire skills and knowledge for both science and non-science emphases in Anthropology will broaden our students’ preparation.
- 3) **There is precedence within our USG tier level:** Kennesaw State University already offers a B.S. in Anthropology. In the past we have had at least two students who have left UWG to attend other universities because the B.S. there allowed them to take more courses within the natural sciences without focusing on areas that were less related to those students’ long-term pursuits.
- 4) **This change will require no new resources at the University or College levels.** There are sufficient faculty and course offerings to meet the needs of this change in our program; the library resources are adequate for this change; there will be no negative impact on enrolment in other departments because of this change.

Curriculum Comparison:

<u>Current Program of Study</u>	<u>Proposed Program of Study</u>
<p><u>Bachelor of Arts Degree with a Major in Anthropology:</u></p> <p>Core Areas A through E (see pages 122-28 of Undergraduate Catalog)</p> <p>Core Area F, Major Specific Courses 18</p> <p>1) ANTH 1102(Introduction to Anthropology) 3</p> <p>2) Choose two: ANTH 2001; ANTH 2002; ANTH 2003 6</p> <p>3) Foreign Languages 2001, 2002 0-6</p> <p>4) Remaining Hours selected from: 3-6</p> <p>1000 or 2000-level courses from Anthropology, Biology, Computer Science, Economics, Foreign Language, Geography, Geology, History, Sociology, Political Science, Mathematics, Philosophy, Psychology, Statistics (no more than three of these hours may be ANTH)</p>	<p><u>Bachelor of Science Degree with a Major in Anthropology:</u></p> <p>Core Areas A through E (see pages 122-28 of Undergrad Catalog) - UNCHANGED</p> <p>Core Area F, Major Specific Courses 18</p> <p>1) ANTH 1102(Introduction to Anthropology) 3</p> <p>2) Choose two: ANTH 2001; ANTH 2002; ANTH 2003 6</p> <p>3) Remaining Hours selected from: 9</p> <p>1000 or 2000-level courses from Anthropology, Biology, Computer Science, Economics, Foreign Language, Geography, Geology, History, Sociology, Political Science, Mathematics, Philosophy, Psychology, Statistics (no more than three of these hours may be ANTH)</p>
<p>Major Specific Courses</p> <ul style="list-style-type: none"> • Requirements for the Major = 29 hours: Major Courses Required: • ANTH 4100 (History of Anthropological Thought) = 3 hours • Archaeology (Anth 3105, Anth 3156, Anth 3184, Anth 4115, Anth 4117, Anth 4160) = 3 hours • Linguistics (ANTH 4173-Language and Culture) = 3 hours • Physical Anthropology (ANTH 3106; ANTH 4125; ANTH 4150; ANTH 4165) = 3 hours • Cultural Anthropology (ANTH 3180, ANTH 3186, ANTH 4134, ANTH 4144, ANTH 4155, ANTH 4170) = 3 hours • Methods Course (ANTH 3188, ANTH 4102, ANTH 3250) = 4 hours • Anthropology Capstone (ANTH 4184) = 1 hour • Anthropology Upper Division Electives Numbered 3000 level or higher = 9 hours <p>Minor or Electives (12 of these hours must be at or above the 3000 level) = 31 hours</p>	<p>Major Specific Courses (UNCHANGED)</p> <ul style="list-style-type: none"> • Requirements for the Major = 29 hours: Major Courses Required: • ANTH 4100 (History of Anthropological Thought) = 3 hours • Archaeology (Anth 3105, Anth 3156, Anth 3184, Anth 4115, Anth 4117, Anth 4160) = 3 hours • Linguistics (ANTH 4173-Language and Culture) = 3 hours • Physical Anthropology (ANTH 3106; ANTH 4125; ANTH 4150; ANTH 4165) = 3 hours • Cultural Anthropology (ANTH 3180, ANTH 3186, ANTH 4134, ANTH 4144, ANTH 4155, ANTH 4170) = 3 hours • Methods Course (ANTH 3188, ANTH 4102, ANTH 3250) = 4 hours • Anthropology Capstone (ANTH 4184) = 1 hour • Anthropology Upper Division Electives Numbered 3000 level or higher = 9 hours <p>Minor or Electives (12 of these hours must be at or above the 3000 level) = 31 hours</p>

Submitted by (President or VP for Academic Affairs typed):

Signature (President or VP for Academic Affairs):

From: Wanda Eidson [mailto:weidson@westga.edu]

Sent: Thursday, November 04, 2010 8:52 AM

To: msnipes@westga.edu

Subject: RE: Anthropology B.S.

1) Anthropology is not listed as STEM (Science, Technology, Engineering, Math) so by default is not a "science" and can follow the non-science core, 10 hours in D, 5 hours in B.

2) The current and future core (Fall 2011) BOR guidelines (not sure this is all-inclusive, check with AA):

- 18 hours
- for the most part and by vague definition are lower-division major requirements
- must be composed exclusively of 1000/2000 level courses
- may be prerequisites for other Area F courses and/or for major courses at higher levels
- no PWLA nor orientation (general freshman orientation)
- must be approved by the relevant academic committees

AND MY FAVORITE:

- **courses previously approved do not require re-approval**

SO, if I may make a suggestion, keep what you have, just changing FL 2002 to an option, no longer a requirement.

- 9 hours: ANTH 1102 and select 6 hrs ANTH 2001-2003
- 9 hours remaining from list

AND

- major area shouldn't be a problem, you already have a minimum of 21 hours ANTH 3000/4000.

The other change is the university residency requirement for major hours completed at UWG from 12 hours (BA) to 20 hours (BS).

Hope this helps.

w

Course or Program Addition, Deletion or Modification Request

Department: College of Social Sciences

College: College of Social Sciences

Current course catalog listing: (for modifications or deletions)

Prefix Course Title Program Changes Hours: Lecture/Lab/Total

Action		
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program	
<input checked="" type="checkbox"/> Modify	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Credit		
<input type="checkbox"/> Number		
<input type="checkbox"/> Title		
<input checked="" type="checkbox"/> Description		
<input checked="" type="checkbox"/> Other		

Credit
<input checked="" type="checkbox"/> Undergraduate
<input type="checkbox"/> Graduate
<input type="checkbox"/> Other*
*Variable credit must be explained

Frequency
<input type="checkbox"/> Every Term
<input type="checkbox"/> Yearly
<input checked="" type="checkbox"/> Other

Rationale: To include a discussion of the impact this change may have on the substance of the major or academic program (attach additional material as necessary) and whether or not existing resources are sufficient to support this change.

Library resources are adequate Library resources need enhancement

Proposed Course Catalog Listing: (For new courses or for modification)

*Applies to all undergraduate programs
/ / in dept listed below*

~~Master of Education - Special Education (General Curriculum) Online~~
Prefix Course Title Hours: Lecture/Lab/Total

Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

All DSW/ WAC requirements are immediately dropped from degrees offered by the departments of Anthropology, Sociology/Criminology, Psychology, Mass Communications, and Political Science & Planning.

Prerequisite(s) _____

Present or Projected Enrollment: (Students per year) Effective Date*: Fall / 2011
*For a new course, one full term must pass between approval and effective date. Term/Year

Grading System: Letter Grade Pass/Fail Other

Approval:

<u>Heather Mboye</u>	<u>26 Feb 2011</u>		
Department Chair	Date	Department Chair (if cross listed)	Date
<u>Heather Mboye</u>	<u>26 Feb 2011</u>		
Dean of College	Date	Dean of College (if cross listed)	Date

Chair of TEAC (if teacher prep. program) Date

Final Approval: Submitted by College Dean to Undergraduate Academic Programs Chair and/or Committee on Graduate Studies Chairman (six copies with signature for proposals carrying undergraduate credit only and seven copies with signatures carrying both undergraduate and graduate credit).

<u>Jam W. Oloju</u>	<u>3-4-11</u>		
Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs Date

Course or Program Addition, Deletion or Modification Request

Department: Mass Communications

Social
College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

Prefix Course Title Hours: Lecture/Lab/Total

Action		
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program	
<input checked="" type="checkbox"/> Modify	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Credit		
<input type="checkbox"/> Number		
<input type="checkbox"/> Title		
<input type="checkbox"/> Description		
<input type="checkbox"/> Other		

Credit	
<input checked="" type="checkbox"/> Undergraduate	
<input type="checkbox"/> Graduate	
<input type="checkbox"/> Other*	
*Variable credit must be explained	

Frequency	
<input checked="" type="checkbox"/> Every Term	
<input type="checkbox"/> Yearly	
<input type="checkbox"/> Other	

Rationale: To include a discussion of the impact this change may have on the substance of the major or academic program (attach additional material as necessary) and whether or not existing resources are sufficient to support this change.

Library resources are adequate Library resources need enhancement

Proposed Course Catalog Listing: (For new courses or for modification)

Prefix Course Title Hours: Lecture/Lab/Total

Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

See attached.

Prerequisite(s) _____

Present or Projected Enrollment: (Students per year) Effective Date*: _____ / _____
*For a new course, one full term must pass between approval and effective date. Term/Year

Grading System: Letter Grade Pass/Fail Other

Approval:

<i>Camilla Gant</i>	2-22-11		
Department Chair	Date	Department Chair (if cross listed)	Date
<i>Heather Mrazyn</i>	2/26/2011		
Dean of College	Date	Dean of College (if cross listed)	Date

Chair of TEAC (if teacher prep. program) Date

Final Approval: Submitted by College Dean to Undergraduate Academic Programs Chair and/or Committee on Graduate Studies Chairman (six copies with signature for proposals carrying undergraduate credit only and seven copies with signatures carrying both undergraduate and graduate credit).

<i>Ann W. O'Leary</i>	3-9-11	
Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies Date

Vice President for Academic Affairs Date

Program Modification Request
Department of Mass Communications
Submitted
February 22, 2011

1. Modify major declaration criteria to reflect a more effective measure of requisite knowledge for degree program.

Current: Completion of Core Areas A-E with Minimum 2.5 GPA; Completion of ENGL 1101 & ENGL 1102 with Minimum Grade of C

Proposed: Completion of Core Areas A-E in ~~Good Academic Standing~~ ^{with a} Minimum 2.0 GPA, including courses in progress; Completion of ENGL 1101, ENGL 1102, COMM 1110, and COMM 1154 with Minimum Grade of C

2. Change the title of the Multimedia Storytelling track to Film & Media Arts to be consistent with similar tracks within discipline and customary industry terms.
3. Add the following courses as elective options to noted tracks. Said courses were inadvertently omitted during previous curriculum revision process to align curriculum with ACEJMC and industry standards.
 - 3.1 Add COMM 3330 to Convergence Journalism, Multimedia Storytelling (Film & Media Arts), and Public Relations tracks as elective options
 - 3.2 Add COMM 3350 to Convergence Journalism and Public Relations tracks as elective options

Course Update Request (Add, Delete, Modify)

Originator

Mass Communications Department
Department

College of Social Science
College

Gant, Camilla
Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

COMM 4453 Announcing
Prefix Number Course Title

Study of voice, diction, and microphone techniques for radio and television performance.
Course Catalog Description

3 Summer - 2011 Other Letter Grade
Lec Hrs Effective Term Frequency Grading

Prerequisites

COMM 1110 or COMM 1100

Corequisites

Rationale

Content is too narrowly focused for 17-week instruction; and is covered in relevant skill courses

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment:

Comments

TEAC Approval Required

College Approvals

Gant, Camilla [APPROVED 02/22/11]
Chair, Course Department
[]

Gross Listing Approvals

N/A
Chair, Cross Listed Department
N/A
Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]
Chair, Undergraduate Academic Programs Committee
N/A
Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 02/22/11]
Chair, Faculty Senate

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

PLAN

Prefix

4721

Number

Housing and Community Development

Course Title

Introduction to housing and community development issues, problems and policy. Attention is focused on the operation of the housing market, historical development of housing and community development problems, and the evaluation of public and private sector responses to these problems.

Course Catalog Description

3

Lec Hrs

Lab Hrs

3

Credit Hrs

Summer - 2011

Effective Term

Yearly

Frequency

Letter Grade

Grading

Prerequisites

na

Corequisites

na

Rationale

Since Housing and Community Development is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4721/5721 Housing and Community Development

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to housing and community development issues, problems and policy. Attention is focused on the operation of the housing market, historical development of housing and community development problems, and the evaluation of public and private sector responses to these problems.

Learning Outcomes

Students who successfully complete the course will be able to:

- Demonstrate an understanding of how land and housing markets work in the United States;
- Demonstrate an understanding of federal, state, local, and regional housing policy;
- Demonstrate an understanding of how mortgage markets work, and how housing is financed;
- Access housing and community development resources and information on the Internet;
- Demonstrate an understanding of local government housing programs;
- Demonstrate an understanding of the housing needs of special populations.

Textbooks

- Alex F. Schwartz, *Housing Policy in the United States* (second edition), Routledge Press, 2010.
- Rachel G. Bratt, Michael E. Stone and Chester Hartman, eds. *A Right to Housing: Foundation for a New Social Agenda*, Temple University Press, 2006

Grading Policy

Attendance and class participation 10%

Written & oral summary of 1 *suggested* reading for class discussion 10%

Mini-assignment: Housing related resources on the Internet 5%

Assignment 1: Housing Profile of a SF Neighborhood 15%

Mid-term exam 25%

Assignment 2: Essay or "Rent or Own Exercise" 20%

Final exam 15%

Graduate students will need to prepare a reading presentation to the class, including summaries of reading assignments and their opinions to them.

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Following an overview of global housing indicators, standards and trends in weeks 1 and 2, this course is organized into four parts:

PART I: Economics of Housing Markets and Policy Choices (Weeks 3-5)

The first part of the course will introduce basic concepts of economics of housing markets from macro and micro-level perspectives. Demand and supply fundamentals in housing markets will be reviewed with an emphasis on special attributes of housing (e.g., spatial fixity, transaction costs). It will examine the organization of the home-building industry, dynamics of land markets and the performance of housing finance institutions (e.g., Fannie Mae).

PART II: U.S. Housing Conditions and Policy (Weeks 6-10)

The second part of the course will review past and current U.S. housing conditions and policy responses. Concepts (such as affordability, rent burden, overcrowding) used in preparing a local housing study/strategy/consolidated plans will be examined. The changing role of federal, state and local governments in housing delivery will be discussed. Current state and federal housing policy directions and programs (e.g. tax credits for low income housing) will be examined. The effects of housing finance policies (promoting single-family suburban homes) in shaping metropolitan spatial structure will be discussed.

PART III: Community-based housing strategies in the U.S. (Weeks 11-14)

The third part of the course will review the history of community-based economic development strategies and housing delivery by community-based institutions in urban areas. It will examine new housing types (e.g. co-housing, SROs) that have emerged in response to new types of households (e.g. female householders, nonfamily households), community-based initiatives for local economic development and affordable housing (e.g. microenterprises, density bonuses), and the role nonprofit housing builders in low-income housing delivery.

**PART IV: Perspectives from Outside the U.S.: Lessons for U.S. housing policy
(Week 16)**

The fourth part of the course will introduce housing delivery systems, problems and policy responses in Western Europe and in developing countries.

10/16/16

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

PLAN

Prefix

4722

Number

Environmental Planning

Course Title

Introduction to the concepts of environmental planning through an overview of problems, potential solutions, and their relation to methodologies, existing institutions, and other public policy areas.

Course Catalog Description

3 Lec Hrs Lab Hrs 3 Credit Hrs Summer - 2011 Effective Term Yearly Frequency Letter Grade Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Since Environmental Planning is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4722/5722).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4722/5722 Environmental Planning

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to the concepts of environmental planning through an overview of problems, potential solutions, and their relation to methodologies, existing institutions, and other public policy areas.

Learning Outcomes

At the end of the course, the student will:

1. appreciate the central role of environmental planning in a sustainable society.
2. develop a clear understanding of a wide range of environmental planning issues.
3. be able to critically analyze the multi-dimensional and multi-disciplinary nature of the environmental planning process.
4. become familiar with the laws and regulations that apply to environmental planning and impact assessment.
5. learn to conduct a barebones environmental impact assessment.
6. improve their technical writing skills by producing a draft EIA report.

Textbooks

- Randolph, John (2004). *Environmental Land Use Planning and Management*. Washington, DC: Island Press.

Grading Policy

- 2 Take-Home Exams: $2 \times 10 = 20\%$ of grade
- Mid-term Exam: 20% of grade
- Group Project Report and Presentation: $20 + 5 = 25\%$ of grade
- Final Exam: 25% of grade
- Class Participation: 10% of grade

Graduate students will need to take an additional take-home exam.

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Week 1

Introduction and Course Overview

Topics: Evolution of Planning

Readings: Randolph Chapters 1, 2

Week 2

Topics: Role of Public Participation

Readings: Randolph Chapters 4

Week 3

Topics: Urban Sprawl, its causes and consequences

Readings: Randolph Chapter 3

Week 4

Topics: Smart Growth and Transit Oriented Development

Readings: Randolph Chapters 6, 7, 8

Week 5

Topics: Farmland, Open Space and Habitat Conservation

Readings: Randolph Chapters 5, 10 (pp. 244-253), 16 (pp. 538-554), 17 (skim only)

Week 6

Topics: Land Use and Watershed Management; Stormwater Management

Readings: Randolph Chapters 10 (pp. 253-272), 13 (363-375, 392-405), 14 (434-457), 15 (skim only)

Week 7

Topics: Land Use and Natural Hazard Mitigation

Readings: Randolph Chapter 9

Week 8

Mid-Term Exam

Topics: NEPA – background and process

Readings: Bass, Herson and Bogdan Chapters 1, 2, 3, 4, 5 (skim only for all)

Week 9

Topics: NEPA – implementation and effectiveness

Readings: Bass, Herson and Bogdan Chapters 6, 8, 9, 10, 11 (skim only for all)

Week 10

Topics: Methods in Environmental Planning

Class lecture and Guest Speaker: Dr. Monika Mihir (NEIU)

Week 11

Topics: Green Design and LEED Certification in Environmental Planning

Class lecture and Guest Speaker: TBA

Week 12: Monday, November 16 and Wednesday, November 18

Topics: Environmental Planning issues in the Chicagoland region

Class lecture and Guest Speaker: TBA

Week 13

Group Project Preparation and Troubleshooting time

Week 14

Final Exam Review

Course Evaluations

Group Project Presentations

Week 15

Group Project Presentations

Week 16

Monday, December 14

No class, preparation time

FINAL EXAM

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

PLAN

Prefix

4723

Number

Transportation Planning

Course Title

Introduction to the U.S. transportation system and how planning is done for it. Examines contemporary U.S. transportation problems, sources of funding, institutions, and legislation. Presents the theory and methods employed by planners in resolving transportation problems through investment decision plans, operating strategies, and government policies. Stresses the close relationship between transportation and land use decisions.

Course Catalog Description

3

Lec Hrs

Lab Hrs

3

Credit Hrs

Summer - 2011

Effective Term

Yearly

Frequency

Letter Grade

Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Since Transportation Planning is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4723/5723).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4723/5723 Transportation Planning

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to the U.S. transportation system and how planning is done for it. Examines contemporary U.S. transportation problems, sources of funding, institutions, and legislation. Presents the theory and methods employed by planners in resolving transportation problems through investment decision plans, operating strategies, and government policies. Stresses the close relationship between transportation and land use decisions.

Learning Outcomes

Students who successfully complete the requirements of this course should, at the end of the semester, be able to:

- demonstrate an understating of the sustainable transportation planning paradigm
- analyze different transportation modes from a sustainable development viewpoint
- demonstrate an understanding of the prevalent contemporary sustainable transportation techniques, their applications and shortcomings
- demonstrate an understanding of how land use development can influence travel behavior and public health
- apply transportation demand management principles to different spatial settings
- compare different types of bicycle and pedestrian facilities and assess their main design features
- formulate retrofitting strategies for urban areas
- assess safety issues for pedestrians, bicyclists and population groups with specials needs
- distinguish the successful features of innovative transportation planning schemes

Textbook

Hanson, Susan, and Genevieve Giuliano. eds. 2004. *The Geography of Urban Transportation*. Third ed. New York: The Guilford Press.

Grading Policy

10% Class Participation

20% Plan Evaluation Memo

15% Interview Story and Storytelling
20% Short Answer Test
35% Final Research Paper and Presentation

Graduate students will need to evaluate two additional plans for Plan Evaluation Memo.

Letter grades will be assigned as follows:

90 - 100% = A
80 - 89.99 = B
70 - 79.99 = C
60 - 69.99 = D
00 - 59.99 = F

Class Schedule

Week 1: Introduction to the Course – Major Themes (Policy Context and Decision Making)

Week 2: The Context of Urban Travel and the Policy Process

Text – Ch. 1, The Context of Urban Travel: Concepts and Recent Trends, pgs. 3-29.

Week 3: City to City

Text – Ch. 2, City Interactions: The Dynamics of Passenger and Freight Flows, pgs. 30-58.

Week 4: Transportation and Urban Form

Text – Ch. 3, Transportation and Urban Form: Stages in the Spatial Evolution of the American Metropolis, pgs. 59-85.

Week 5: Technology and Transportation

Text – Ch. 4, Impact of Information Technologies, pgs. 86-114

Week 6: Transportation Planning Process I - Federal

Text – Ch. 5, The Urban Transportation Planning Process, pgs. 115-140.

Week 7: Transportation Planning Process II – We’ve got a plan for that!

Text – Ch. 6, Reflections on the Planning Process, pgs. 141-162.

Week 8: Decision Making and Garbage Cans

Meyer, Michael D. and Eric J. Miller. 2001. “Chapter 2: Transportation Planning and Decision Making,” *Urban Transportation Planning: A Decision-Oriented Approach*. (New York: McGraw-Hill), pgs. 41-88.

Wilson, Richard W., Marianne Payne, and Ellen Smith. 2003. “Does Discussion Enhance Rationality? A Report from Transportation Planning Practice.” *American Planning Association Journal* 69 (4): 354-367.

Week 9: Public Transportation Plus Traffic Modeling

Text – Ch. 8, Public Transportation, pgs. 199-236.

Week 10: The Land Use/Transportation Nexus

Text – Ch. 9, Land Use Impacts of Transportation Investments, pgs. 237-273.

Week 11: Exam

Short Answer Exam

Week 12: Transportation Finance

Text – Ch. 11, The Geography of Urban Transportation Finance, pgs. 294-331.

Week 13: Social and Environmental Justice

Text – Ch. 12, Social and Environmental Justice Issues in Urban Transportation, pgs. 332-355.

Week 14: Thanksgiving Break

Week 15: Transportation and the Environment Plus Bicycle and Pedestrian Planning

Text – Ch. 13, Transportation and the Environment, pgs. 356-381.

Week 16: Taming the Auto

Text – Ch. 14, Managing the Auto, pgs. 382-405.

Finals Week

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

PLAN

Prefix

4724

Number

Sustainable Development

Course Title

This course examines both theoretical and practical aspects of sustainable development and its relationship to land use planning in an effort to provide students with the skills needed to evaluate and propose activities to plan for sustainable development.

Course Catalog Description

3 Lec Hrs Lab Hrs 3 Credit Hrs Summer - 2011 Effective Term Yearly Frequency Letter Grade Grading

Prerequisites

n/a

Corequisites

N/A

Rationale

Sustainable Development has been one of the most significant and controversial concepts in recent decades. Planners have adopted the concept, balancing economic development, environmental protection, and equity, to bring sustainable outcomes. As most planning schools have at least a sustainable development course and the newly hired planning faculty in the Department of Political Science and Planning has an ability to teach this course, this course should be added in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4724/5724).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4724/5724 Sustainable Development

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

This course examines both theoretical and practical aspects of sustainable development and its relationship to land use planning in an effort to provide students with the skills needed to evaluate and propose activities to plan for sustainable development.

Learning Outcomes

At the end of the semester, students who successfully complete the requirements of this course will be able to:

- Demonstrate an understanding of the concept of sustainable development, its major components and major critiques;
- Clarify their own concept of sustainability and of what cities and communities could or should be;
- Demonstrate an understanding of land use related activities based on sustainability considerations;
- Propose actions to guide communities toward a sustainable future;

Textbooks

The Sustainable Urban Development Reader, 2nd edition (Wheeler & Beatley)

Grading Policy

Undergraduate Students:

Student performance will be evaluated based on participation (15%); discussion lead (10%); peer evaluation (5%); 2 papers of increasing depth (30%, 40%). Participation includes in-class and online discussions related to the readings and sustainability issues in general. Students will also have the opportunity to supplement in class participation with work done outside of class. Additionally, students who are interested, may elect to present their term paper for up to 3 bonus points. The presentation will not hurt your grade; at worst it will be a non-factor.

Graduate students will write 2 additional papers (total 4 papers) of increasing depth (10, 15, 20, 25%).

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Week1: COURSE INTRODUCTION & OVERVIEW:

Week2: WHAT IS SUSTAINABLE DEVELOPMENT?

Wheeler & Beatley, Part 1 (pp. 7 - 33)

Week3&4: ORIGINS OF THE SUSTAINABILITY CONCEPT

Wheeler & Beatley, Part 1 (pp. 33 – 79)

Week5&6: DIMENSIONS OF SUSTAINABILITY – LAND USE & URBAN DESIGN; TRANSPORTATION

Wheeler & Beatley, Part 2 (pp. 81 – 136)

Land use and urban design team

Week6&7: DIMENSIONS OF SUSTAINABILITY - URBAN ECOLOGY & RESTORATION; ENERGY & MATERIALS

Wheeler & Beatley, Part 2 (pp. 137 – 180)

Urban ecology and restoration team

Energy and materials use team

Week8&9: DIMENSIONS OF SUSTAINABILITY – ENVIRONMENTAL JUSTICE & SOCIAL EQUITY

Wheeler & Beatley, Part 2 (pp. 181 – 208)

Environmental justice and social equity team

Week9&10: DIMENSIONS OF SUSTAINABILITY – ECONOMIC DEVELOPMENT; GREEN ARCH & BLDG

Wheeler & Beatley, Part 2 (pp. 209 – 278)

Economic development team

Green architecture and building team

Week11&12: TOOLS FOR SUSTAINABILITY PLANNING

Wheeler & Beatley, Part 3 (pp. 279 – 314)

Tools team

Week13&14: SUSTAINABLE URBAN DEVELOPMENT INTERNATIONALLY

Wheeler & Beatley, Part 4 (pp. 315 – 373)

International team

Week15: VISIONS OF SUSTAINABLE DEVELOPMENT

Wheeler & Beatley, Part 5 (pp. 375 – 392); Part 6 (pp. 393 – 455)

Visions team

Implementation team

MAR 16: COURSE WRAP UP – DISCUSSIONS

17-18

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

POLS

Prefix

4721

Number

Housing and Community Development

Course Title

Introduction to housing and community development issues, problems and policy. Attention is focused on the operation of the housing market, historical development of housing and community development problems, and the evaluation of public and private sector responses to these problems.

Course Catalog Description

3 Lec Hrs Lab Hrs 3 Credit Hrs Summer - 2011 Effective Term Yearly Frequency Letter Grade Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Since Housing and Community Development is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4721/5721).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4721/5721 Housing and Community Development

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to housing and community development issues, problems and policy. Attention is focused on the operation of the housing market, historical development of housing and community development problems, and the evaluation of public and private sector responses to these problems.

Learning Outcomes

Students who successfully complete the course will be able to:

- Demonstrate an understanding of how land and housing markets work in the United States;
- Demonstrate an understanding of federal, state, local, and regional housing policy;
- Demonstrate an understanding of how mortgage markets work, and how housing is financed;
- Access housing and community development resources and information on the Internet;
- Demonstrate an understanding of local government housing programs;
- Demonstrate an understanding of the housing needs of special populations.

Textbooks

- Alex F. Schwartz, *Housing Policy in the United States* (second edition), Routledge Press, 2010.
- Rachel G. Bratt, Michael E. Stone and Chester Hartman, eds. *A Right to Housing: Foundation for a New Social Agenda*, Temple University Press, 2006

Grading Policy

Attendance and class participation 10%

Written & oral summary of 1 *suggested* reading for class discussion 10%

Mini-assignment: Housing related resources on the Internet 5%

Assignment 1: Housing Profile of a SF Neighborhood 15%

Mid-term exam 25%

Assignment 2: Essay or "Rent or Own Exercise" 20%

Final exam 15%

Graduate students will need to prepare a reading presentation to the class, including summaries of reading assignments and their opinions to them.

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Following an overview of global housing indicators, standards and trends in weeks 1 and 2, this course is organized into four parts:

PART I: Economics of Housing Markets and Policy Choices (Weeks 3-5)

The first part of the course will introduce basic concepts of economics of housing markets from macro and micro-level perspectives. Demand and supply fundamentals in housing markets will be reviewed with an emphasis on special attributes of housing (e.g., spatial fixity, transaction costs). It will examine the organization of the home-building industry, dynamics of land markets and the performance of housing finance institutions (e.g., Fannie Mae).

PART II: U.S. Housing Conditions and Policy (Weeks 6-10)

The second part of the course will review past and current U.S. housing conditions and policy responses. Concepts (such as affordability, rent burden, overcrowding) used in preparing a local housing study/strategy/consolidated plans will be examined. The changing role of federal, state and local governments in housing delivery will be discussed. Current state and federal housing policy directions and programs (e.g. tax credits for low income housing) will be examined. The effects of housing finance policies (promoting single-family suburban homes) in shaping metropolitan spatial structure will be discussed.

PART III: Community-based housing strategies in the U.S. (Weeks 11-14)

The third part of the course will review the history of community-based economic development strategies and housing delivery by community-based institutions in urban areas. It will examine new housing types (e.g. co-housing, SROs) that have emerged in response to new types of households (e.g. female householders, nonfamily households), community-based initiatives for local economic development and affordable housing (e.g. microenterprises, density bonuses), and the role nonprofit housing builders in low-income housing delivery.

**PART IV: Perspectives from Outside the U.S.: Lessons for U.S. housing policy
(Week 16)**

The fourth part of the course will introduce housing delivery systems, problems and policy responses in Western Europe and in developing countries.

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

POLS

Prefix

4722

Number

Environmental Planning

Course Title

Introduction to the concepts of environmental planning through an overview of problems, potential solutions, and their relation to methodologies, existing institutions, and other public policy areas.

Course Catalog Description

3 3 Summer - 2011 Yearly Letter Grade
Lec Hrs Lab Hrs Credit Hrs Effective Term Frequency Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Since Environmental Planning is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4722/5722).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross-Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4722/5722 Environmental Planning

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to the concepts of environmental planning through an overview of problems, potential solutions, and their relation to methodologies, existing institutions, and other public policy areas.

Learning Outcomes

At the end of the course, the student will:

1. appreciate the central role of environmental planning in a sustainable society.
2. develop a clear understanding of a wide range of environmental planning issues.
3. be able to critically analyze the multi-dimensional and multi-disciplinary nature of the environmental planning process.
4. become familiar with the laws and regulations that apply to environmental planning and impact assessment.
5. learn to conduct a barebones environmental impact assessment.
6. improve their technical writing skills by producing a draft EIA report.

Textbooks

- Randolph, John (2004). *Environmental Land Use Planning and Management*. Washington, DC: Island Press.

Grading Policy

- 2 Take-Home Exams: $2 \times 10 = 20\%$ of grade
- Mid-term Exam: 20% of grade
- Group Project Report and Presentation: $20 + 5 = 25\%$ of grade
- Final Exam: 25% of grade
- Class Participation: 10% of grade

Graduate students will need to take an additional take-home exam.

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Week 1

Introduction and Course Overview

Topics: Evolution of Planning

Readings: Randolph Chapters 1, 2

Week 2

Topics: Role of Public Participation

Readings: Randolph Chapters 4

Week 3

Topics: Urban Sprawl, its causes and consequences

Readings: Randolph Chapter 3

Week 4

Topics: Smart Growth and Transit Oriented Development

Readings: Randolph Chapters 6, 7, 8

Week 5

Topics: Farmland, Open Space and Habitat Conservation

Readings: Randolph Chapters 5, 10 (pp. 244-253), 16 (pp. 538-554), 17 (skim only)

Week 6

Topics: Land Use and Watershed Management; Stormwater Management

Readings: Randolph Chapters 10 (pp. 253-272), 13 (363-375, 392-405), 14 (434-457), 15 (skim only)

Week 7

Topics: Land Use and Natural Hazard Mitigation

Readings: Randolph Chapter 9

Week 8

Mid-Term Exam

Topics: NEPA – background and process

Readings: Bass, Herson and Bogdan Chapters 1, 2, 3, 4, 5 (skim only for all)

Week 9

Topics: NEPA – implementation and effectiveness

Readings: Bass, Herson and Bogdan Chapters 6, 8, 9, 10, 11 (skim only for all)

Week 10

Topics: Methods in Environmental Planning

Class lecture and Guest Speaker: Dr. Monika Mihir (NEIU)

Week 11

Topics: Green Design and LEED Certification in Environmental Planning

Class lecture and Guest Speaker: TBA

Week 12: Monday, November 16 and Wednesday, November 18

Topics: Environmental Planning issues in the Chicagoland region

Class lecture and Guest Speaker: TBA

Week 13

Group Project Preparation and Troubleshooting time

Week 14

Final Exam Review

Course Evaluations

Group Project Presentations

Week 15

Group Project Presentations

Week 16

Monday, December 14

No class, preparation time

FINAL EXAM

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

POLS

Prefix

4723

Number

Transportation Planning

Course Title

Introduction to the U.S. transportation system and how planning is done for it. Examines contemporary U.S. transportation problems, sources of funding, institutions, and legislation. Presents the theory and methods employed by planners in resolving transportation problems through investment decision plans, operating strategies, and government policies. Stresses the close relationship between transportation and land use decisions.

Course Catalog Description

3

Lec Hrs

Lab Hrs

3

Credit Hrs

Summer - 2011

Effective Term

Yearly

Frequency

Letter Grade

Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Since Transportation Planning is one of the subfields of planning, this course should be included in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4723/5723).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross-Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4723/5723 Transportation Planning

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

Introduction to the U.S. transportation system and how planning is done for it. Examines contemporary U.S. transportation problems, sources of funding, institutions, and legislation. Presents the theory and methods employed by planners in resolving transportation problems through investment decision plans, operating strategies, and government policies. Stresses the close relationship between transportation and land use decisions.

Learning Outcomes

Students who successfully complete the requirements of this course should, at the end of the semester, be able to:

- demonstrate an understanding of the sustainable transportation planning paradigm
- analyze different transportation modes from a sustainable development viewpoint
- demonstrate an understanding of the prevalent contemporary sustainable transportation techniques, their applications and shortcomings
- demonstrate an understanding of how land use development can influence travel behavior and public health
- apply transportation demand management principles to different spatial settings
- compare different types of bicycle and pedestrian facilities and assess their main design features
- formulate retrofitting strategies for urban areas
- assess safety issues for pedestrians, bicyclists and population groups with special needs
- distinguish the successful features of innovative transportation planning schemes

Textbook

Hanson, Susan, and Genevieve Giuliano. eds. 2004. *The Geography of Urban Transportation*. Third ed. New York: The Guilford Press.

Grading Policy

10% Class Participation

20% Plan Evaluation Memo

15% Interview Story and Storytelling
20% Short Answer Test
35% Final Research Paper and Presentation

Graduate students will need to evaluate two additional plans for Plan Evaluation Memo.

Letter grades will be assigned as follows:

90 - 100% = A
80 - 89.99 = B
70 - 79.99 = C
60 - 69.99 = D
00 - 59.99 = F

Class Schedule

Week 1: Introduction to the Course – Major Themes (Policy Context and Decision Making)

Week 2: The Context of Urban Travel and the Policy Process

Text – Ch. 1, The Context of Urban Travel: Concepts and Recent Trends, pgs. 3-29.

Week 3: City to City

Text – Ch. 2, City Interactions: The Dynamics of Passenger and Freight Flows, pgs. 30-58.

Week 4: Transportation and Urban Form

Text – Ch. 3, Transportation and Urban Form: Stages in the Spatial Evolution of the American Metropolis, pgs. 59-85.

Week 5: Technology and Transportation

Text – Ch. 4, Impact of Information Technologies, pgs. 86-114

Week 6: Transportation Planning Process I - Federal

Text – Ch. 5, The Urban Transportation Planning Process, pgs. 115-140.

Week 7: Transportation Planning Process II – We’ve got a plan for that!

Text – Ch. 6, Reflections on the Planning Process, pgs. 141-162.

Week 8: Decision Making and Garbage Cans

Meyer, Michael D. and Eric J. Miller. 2001. “Chapter 2: Transportation Planning and Decision Making,” *Urban Transportation Planning: A Decision-Oriented Approach*. (New York: McGraw-Hill), pgs. 41-88.

Wilson, Richard W., Marianne Payne, and Ellen Smith. 2003. “Does Discussion Enhance Rationality? A Report from Transportation Planning Practice.” *American Planning Association Journal* 69 (4): 354-367.

Week 9: Public Transportation Plus Traffic Modeling

Text – Ch. 8, Public Transportation, pgs. 199-236.

Week 10: The Land Use/Transportation Nexus

Text – Ch. 9, Land Use Impacts of Transportation Investments, pgs. 237-273.

Week 11: Exam

Short Answer Exam

Week 12: Transportation Finance

Text – Ch. 11, The Geography of Urban Transportation Finance, pgs. 294-331.

Week 13: Social and Environmental Justice

Text – Ch. 12, Social and Environmental Justice Issues in Urban Transportation, pgs. 332-355.

Week 14: Thanksgiving Break

Week 15: Transportation and the Environment Plus Bicycle and Pedestrian Planning

Text – Ch. 13, Transportation and the Environment, pgs. 356-381.

Week 16: Taming the Auto

Text – Ch. 14, Managing the Auto, pgs. 382-405.

Finals Week

Course Update Request (Add, Delete, Modify)

Originator

Political Science Department

Department

College of Social Sciences

College

Jun, Hee-Jung

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

POLS

Prefix

4724

Number

Sustainable Development

Course Title

This course examines both theoretical and practical aspects of sustainable development and its relationship to land use planning in an effort to provide students with the skills needed to evaluate and propose activities to plan for sustainable development.

Course Catalog Description

3 Lec Hrs 3 Credit Hrs Summer - 2011 Effective Term Yearly Frequency Letter Grade Grading

Prerequisites

n/a

Corequisites

n/a

Rationale

Sustainable Development has been one of the most significant and controversial concepts in recent decades. Planners have adopted the concept, balancing economic development, environmental protection, and equity, to bring sustainable outcomes. As most planning schools have at least a sustainable development course and the newly hired planning faculty in the Department of Political Science and Planning has an ability to teach this course, this course should be added in the curriculum.

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments

This is a cross-listed course (PLAN/POLS 4724/5724).

TEAC Approval Required

College Approvals

Schaefer, Robert [APPROVED 01/08/11]

Chair, Course Department

[]

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 01/31/11]

Chair, Faculty Senate

PLAN/POLS 4724/5724 Sustainable Development

(This course is a part of the Rural and Small Town Planning program change.)

Department of Political Science and Planning

Semester Hours: 3

Day/Time: M 5:30pm – 8:00pm

Instructor: Hee-Jung Jun

Email: hjun@westga.edu

Office: Pafford Rm. 121

Office Phone: 678-839-4998

Catalog Description of Course

This course examines both theoretical and practical aspects of sustainable development and its relationship to land use planning in an effort to provide students with the skills needed to evaluate and propose activities to plan for sustainable development.

Learning Outcomes

At the end of the semester, students who successfully complete the requirements of this course will be able to:

- Demonstrate an understanding of the concept of sustainable development, its major components and major critiques;
- Clarify their own concept of sustainability and of what cities and communities could or should be;
- Demonstrate an understanding of land use related activities based on sustainability considerations;
- Propose actions to guide communities toward a sustainable future;

Textbooks

The Sustainable Urban Development Reader, 2nd edition (Wheeler & Beatley)

Grading Policy

Undergraduate Students:

Student performance will be evaluated based on participation (15%); discussant lead (10%); peer evaluation (5%); 2 papers of increasing depth (30%, 40%). Participation includes in-class and online discussions related to the readings and sustainability issues in general. Students will also have the opportunity to supplement in class participation with work done outside of class. Additionally, students who are interested, may elect to present their term paper for up to 3 bonus points. The presentation will not hurt your grade; at worst it will be a non-factor.

Graduate students will write 2 additional papers (total 4 papers) of increasing depth (10, 15, 20, 25%).

Letter grades will be assigned as follows:

90 - 100% = A

80 - 89.99 = B

70 - 79.99 = C

60 - 69.99 = D

00 - 59.99 = F

Class Schedule

Week1: COURSE INTRODUCTION & OVERVIEW:

Week2: WHAT IS SUSTAINABLE DEVELOPMENT?

Wheeler & Beatley, Part 1 (pp. 7 - 33)

Week3&4: ORIGINS OF THE SUSTAINABILITY CONCEPT

Wheeler & Beatley, Part 1 (pp. 33 – 79)

Week5&6: DIMENSIONS OF SUSTAINABILITY – LAND USE & URBAN DESIGN; TRANSPORTATION

Wheeler & Beatley, Part 2 (pp. 81 – 136)

Land use and urban design team

Week6&7: DIMENSIONS OF SUSTAINABILITY - URBAN ECOLOGY & RESTORATION; ENERGY & MATERIALS

Wheeler & Beatley, Part 2 (pp. 137 – 180)

Urban ecology and restoration team

Energy and materials use team

Week8&9: DIMENSIONS OF SUSTAINABILITY – ENVIRONMENTAL JUSTICE & SOCIAL EQUITY

Wheeler & Beatley, Part 2 (pp. 181 – 208)

Environmental justice and social equity team

Week9&10: DIMENSIONS OF SUSTAINABILITY – ECONOMIC DEVELOPMENT; GREEN ARCH & BLDG

Wheeler & Beatley, Part 2 (pp. 209 – 278)

Economic development team

Green architecture and building team

Week11&12: TOOLS FOR SUSTAINABILITY PLANNING

Wheeler & Beatley, Part 3 (pp. 279 – 314)

Tools team

Week13&14: SUSTAINABLE URBAN DEVELOPMENT INTERNATIONALLY

Wheeler & Beatley, Part 4 (pp. 315 – 373)

International team

Week15: VISIONS OF SUSTAINABLE DEVELOPMENT

Wheeler & Beatley, Part 5 (pp. 375 – 392); Part 6 (pp. 393 – 455)

Visions team

Implementation team

MAR 16: COURSE WRAP UP – DISCUSSIONS

10-11

Course Update Request (Add, Delete, Modify)

Originator

Nursing

Department

School of Nursing

College

Hite, Jo

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

NURS

Prefix

4470

Number

Comm Health Nurs-RN Students

Course Title

A clinical course exploring the multiple roles of the nurse caring for families, groups and communities, in a variety of settings. This course includes classroom/clinical experience and enrollment is limited to Registered Nurse Students only.

Course Catalog Description

3.00

Lec Hrs

6.00

Lab Hrs

6.00

Credit Hrs

Fall - 2011

Effective Term

Frequency

Grading

Prerequisites

NURS 3122 Minimum Grade: D and NURS 3172
Minimum Grade: D

Corequisites

Rationale

Planning Info

Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment:

Comments

Spring 2011 is the last time this course will be taught. This course was replaced with NURS 4545.

TEAC Approval Required

College Approvals

[]

Grams, Kathryn M. (Dr.) [APPROVED 02/08/11]

Dean, School of Nursing

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 02/07/11]

Chair, Faculty Senate

Course Update Request (Add, Delete, Modify)

Originator

Nursing

Department

School of Nursing

College

Hite, Jo

Originator

Action

Add Modify Delete

Modifications

Prerequisites Description Title Credit See Comments

Course Details

NURS

Prefix

4475

Number

Nurs Ldshp & Mgmt-RN Students

Course Title

This course is designed to focus on the theoretical concepts relevant to the practice of nursing management.

Course Catalog Description

3.00

Lec Hrs

6.00

Lab Hrs

6.00

Credit Hrs

Fall - 2011

Effective Term

Frequency

Grading

Prerequisites

NURS 3122 Minimum Grade: D

Corequisites

Rationale

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Present or Projected Annual Enrollment:

Comments

This course will be taught for the last time in Spring 2011. This course was replaced with NURS 4545.

TEAC Approval Required

College Approvals

[]

Grams, Kathryn M. (Dr.) [APPROVED 02/08/11]

Dean, School of Nursing

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 03/04/11]

Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 02/07/11]

Chair, Faculty Senate

Addendum III

I. MOTOR VEHICLE REGISTRATION:

B. Registration Procedure

1. "For the purpose of this code, a golf cart, motorized scooter (below engine size of 50 cc or less) or similar vehicle may not be registered as a personal vehicle to meet the requirements of this code."

· I. MOTOR VEHICLE REGISTRATION:

B. Registration Procedure

6. Registration Fees:

- a. Faculty/Staff & ~~ARAMARK~~ contracted employees
.....\$15.00
- b. Replacement for lost hangtag.....\$25.00
\$15.00

· I. MOTOR VEHICLE REGISTRATION

D. After Hours Registration

Students who cannot come to Parking Services during regular office hours may go to the University Police Dispatch Center (~~Ground floor of Aycok Hall~~—open 24/7) to register for their hangtags. lobby of Mail Services (located on the main level of the UCC) to register for their hangtags. The building offers accessibility Monday-Thursday 7:00 AM until 2:00 AM, Friday 7:00 AM until 6:30 PM, Saturday 11:00 AM until 6:30 PM and Sunday 11:00 AM until 2:00 AM. Registration forms are located in the lobby and must be filled out completely, signed, and placed in the lock box. The registration will be processed and your hangtag will be mailed on the following business day to the address on your application.

· III. PARKING REGULATIONS

C. Scooters (See definition I. MOTOR VEHICLE REGISTRATION, A. UWG Definitions) are allowed to park in bicycle racks on campus.

· III. PARKING REGULATIONS:

D. The Parking Code is in effect 24 hours a day, 7 days a week, 365 days a year.

· III. PARKING REGULATIONS

~~K. Parking at or near the athletic and intramural fields is at your own risk. Warning signs are posted.~~ K. Parking is at your own risk. Warning signs are posted. The University does not carry insurance for damage or loss to vehicles or contents. To protect yourself and your property, it is recommended that you:

1. Do not leave valuable items in your vehicles.
2. Call University Police (678-839-6000) to report damaged or stolen property.
3. Pay attention to warning signs, and park away from athletic fields.

· V. IMPOUNDMENT

D. Vehicles may be impounded for any of the following reasons:

(Add #6)

6. Bicycles or scooters blocking sidewalks or disabled access will be removed and impounded.

· VII. PARKING APPEALS

A. Time Limit

"All appeals must be made within ~~five (5)~~ ten (10) business days of the date of the citation. Failure to do so in the specified time will result in the automatic forfeiture of the right to appeal the parking citation."

B. Appeals Procedure

6. The following citations ~~and/or explanations~~ cannot be appealed:

- a. Yellow curbs
- b. Fire lane
- c. Fire hydrant
- d. Persons with Disabilities citations

~~e. Unable to find a space~~

~~f. Lack of knowledge of the regulations, e.g., new to campus or have not reviewed the regulations~~

~~g. Other vehicles were parked improperly~~

~~h. Only illegally parked for a short period of time~~

~~i. Late to class or appointment~~

~~j. Inability to pay the amount of the fine~~

~~k. Meter violations~~

· VII. PARKING APPEALS

C. Parking Appeals Committee

(add this to code)

3. The Parking Appeals Committee will review the decision of the Appeal Judge to ensure correct interpretation of the parking code is being administered.

Addendum IV

Quality Enhancement Plan

Concept Statement and Learning Outcomes

University of West Georgia

In its quest to become a destination institution, the University of West Georgia will implement a well constructed and heavily integrated quality enhancement plan (QEP). The focal point of this QEP is *undergraduate student writing*. Once this plan is implemented, all undergraduate students at the University of West Georgia will demonstrate an increased ability to:

- 1) write in standard English, and
- 2) apply writing to discipline specific communication.

Each of the above **learning outcomes** will be assessed by institution-wide sampling, and the increase or decrease in students' ability to perform these learning outcomes will be measured and reported. In addition, the institution has identified a number of operational outcomes that will support this initiative.

By the end of this QEP, these initiatives will result in the following **operational outcomes**. UWG will:

- 1) include and assess at least one student learning outcome related to writing in all undergraduate programs
- 2) implement a system to support the development of writing for its online students
- 3) increase its investment in faculty development in the area of writing instruction
- 4) develop and implement a common rubric for the assessment of writing skills (for written standard English and discipline-specific communication)
- 5) develop, implement, and assess a second -year writing experience

Assessment of Learning Outcome 1 (write in standard English):

- 1) A robust system of first year writing is in place
- 2) Collegiate Learning Assessment (CLA)
- 3) The National Survey of Student Engagement (NSSE) (As an indirect measure)
- 4) Implement a writing rubric for use in freshman and sophomore classes

Assessment of Learning Outcome 2 (apply writing to discipline specific communication):

- 1) Implement a common rubric for discipline specific communication
- 2) Currently, 56 learning outcomes are imbedded into degree programs

Motions

1. A motion to adopt undergraduate student writing as the topic for the institution's Quality Enhancement Plan.
2. A motion to adopt the operational and learning outcomes listed in the *Quality Enhancement Plan Concept Statement and Learning Outcomes* document.
3. A motion to endorse moving forward with the full Quality Enhancement Plan in the area of undergraduate student writing.

Addendum V

RECEIVED
11/23/10

UWG Substantive Change Form - (New and Existing Academic Programs)

If a program is being considered for substantive change (including but not limited to: offering more than 50% of the student contact time online; offering a current program at an alternate location; initiating a new program, or substantially changing a current program), the following information should be collected and submitted to the VPAA's office at the genesis of the planning or discussion phase:

Section 1: Prepared by the Dean's Office, Department Chair, or Program Director

Official Name of the Degree, Certificate, Minor or Credential Program	Integrative Health Studies	
What type of change is planned?	<input checked="" type="checkbox"/> New Program () Program Change () New Delivery Format () Deletion	
Will this program move to more than 50% online?	() Yes (<input checked="" type="checkbox"/> No)	
Will this program be offered more than 25% at an off campus site?	() Yes (<input checked="" type="checkbox"/> No)	
Will this substantive change impact specialized accreditation?	() Yes (<input checked="" type="checkbox"/> No)	
What will be the anticipated impact on enrollment?	<input checked="" type="checkbox"/> Increase () Decrease () Stay the Same	
Please provide a brief conceptual description of the substantive change and resources needed (if any) in the box below.		
The certificate is a post-baccalaureate certificate that does not lead to a degree		

Once complete, please submit to the VPAA's office for the creation of a planned approval process.

Section 2: Completed by the VPAA's office (within 7 days of receipt)

11/23/10

APPROVALS AND DOCUMENTS NEEDED FOR SUBMISSION	
Internal Approvals Needed	() College, () TEAC, () UAPC, () COGS, () Senate, () VPAA
Will a full prospectus or Notification be required for Board of Regents Approval?	() Notification () Prospectus () N/A
Will a full prospectus or Notification be required for SACS approval?	() Notification () Prospectus () N/A
INTERNAL NOTIFICATIONS: Have the following offices been notified of this planned substantive change?	
Extended Degree Programs	() Notified () Not Necessary
Enrollment Management	() Notified () Not Necessary
College of Arts and Sciences Dean's Office (Core Course Planning)	() Notified () Not Necessary
Ingram Library	() Notified () Not Necessary
Budget Services	() Notified () Not Necessary
Registrar	() Notified () Not Necessary
Financial Aid	() Notified () Not Necessary
Facilities	() Notified () Not Necessary
ITS	() Notified () Not Necessary

Once complete, the VPAA's office will return to the College/School Dean's office

Section 3: Approvals Received

Office/Entity	Date Approval Received
Department Committee	
College/School Committee	<i>[Signature]</i> 11/5/10
TEAC (if needed)	
UAPC/COGS	<i>[Signature]</i> 11/25/11
Senate	
VPAA	
Board of Regents	
SACS	
PSC (If needed)	
Specialized Accreditation	

Certificates Requiring Review and Approval

Currently, University System of Georgia institutions offer a variety of certificate programs. Many of these certificates are not associated with degrees, but are intended to be an award verifying the satisfactory completion of a prescribed program of study at the postsecondary education level. These certificates require University System Office review and approval, and must meet all the criteria listed below.

- Certificates proposed and offered by an institution will be consistent with the mission of the institution.
- Certificates will be consistent with the degree programs offered by the institution.
- The institution offering the certificate will maintain enrollment and completion data as part of the students' record.
- The certificate is a "stand-alone" award, and its completion has meaning for students and adds value to their experience.
- Certificates of fewer than 9 or greater than 59 semester credit hours will require additional justification for approval.
- Pre-bachelor's certificates will include core curriculum courses **only** if these courses are relevant to and necessary for completion of the certificate. Students must meet all learning support requirements before enrolling in the core courses.
- Certificates will not be a "backdoor" to admission to an institution. (See http://www.usg.edu/academics_affairs_handbook/section3/301-310/301-310.phtml#3.02)

These certificates require that students meet the admission requirements of the institution and that the courses offered will not exceed the level of courses offered by the institution (e.g., a two-year institution may not award a graduate certificate).

The definitions listed below describe the types of certificates requiring approval. These definitions are the same as those used in reporting data to the federal government. In the definitions, "pre-baccalaureate"(undergraduate), "post-baccalaureate" (graduate), "post-master's," and "post-first-professional" refer to the level of the courses in the curriculum, not the qualifications or background of the student. It is assumed that any pre-requisite courses or degrees will be specified for students.

1. Pre-Baccalaureate (Undergraduate) Certificates

1. Fewer than 30 semester credit hours (less than one year). Degree acronym is CER0.

2. 30-59 semester credit hours (at least one year, but less than two). Degree acronym is CER1.

2. Post-Baccalaureate (Graduate) Certificates

1. Post-Baccalaureate Certificate - a certificate beyond the bachelor's degree that does not meet the requirements for a master's degree. Degree acronym is CERG.
2. Post-Master's Certificate - a certificate beyond the master's degree that does not meet the requirements for a doctoral degree. Degree acronym is CERM.
3. Post-First-Professional Certificate - a certificate beyond the first professional degree. Degree acronym is CERP.

Implementation Guidelines

The following implementation guidelines should be followed:

- An institution is required to get approval from the System Office to establish, rename, discontinue, or terminate all pre-baccalaureate level certificate programs and all post-baccalaureate level certificates.
- Existing certificates not listed in Degrees and Majors Authorized as of May, 2004, must be submitted to the System Office for review and approval by June 1, 2005.

Certificates Not Requiring Review and Approval

Some certificates offered by University System of Georgia institutions are a self-contained set of courses associated with or embedded in a degree. These certificates do not require approval if they are available only to students admitted to and enrolled in a program leading to a degree, and are awarded only when students are awarded the degree.

Typically, these certificates can be described as:

- An award given for the satisfactory completion of a group of courses embedded in a degree program. *Example 1:* students choose their degree electives based on the stated course requirements for an embedded certificate. *Example 2:* students take required courses in a degree program that complete the course requirements for an embedded certificate.
 - An award given by a department, school or college rather than the institution.
-

Procedures for seeking approval for CERTIFICATE PROGRAMS

Board of Regents of the University System of Georgia

Certificate Proposal Form (MS Word® document version)

Institution: University of West Georgia

Date: November 4, 2010

Name of Proposed Certificate: Certification in Integrative Health Studies (CIHS)

CIP Code:

Number of Credit Hours of Core Curriculum Courses: 9

Total Credit Hours of Certificate: 21

Starting Date Spring of 2011

1. Briefly describe the certificate program. List the course requirements for the certificate, including all prerequisites. Clearly distinguish between existing courses and newly developed courses. Will learning support course work be required? Specify the admission/placement requirements for entry into the certificate program.
 - 1.1. **Background: Integrative health is one of the fastest growing areas in the health industry. At the intersection of science and spirituality, integrative health is an exciting field that will attract students interested in deepening their holistic self-care practices, as well as professionals who have a variety of licenses and certificates in allied health professions. Despite the strong public interest in the topic, currently there is a lack of training programs by accredited institutions in the southeast region and particularly in the State of Georgia.**
 - 1.2. **Certification in Integrative Health Studies (CIHS) is designed to meet the growing needs of professionals and post-baccalaureate students interested in developing and *up-grading their skills* in integrative health. The aim of CIHS is to provide a solid foundation in the area of integrative health meeting the personal needs of the students through the required courses.**
 - 1.3. **Course Requirements: Requirement of the completion of (CIHS) consists of completion of three required core courses and four approved elective courses.**
 - 1.3.1. **Required Core Courses:**

The required courses are designed to provide a broad foundation in understanding of Integrative Health. This is achieved by combining three required core courses and approved four elective classes.

Required Core Courses:

- Horizon Seminar: Introduction to Integrative Health (Existing Class)
PSYC 5084
- Horizon Seminar: Trends in Integrative Health: Prerequisites: Introduction to Integrative Health
- Horizon Seminar: Final Culminating Seminar: Prerequisites: Introduction to Integrative Health, Trends in Integrative Health Studies, four approved elective courses.

Elective Courses

Below are some of the elective courses from which students can choose. Given the interdisciplinary nature of the certificate topic, electives from several colleges and departments are permitted with the consent of the director of the integrative health studies curriculum.

- Horizon Seminar: Tao of Healing (PSYC)
- Horizon Seminar: Integrative Mental Health (PSYC)
- Psychology of Mind/Body (PSYC)
- Clinical Hypnosis (PSYC)
- Psychology of Dreams (PSYC)
- Human Growth and Potential (PSYC)
- Values, Meaning, and Spirituality (PSYC)
- Buddhist Psychology (PSYC)
- Music and The Mind (PSYC)
- Eastern and Transpersonal Psychology (PSYC)
- Transpersonal Development (PSYC)
- Practicum: Experience in Human Services (Integrative Health Services) (PSYC)
- Essentials of Immunology (BIOL)
- Biology of Aging (BIOL)
- Human Physiology (BIOL)
- Multi-Cultural Counseling (CEPD, PSYC)
- Gestalt Therapy (CEPD, PSYC)

- Health Care Delivery Systems (NURS)
- Foundations of Nutrition (PHED)
- Concepts and Methods in Health Education (PHED)
- Health Policy (POLS)
- Sociology of Mental Health/Illness (SOC)
- Body and Society (SOC)
- Sociology of Emotions (SOC)

1.4. Admission Requirements:

Admissions to the Certificate program consists of two alternate paths: 1) Professionals in the field of Psychology or undergraduate students who have obtained a B.A. degree with a cumulative GPA of 2.5 or better may apply for the program under the “non-degree” standards of the Graduate School as described in the Graduate School Catalog. Under this plan, should a student later be admitted to a Master’s degree program in Psychology, only nine (9) hours of certificate coursework may be applied to the Master’s degree. 2) Students currently accepted into either the Master’s program in Psychology, or into the Doctoral program, may take the required courses in the Integrative Health Certificate program as part of their M.A. or Psych. Doc. Coursework and receive the certificate when completed. The Integrative Health Certificate is designed for individuals who already hold a Bachelor’s degree in the field of Psychology or other healthcare field and would like to gain additional training in Integrative Health Studies to prepare for a career or to advance their current career.

2. Is the certificate program consistent with the mission of the institution?

Yes, the certificate program in Integrative Health is consistent with the University’s mission to provide: a broad range of public service activities and proactive partnerships that: promote more effective utilization of human and natural resources; contribute to economic, social and technical development; and enhance the quality of life within the University’s scope of influence.

3. Provide evidence of the need for and interest in this certificate program. Estimate the number of students who will complete this certificate annually. Briefly explain the method used to estimate this number.

The interest in Integrative Health has been increasing over the last decade. The demand for education in Integrative Health greatly outweighs the supply of the

programs available in the Southeast. Currently, programs are found in the West, sponsored by San Francisco State University, Saybrook Graduate School, California Institute of Integral Studies, JFK University and the University of Arizona.

The estimated number of students who will complete the program in a year is approximately between 10 and 15. This number is based on the number of students who are now and have been for the last three years taking courses in the designated areas required by the certification.

4. Estimate the annual cost of the certificate program and indicate the percentages from reallocation, student fees, grants, and outside dollars.

We anticipate the program to generate revenue from graduate tuition dollars. Existing full-time faculty will teach all courses except for three. Dr. John Kim, who is currently a part-time faculty member in the psychology department, will teach the other three courses. Currently, he is being paid \$3,000 per course from departmental funds. However, as the program grows, the goal would be to increase Dr. Kim's pay to \$15,000 a year, which would come from revenue generated from tuition.

5. Are there any special facilities need to support the certificate program?

No, the current facilities are adequate.

6. If other postsecondary institutions offer similar programs in your service area, how will the proposed program affect them? How will it affect your program? Do you plan a collaborative arrangement with another institution or entity?

At this time, there are no other postsecondary institutions in the service area offering this program.

7. If admission requirements are not the same as those for entry into degree programs, how will you ensure that students are not enrolling in this certificate program as a way of circumventing admission requirements and HOPE?

The Office of the Dean of the Graduate School, the primary gatekeeper entity, will govern the admission requirements for students enrolling in this certificate programs. Those admission requirements are consistent with rules that do not allow students enrolled in certificate programs to transfer those credits to degree

Certificate Proposal Form (MS Word® document version)

Last Updated: 06/22/2004

Addendum VI

A Proposal to Amend the Motion “To Revise the Standing Committees”

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

At its meeting on February 25, 2011, the Faculty Senate approved the Motion presented to it by its Rules Committee, viz., “To Revise the Standing Committees.” In light of subsequent suggestions, the Rules Committee recommends further revisions to two of those standing committees, and therefore proposes to amend that prior Motion with the changes proposed in the current Motion, specified below.

The Motion

MOTION: To amend the previous motion “To Revise the Standing Committees” approved at the February 25, 2011 meeting of the Faculty Senate, which proposed to revise Article IV, Section 2.I of the *Policies and Procedures Manual* with the following changes to that prior motion, as presented below with additional material shown in highlight and deleted material shown as struck through.

8. Technology Committee

To recommend policy and procedures concerning the integration of information and instructional technology into the academic mission, including distance and online learning, and the choice of software and hardware support; to ~~compile an annual evaluation of~~ evaluate the state of information technology at the University; and to advise with respect to the campus computer centers, and ~~the Office of~~ Information Technology Services. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; ~~two~~ three administrators: the Chief Information Officer; the Director of Distance and Distributed Education, and one appointed by the Provost; one student representative, appointed by SGA. (Total: ~~13~~14)

9. University Environment Committee

9. University Facilities and Services Committee

Addendum VII

Proposal to Revise the Composition of the Post Tenure Review Appeals Committee

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble and Current Policy

Because the composition of the university's Post Tenure Review Appeals Committee is currently configured with representation from the College of Arts and Sciences, and because that college has now been reorganized into three new colleges, it is necessary to re-configure the composition of this committee accordingly. The Rules Committee takes this opportunity to improve the efficacy of this committee by recommending that its re-composition be guided by the same principles with which it re-designed the composition of the standing committees of the Senate: nimbleness and equity; by proposing to assign to it one member from each academic unit.

The current configuration of this committee is as follows:

- 5 College of Arts and Sciences
- 3 Richards College of Business
- 4 College of Education
- 1 Ingram Library
- 1 School of Nursing

The Motion

MOTION: The membership of the university's Post Tenure Review Appeals Committee shall be seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library.

An Epilogue

As an additional point of information, the Rules Committee notes that no mention of this Post Tenure Review Appeals Committee could be found in the *Policies and Procedures*, the *Bylaws* or the *Statutes* of the University, nor in the *Policy Manual* of the University System of Georgia. Its composition can be found only at the Provost's web page. While grateful that the Provost's office has requested the Rules Committee and the Faculty Senate be the locus for reconfiguring its composition, it is recommended that the status of this committee be duly codified in the rule books of the university.

Addendum VIII

A Proposal to Change the Process of Amending the *Policies and Procedures*

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble: Current Policy

Policies and Procedures Article IV, Section 3 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Policies and Procedures Article V, Section 4 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Policies and Procedures Article IV, Section 3 (Modification):
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

Changes to:

Policies and Procedures Article V, Section 4 (Modification):
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

Addendum IX

DRAFT DRAFT DRAFT

Bylaws
of
The College of Social Sciences

PREAMBLE

To ensure and advance the academic integrity of the University of West Georgia, the faculty of the College of Social Sciences establish and support these Bylaws to articulate the structures and functions of the shared governance of the College; to guide its operation in a clear, transparent, effective, and efficient manner; and to promote a collegial spirit of mutuality, openness and cooperation.

ARTICLE I. The Mission of the College

The College of Social Sciences of the University of West Georgia is committed to excellence in teaching, scholarship and service in the interest of promoting the public good. The faculty, staff, and administration collaborate to provide a holistic learning experience that emphasizes lifelong learning, critical thinking, advanced written and oral communication skills, global awareness, and an appreciation for democratic values and social justice in the liberal arts tradition. The College aims to provide students with an understanding of contemporary and historical aspects of the various disciplines of the social sciences and the skills necessary for professional competence.

ARTICLE II. The Administrative Organization of the College

A. The Office of the Dean

1. The Dean

a. Appointment

The Dean shall be appointed in accordance with the *Statutes* of the University. Recommendation for appointment shall be made only after consultation with the Administrative Council and the Faculty Council of the College.

b. Duties

As mandated by Article II of the *Bylaws* of the University, the Dean shall be the presiding officer of the College. As such, the Dean shall be the primary emissary of the

College to other units of the University and the larger community, and shall serve as the College's advocate to these other constituencies. As further mandated by Article III, Section 2 of the *Policies and Procedures* of the University, the major duty of the Dean shall be to coordinate the educational programs and research activities assigned to the College. In the implementation of this duty, the Dean shall:

- i. Have direct supervisory authority over the associate deans, assistant deans, the Dean's office staff, and the department chairs.
- ii. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- iii. Make recommendations to the Provost and Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- iv. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes*, the *Bylaws* and *Policies and Procedures* of the University, and the duly enacted rules and of the College.
- v. Recommend to the Provost and Vice President for Academic Affairs an annual budget with written justifications for personnel services including leaves, reassigned time, and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
- vi. Submit to the Provost and Vice President for Academic Affairs an annual report evaluating the educational programs and research activities assigned to the College. Documentation supporting this evaluation shall be incorporated in the appendix of the report.
- vii. Perform such other duties as may be assigned by the Provost and Vice President for Academic Affairs, including serving as a member of the Provost's Administrative Council.

c. Evaluation

In addition to any performance evaluations by the Provost's office, the Dean of the College shall be evaluated at intervals not to exceed four years by the Administrative Council and by the Faculty Council.

2. Associate and Assistant Deans

a. Appointment

The Associate and Assistant Deans of the College are appointed by and serve at the pleasure of the Dean, in consultation with the Faculty Council and the Administrative Council.

b. Duties

The Associate and Assistant Deans shall:

- i. Handle issues of: hardship withdrawals; grade appeals; core scheduling; retention, progression and graduation; summer orientation; strategic enrollment; the

curriculum; elections; assessment, computer technology, distance learning, and the *Studies in the Social Sciences* journal

- ii. Attend university-level meetings when needed
- iii. Serve as the liaison with ITS
- iv. Provide data analysis as needed
- v. Chair the standing committees of the Faculty Council
- vi. Consult with the Dean on budget and other issues
- vii. Serve as a liaison with the other colleges concerned with the core curriculum
- viii. Perform other duties that may be assigned by the Dean

c. Evaluation

Associate and Assistant Deans shall be evaluated annually by the Dean of the College, in consultation with the Administrative Council and the Faculty Council.

3. Advisory Councils

There shall be four principal advisory bodies to the Dean with whom the Dean will consult regularly for advice on the administration of the College.

a. The Administrative Council

The Administrative Council shall be the principal administrative advisory body to the Dean. This Committee shall consist of the Chairs of each of the College departments and the Past-Chair of the Faculty Council, who shall serve as an *ex officio* nonvoting member.

b. The Faculty Council

The Faculty Council shall be the principal faculty advisory body to the Dean. (See Article III for further specification of the composition and duties of the Faculty Council.)

c. The Student Council

The Student Council shall be composed of one student from each academic department of the College, appointed annually by their department and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the students of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

d. The Staff Council

The Staff Council shall be composed of one staff member from each academic department of the College, appointed annually by their department and the College's Business Operations Specialist, who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the staff of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

B. The Department Chairs

1. Appointment

Department chairs shall be appointed in accordance with the *Statutes* of the University. Recommendation for appointment shall be made only after consultation with all members of the department concerned or with an elected committee of that department.

2. Duties

The department chairs shall report to the Dean of the College. As mandated by Article III, Section 2 of the *Policies and Procedures* of the University, the major duty of each department chair is to coordinate the educational programs and research activities assigned to the department of which he or she is the chair. Charged with the development and administration of a comprehensive program of instruction, research, and service, the chair shall provide stimulating, creative leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions which are conducive to the educational development of the students and the professional growth of the faculty. In the implementation of this duty, the chair shall:

- a. Have direct supervisory authority over the instructional faculty assigned to his or her department, while recognizing the individual responsibility of other members of the department for the duties committed to them by their appointment and allowing proper scope to the ability and initiative of all members of the department.
- b. Routinely consult with members of his or her department on all substantive matters, such as summer school teaching, *tenure-track* appointments and dismissals.
- c. Encourage the development of programs, policies, and procedures designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- d. Make recommendations to the Dean of the College concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- e. Be responsible for enforcing the regulations of the Board of Regents, the *Statutes*, *Bylaws*, and *Policies and Procedures* of University, and the duly enacted policies of the College and the department to which he or she is assigned.
- f. Submit to the Dean of the College an annual budget, an annual report and annual faculty evaluations in the form prescribed by the Dean.
- g. Serve as a member of the Administrative Council of the College.
- h. Perform other duties that may be assigned by the Dean.

3. Evaluation

- a. The performance of each department chair shall be reviewed annually by the Dean. Each department chair shall submit an annual report to the Dean. The Dean shall meet with each chair to review her/his performance. The Dean will provide a written evaluation, signed by the chair and the Dean, for inclusion in the chair's file.

- b. The performance of each department chair shall be reviewed at intervals not to exceed four years by the members of the chair's department, a report of which will be submitted to the Dean.

ARTICLE III. The Composition and Role of the Faculty

A. The Membership of the Faculty

The membership of the faculty of the College shall consist of all members of the General Faculty whose primary assignment is to the College and the administrative officers, as defined by the *Policy Manual* of the Board of Regents of the University System of Georgia, section 3.2.1, and as further codified by the *Statutes* of the University of West Georgia, Article I, Section 2.C. For purposes of defining faculty who may cast ballots in College-wide voting, serve on appropriate College-wide committees, and for the determination of any College allocation based on proportional numbers, only those faculty who are full-time shall be eligible. This criterion of eligibility shall include all those who are full-time tenured and tenure-track, full-time limited term appointments, and full-time lecturers, regardless of whether or not they are on professional or medical leave, or have a reduced load or reassigned time. It shall not include those who are visiting professors, emeritus faculty, or faculty with part-time appointments. This distinction shall apply only to College-wide issues, and shall not necessarily determine the options of departments within the College to otherwise determine their own criteria for strictly departmental issues. For example, eligibility to vote in departmental elections for the departmental representative to the Faculty Council shall be determined by each department.

B. The Rights, Roles, and Responsibilities of the Faculty

1. General Statement of Rights and Roles

The rights and roles of the faculty of the College shall be in accordance with that mandated by the University's *Statutes, Faculty Handbook*, and Article IV, Section 1.B and C of the *Policies and Procedures* of the University. The role of the faculty in the organizational structure and procedures required for conducting academic business in the College shall be based on the principle of representative faculty participation as reflected in Article IV, Section 1.D of the *Policies and Procedures*. Any faculty member who considers these rights to be violated may appeal for recourse through the established university options, and may also appeal to the Faculty Council of the College for consideration.

2. Faculty Responsibilities

a. Duties

The duties of the faculty of the College shall be in accordance with that mandated by the *Policies and Procedures* and the *Faculty Handbook* of the University, and as further specified in the College's own *Policies and Procedures*.

b. Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and as further specified in the College's own *Policies and Procedures*, faculty shall be regularly evaluated by the following means:

- i. an annual review by their department chair
- ii. a third-year review by their department colleagues, department chair, and the College Dean
- iii. a review of any application for tenure and/or promotion by their department colleagues, their department chair, the College's Promotion and Tenure Advisory Committee, and the College Dean
- iv. a post-tenure review every five years by their department colleagues

3. The Role of the Faculty: The Principle of Shared Governance

The role of the faculty in the organizational structures and procedures that regulate the functioning of the College shall be based on the well-established principle of shared university governance through the representative faculty participation in governance, as articulated by the American Association of University Professors, as supported by the *Statutes, Bylaws and Policies and Procedures* of the University, and as specifically expressed in Article IV, Section 1.D of the *Policies and Procedures*. Such practice is here recognized as an indispensable guarantor of the integrity of the mission of the University to pursue scholarship, research and teaching for their own merits rather than for any extrinsic criteria.

4. The Organizational Structure of College Governance: The Faculty Council

The primary organizational structure for the participation of the faculty in the governance of the College shall be that of a Faculty Council and its committees, established and functioning according to the following criteria:

a. Composition

- i. The Faculty Council shall consist of nine members, one elected by each of the six departments of the college, and three elected at-large by the faculty of the College.
- ii. All members shall serve three year terms.
- iii. Only tenure-track faculty are eligible to serve as departmental representatives; only tenured faculty are eligible to serve as at-large members; and department chairs, deans, associate deans, and assistant deans are not eligible to serve on Faculty Council.
- iv. The terms are staggered such that one at-large member and two departmental members are elected each year. Departmental elections will take place after the at-large election.
- v. Each at-large member will serve during their first year as Chair-Elect of the Faculty Council, during their second year as Chair, and during their third year as Past-Chair.
- vi. No member of Council shall serve more than two full terms consecutively.

vii. In the event a member does not finish their term, their replacement shall be chosen by a special election of the same body that elected that person (i.e., either department or College).

b. Officers and Duties

- i. Officers of the Faculty Council include: the Chair, the Chair-Elect and the Past-Chair.
- ii. The Chair shall have the duty of setting the agenda, calling meetings and presiding at the same.
- iii. The Chair-Elect shall keep the Minutes of meetings of the Council; shall serve as the Executive Secretary of the general faculty of the College; and shall serve as the Council's liaison with the other colleges concerned with the core curriculum and such other matters of mutual interest.
- iv. The Past-Chair shall serve as the Parliamentarian for meetings of the general faculty of the College, and as the liaison between Faculty Council and the College administration. In fulfillment of this latter duty, the Past-Chair shall have an *ex officio* nonvoting membership on the College Administrative Council.

c. Functions

The Faculty Council shall be the primary, elected representative voice of the College faculty. Its duties shall include providing a forum for the articulation of faculty concerns about the College and serving as the faculty advisory body to the Dean, with whom the Dean will consult on a monthly basis for advice on the administration of the University. In the fulfillment of such duties, the Faculty Council shall have the responsibility to:

- i. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.
- ii. Provide the regular mandated evaluations of the College Dean.
- iii. Establish *ad hoc* committees or task forces for issues it determines appropriate, and appoint members.
- iv. Receive reports that its standing and *ad hoc* committees shall provide, and forward such reports, with its recommendations, to the Dean of the College.
- v. Serve as the nominations committee to oversee all College-wide elections to insure compliance with the rules governing such in the *University Bylaws and Policies and Procedures*, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- vi. Propose motions to meetings of the faculty of the College.
- vii. Propose amendments to the *Bylaws* and the *Policies and Procedures* of the College.
- viii. Serve as the liaison with the Faculty Senate, submitting to the Senate such proposals as it shall deem appropriate according to the *Bylaws and Policies and Procedures* of the University.
- ix. Contribute to the search processes its recommendations to the appropriate search committees for the appointments of the general officers of the College, including Dean, Associate Dean, and Assistant Dean.
- x. Serve as the major advisory body of the faculty to the Dean of the College on all matters of consequence, including budgeting, strategic planning, academic programs and policies, facilities, technologies, and faculty development, teaching, scholarship and research.

d. Standing Committees of the Faculty Council

i. Graduate Programs Committee

The Graduate Programs Committee shall be composed of the directors of each of the graduate programs within the College and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the committee. The committee shall recommend to the Faculty Council policy and procedures concerning graduate admissions, transfers, admission to candidacy, eligibility for graduation, student petitions and appeals, graduate faculty membership, and proposals for graduate courses, degree programs and other curricula matters.

5. The Faculty Promotion and Tenure Advisory Committee

In accordance with the *Faculty Handbook* of the University, the College shall also include a standing Faculty Promotion and Tenure Advisory Committee, to function according to the following criteria:

a. Composition:

- i. the committee shall be composed of one faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large.
- ii. All members of the committee must be tenured faculty.
- iii. Department chairs are not eligible to serve, nor are any faculty members whose own application for tenure or promotion would come before the committee during their term of service.
- iv. No member may serve more than one term consecutively unless there are no other members of their department eligible to serve.
- v. All terms shall be two-year terms, except the initial election following the adoption of these rules in which terms will be staggered so that approximately one-half of the committee will be elected each subsequent year.

b. Function:

The committee shall consider requests for promotion and tenure by College faculty and make recommendations to the Dean of the College for each such request, in accordance with the procedures specified in the *Faculty Handbook*, Sections 103.01 and 103.0201.B.

ARTICLE IV: Meetings

A. Regular Meetings

The faculty of the College shall hold at least one meeting in each academic semester, at which the Dean shall serve as the presiding officer, the Chair-elect of the Faculty Council shall serve as the Executive Secretary, and the Past-Chair as the Parliamentarian. Items may be placed on

the agenda by any member or department. The agenda shall be prepared and distributed by the Executive Secretary to each member at least five days prior to the meeting. The agenda may be amended by majority vote.

B. Special Meetings

Special meetings of the faculty of the College may be held on call by the Dean, the Administrative Council, or the Faculty Council. In addition, the Dean shall call a special meeting upon the request of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including the agenda of the items to be considered, distributed to all faculty members. The agenda may be amended by majority vote.

C. Quorum

A quorum shall consist of one-half of the membership at both regular and special meetings. No vote shall be taken at a meeting unless a quorum is present.

D. Voting

1. Eligibility

Only those members of the faculty of the College designated in Article III as being eligible may vote.

2. Methods

Voting in regular and special meetings shall be by voice vote except that a vote by showing of hands shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting, under the supervision of the Executive Secretary. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the eligible faculty.

3. Consequences

All votes of the faculty of the College shall be in the form of recommendations to the Dean of the College. Upon approval of the recommendation, the Dean shall promptly inform the faculty of the actions taken to implement it. If any recommendation should be rejected, the Dean shall, within ten days, submit to the College faculty in writing the reasons for rejecting it and the issue shall be submitted to the President for consultative purposes.

4. Elections of Chair-Elect

Prior to the end of the Spring semester each year, the College faculty shall elect an at-large member of the Faculty Council, who shall be the Council's next Chair-Elect, and who shall subsequently to his/her year as Chair-Elect then serve one year as Chair followed by one

year as Past-Chair. This election, overseen by the Faculty Council, shall be by electronic or other written balloting.

ARTILCE V: Rules of Order

The rules contained in the current edition of Robert's *Rules of Order* shall govern the meetings of all the bodies described in these *Bylaws* in all cases where they are applicable and in which they are not inconsistent with these *Bylaws* and any special rules of order a given body may adopt. The Parliamentarian of the College shall referee for any disputation of the rules at meetings.

ARTICLE VI: Approval and Enactment

A. Approval of these *Bylaws*

1. These *Bylaws* shall be effective only after they have been approved by the faculty of the College.
2. The process by which they shall be approved is as follows:
 - a. they shall be presented to the Faculty Senate for approval, according to the usual procedures of the Senate.
 - b. they shall be presented in writing to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented. Such voting shall be by means of electronic or other written forms of balloting.
 - c. they shall be approved only if they carry by a majority vote of a quorum of the members. Such voting shall be supervised by the college's *ad hoc* Rules Committee.
 - d. they shall be considered enacted and in force immediately upon a certification of their approval by the above bodies.

B. Approval of additional specifications of policies and procedures for the College

1. The College's *ad hoc* Rules Committee shall also submit a document setting forth *Policies and Procedures* specific to the College's conduct of its affairs.
2. This document shall be effective only after it has been approved by the faculty of the College.
3. The process by which such shall be approved is as follows:
 - a. such document shall first be presented to the Faculty Council for its approval.
 - b. upon such approval, it shall be presented to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented.
 - c. it shall be approved only if it carries by a majority vote of a quorum of the members. Such voting shall be supervised by the Faculty Council.
 - d. such a *Policies and Procedures* document shall be considered enacted and in force immediately upon a certification of its approval.

C. The initial election of the members of the Faculty Council

1. The inaugural members of the Faculty Council shall be elected no sooner than ten days after the approval of the *Bylaws*, and no later than thirty days following such approval.
2. The terms of four of the initial members elected by departments shall be shortened to either one or two-year terms so that two vacancies will be available in each subsequent year.
3. In order to arrange for the annual rotation of the Chair-Elect, Chair, and Past-Chair of the Faculty Council, it shall be necessary at the initial election to set up staggered terms for these positions. The initial election shall therefore include all three positions, with the Past-Chair to serve a one-year term, the Chair to serve a two-year term (the first as Chair the second as Past-Chair), and the Chair-elect to serve a three-year term (the first as Chair-elect, the second as Chair, the third as Past-Chair).
4. This inaugural election shall be supervised by the college's *ad hoc* Rules Committee.

ARTICLE VII: Amendment and Repeal

Motion to amend or repeal these *Bylaws* shall first be approved by the Faculty Council, and then be presented in writing to all faculty of the College. The proposed amendment(s) shall be voted on by the eligible members of the College no sooner than ten days after being presented. To succeed, a motion to amend or repeal must carry by a majority vote of a quorum of the members, which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast. Such voting shall be supervised by the Faculty Council.

Addendum X

A Proposal to Clarify the Definition of Voting for Meetings of the General Faculty

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

Because the quorum rule for meetings of the general faculty was written prior to the development of computer-based communication, its definitions of quorum and voting requirements do not include any reference to electronic means for doing so. Lacking such specification, it has been interpreted narrowly as requiring the physical presence of faculty for quorum requirements. On the basis of such interpretation, the 50% threshold required has been a very rare achievement. The consequence has been that either the presiding officer must declare the appearance of a quorum when it does not exist, or that declaration is challenged and the meeting is adjourned. Because a single attendee can thus force the adjournment of almost any meeting, the potential impact is the disenfranchisement of the faculty's ability to serve as a deliberative body recommending policy to the administration, and the subsequent impoverishment of administrative decision-making bereft of faculty input. Because this prospect can otherwise be an enduring problem, the Rules Committee recommends that the definition of voting be clarified to accommodate electronic communication according to the following proposal.

The Motion

Motion to revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting, by the addition of the following highlighted material:

E. QUORUM. A quorum of the General Faculty shall consist of fifty (50) percent of the membership at both regular and special meetings. No **vote shall be taken at a meeting of the General Faculty shall be held** unless a quorum is present.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings **shall may** be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. **If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty.**

Addendum XI

A Proposal to Specify the Voting Status of “ex officio”

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

A clarification is needed to clarify an ambiguity in the meaning of “*ex officio*” status on Senate committees, and to bring the *Policies and Procedures* into conformity with what has been the prevailing practice in fact. The current situation contains two levels of ambiguity.

1. On whether administrative positions on Senate committees are *ex officio* or not
2. On whether *ex officio* position are voting or not

Compounding this ambiguity is the frequent discrepancy between what is stated in the *Policies and Procedures* for various committees and what is stated on those committees’ web sites (which in most cases specifies that the administrative slots are “*ex officio non-voting*”).

Committees 2,3,4,5,6,7,8,11,12 list administrative slots not designated as *ex officio*

Committees 1,8,9,10,12,13 list administrative slots that are designated as “*ex officio, non-voting*” (Note that Committees 8,12 include both types of slots)

Furthermore, all committees are mandated to include an administrative *ex officio* slot (for the VPAA) that is not specified as to whether it is voting or not. (*Policies and Procedures*, Article III, Section 1,A,3: “The Provost... shall be... an *ex officio* member of all standing committees of the Senate”)

In addition to this clarification, the proposed motion also corrects a mistaken reference, eliminates an incorrect one, and eliminates language now contradicted by another section of the *Policies and Procedures*.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,J,1 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section ~~F-2.1~~ (excluding those identified by role ~~in the statutes~~) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. ~~Graduate students shall be appointed by the Committee on Graduate Studies.~~ All *ex officio* members of Senate committees are non-voting member.

Addendum XII

A Proposal to Combine Secretary of Faculty and Executive Secretary of Senate

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

Currently there is a doubling of “executive secretary” functions between the general faculty and the Faculty Senate. Article 1.A of the *Bylaws* specifies a “Secretary” for the Faculty officers, to be elected by the faculty. Article 1.B. specifies that the Secretary be elected to a 3 year term. In addition, there is an “Executive Secretary” to the Senate (elected to a 2 year term), specified in *Policies and Procedures*, Article IV, Section 2,D. The Rules Committee proposes combining these positions. Because the general faculty as a whole elect the “Secretary” of the general faculty, whereas the Executive Secretary of the Senate is chosen only by the members of the Senate, we propose that the elected “Secretary” of the general faculty should serve as the “Executive Secretary” of the Faculty Senate. The term of the Executive Secretary of the Senate should then also be adjusted to be a three-year term.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,D of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

The Executive Secretary – **The Secretary of the General Faculty shall serve as the** ~~An~~ ex-officio (nonvoting) Executive Secretary ~~shall be elected by~~ **of** 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 (3) years from each academic unit listed in A (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 serve as a member of the Executive Committee of the Senate.

Addendum XIII

A Proposal to Revise the Process for Electing Non-senator Representatives

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

Article IV, Section 2,J,5 of the *Policies and Procedures* which specifies the process of selecting non-Senator representatives to Senate committees needs to be revised in light of two problems: the change in the number of colleges, and a misstatement concerning the nature of ex officio appointments. The Rules Committee also recommends a further change to remove a requirement of how the units must elect their representatives, in order to allow the units the latitude to do so according to whatever rules they should designate for doing so. This rule currently states:

Election of nonsenators to committees shall proceed in the same manner in each of the following five units: the College of Arts and Sciences, College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia. The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7. Nominations shall be received from the floor. 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 to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Academic, ex officio appointments will be likewise reported.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,J,5 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Election of nonsenators to committees shall proceed in the same manner in each of the following ~~five~~^{seven} units: the College of Arts and ~~Sciences~~^{Humanities}, the College of ~~Sciences and Mathematics~~, the College of Social Sciences, College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect ~~a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia.~~ ~~The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7.~~ Nominations shall be received from the floor. ~~its representatives by whatever rules that unit has approved for doing so, no later than April 15.~~ 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 to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. ~~Academic~~^{Administrative}, ex officio appointments will be likewise reported.

Addendum XIV

A Proposal to Allow for the Re-election of Non-senate Representatives

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

Article IV, Section 2,K,1 of the *Policies and Procedures* currently states:

Elected members shall serve a two-year term and shall not be eligible for succession on the same committee until one (1) year after completion of the previous term. Exceptions can be made upon reorganization/recomposition.

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,K,1 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions)

Elected members shall serve a two-year term and shall ~~not be eligible for succession on the same committee until one (1) year after completion of the previous term~~ **serve no more than two full terms consecutively on the same committee.** Exceptions can be made upon reorganization/recomposition.

Addendum XV

A Proposal to Authorize Committees to Appoint Subcommittees and Task Forces

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

Article IV, Section 2,M of the *Policies and Procedures* currently states:

M. Ad Hoc Committees

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

The Motion

MOTION: To revise the current statement in Art. IV, Section 2,M of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions

M. Ad Hoc Committees, subcommittees and task forces

The Senate or Executive Committee may appoint ad hoc committees ~~as required.~~ Also each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

Addendum XVI

A Proposal to Replace the Term “College of Arts and Sciences”

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

There are three mentions of the “College of Arts and Sciences” in the *Policies and Procedures* that now need to be replaced with the names of the three successor colleges instead.

The Motion

MOTION: To revise the current statements in these three sections of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Article I, Section 1,C,2:

The College of Arts and Sciences ~~Humanities, the College of Science and Mathematics, the College of Social Sciences,~~ Richards College of Business, the College of Education, and the School of Nursing shall each include departments appropriate to their respective areas of academic responsibility.

Article I, Section 1,E,2:

The Administrative Council shall be the chief advisory body for administrative activities in the academic operations of the University. It shall consist of the Provost and Vice President for Academic Affairs (chair), Vice President and Dean of Students, Deans of the Graduate School, Arts and Sciences, ~~Sciences~~ Humanities, the College of Science and Mathematics, the College of Social Science, Business, Education, the School of Nursing and Honors College; the Executive Director of Institutional Research & Planning; Directors of Continuing Education/Public Services, Information Technology Services and the Library; the chair of the Institutional Studies and Planning Committee of the Faculty Senate; and the President of the Student Government Association.

Article I, Section 1,E,4:

The Technology Coordination Council shall... Membership: The University Technology Officer (chair) and the director or senior staff member of each campus IT staff (including 1 representative each from Information Technology Services, the Learning Resources Center, the College of Arts and Sciences ~~Sciences~~ Humanities, the College of Science and Mathematics, the College of Social Sciences, the Richards College of Business, the College of Education, the Nursing School, Ingram Library, the Department of Computer Science, Business Information Technology Services, Student Affairs, and Distance Education). The chair of the Technology Planning Committee of the Faculty Senate, or a designee selected by the chair, and the University’s Information Security Officer will serve ex officio.

Addendum XVII

A Proposal to Replace Outdated Names of Committees

Submitted to the Faculty Senate by the Rules Committee (Chris Aanstoos, Chair)

Preamble

In the light of the renaming of some Senate committees, the use of the older terms in various places in the Policies and Procedures now also needs to be updated.

The Motion

MOTION: To revise the current statements in these three sections of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Article I, Section 1,C,1:

The Graduate Faculty shall be recommended by the **Graduate Programs** Committee ~~on Graduate Studies~~ and appointed by the President.

Articles I, Section 1,E,2

The Administrative Council shall... It shall consist of ... the chair of the ~~Institutional Studies and~~ **Strategic** Planning Committee of the Faculty Senate

Articles I, Section 1,E,4

The Technology Coordination Council shall... and to advise the Technology ~~Planning~~ Committee of the Faculty Senate... Membership... The chair of the Technology ~~Planning~~ Committee of the Faculty Senate

Addendum XVIII

The Protocols of the Senate

*An Information Item Submitted to the Faculty Senate
by the Rules Committee (Chris Aanstoos, Chair)*

Preamble

The Rules Committee is currently drafting a document, tentatively titled *The Protocols of the Senate*, that it anticipates presenting to the Senate for consideration at its April meeting. This document is being designed to provide a sort of operating manual, an agreed upon set of procedures by which the Faculty Senate shall operate. Its purpose is to specify those ordinary operations by which the body agrees to conduct its business. It provides the level of specificity beneath the general principles codified by the *Policies and Procedures* and the *Bylaws*, and provides the level of the local context of the UWG Faculty Senate in particular, beneath the general principles of *Roberts' Rules of Order*.

As a “how to” guidebook rather than a “constitution,” *The Protocols of the Senate* would be the result of a compact by which the Senate members agree to proceed, and as such would require only the consent of the Senate to be revised, rather than that of the larger body represented, the General Faculty. Hence these rules could be more nimbly updated as needed to take into account changing circumstances, to insure that the Senate can function optimally over time.

In the absence of such a guidebook, these ordinary operations can all too often be conducted in less thoughtful ways, perhaps arbitrarily, perhaps by “the way it’s been done before,” perhaps without even any awareness of the guiding basis for the conduct. Rarely would they then be handled optimally.

The availability of *The Protocols of the Senate* would also offer a helpful orientation to both new Senators and any others who may be interested in understanding better how the Senate actually functions. Many of the other Senates at other universities in the University system of Georgia have such an orientation manual, specifying such procedures.

The following three pages outline very sketchily some of the items that would constitute the table of contents for this document.

THE PROTOCOLS OF THE SENATE

A Preliminary Draft of a Partial Table of Contents

PART ONE: THE ORGANIZATIONAL STRUCTURE OF THE FACULTY SENATE

Representation

definition

(Sample: “Senators have a duty to represent the interests of the university, while bringing to the table a perspective that is based in the disciplines of those who elect them, and a corresponding duty to share knowledge and perspectives that pertain to the institution with those who elected them.”)

locus of

of others

part-time faculty?

non-affiliated faculty (administration)

Structure of the Senate

Advisory Groups

four Advisory Groups, aligned with each of the four divisions of UWG, to provide a means for close, frequent and informal collaboration between the Faculty Senate and the administration of each of the divisions

Standing Committees of the Senate

Assignment to a standing committee

how individual’s preference and seniority are taken into account

each committee can also add ex officio members as it deems fit

limitation of service to one committee

everyone gets a committee assignment

Parameters of selection criteria

In fulfilling its duty to appoint Senators to the standing committees of the Senate, the Executive Committee shall insure that at least one Senator from the college with the largest enrollment of graduate students has a position on the Graduate Programs Committee.

Creation of subcommittees and task forces

Duration

subcommittees authorized and staffed on an annual basis

task forces authorized and staffed until task is completed

ad hoc Committees of the Senate

creation of

assignment to

eligibility

(not counted against limitation of one committee assignment?)

PART TWO: THE CONDUCT OF THE BUSINESS OF THE FACULTY SENATE

Elections

Specify the articulation of the 10% rule for allocation of Senators

How precisely is it determined

How is it adjusted

Nominations

Procedural challenges to elections

Special elections (mid-term vacancies)

Executive Secretary election

Exec Committee serves as elections committee: specify its procedures
requirement to recuse

Removal

Of senators and non-senate members of committees who do not attend, serve

Of committee chairs who do not convene their committees

Senate Meetings

Parliamentarian?

Schedule of meetings

Setting the Agenda

The Use of a Consent Agenda

Procedural and process issues

What is an action item and what is an information item

when do committee actions need senate approval?

e.g., course approvals?

e.g. are learning outcomes or course objectives to be action items

e.g., changes to a course that will affect its status or others in the core

should other departments get to give their approval or disapproval first?

Absences and Proxies (for Senate and for its committees)

Who can sub? (may be only a former Senator? An elected alternate?)

How often

Proposing legislation

Debate

Amending legislation

Approving legislation

Quorums (e.g., decided on the basis of voting members only)

Committee Meetings

Election of committee chairs

Duties of

Tenure of

Removal of

Agendas and minutes; requirements of

web sites; appropriate and minimal use of

Use of substitutes? (no)

Quorums of committees (decided on the basis of voting members only)

PART THREE: A GLOSSARY OF TERMS

Some examples:

ad hoc

ex officio

faculty

representation

Addendum XIX

DRAFT DRAFT DRAFT

Bylaws
of
The College of Social Sciences

PREAMBLE

To ensure and advance the academic integrity of the University of West Georgia, the faculty of the College of Social Sciences establish and support these Bylaws to articulate the structures and functions of the shared governance of the College; to guide its operation in a clear, transparent, effective, and efficient manner; and to promote a collegial spirit of mutuality, openness and cooperation.

ARTICLE I. The Mission of the College

The College of Social Sciences of the University of West Georgia is committed to excellence in teaching, scholarship and service in the interest of promoting the public good. The faculty, staff, and administration collaborate to provide a holistic learning experience that emphasizes lifelong learning, critical thinking, advanced written and oral communication skills, global awareness, and an appreciation for democratic values and social justice in the liberal arts tradition. The College aims to provide students with an understanding of contemporary and historical aspects of the various disciplines of the social sciences and the skills necessary for professional competence.

ARTICLE II. The Administrative Organization of the College

A. The Office of the Dean

1. The Dean

a. Appointment

The Dean shall be appointed in accordance with the *Statutes* of the University. Recommendation for appointment shall be made only after consultation with the Administrative Council and the Faculty Council of the College.

b. Duties

As mandated by Article II of the *Bylaws* of the University, the Dean shall be the presiding officer of the College. As such, the Dean shall be the primary emissary of the

College to other units of the University and the larger community, and shall serve as the College's advocate to these other constituencies. As further mandated by Article III, Section 2 of the *Policies and Procedures* of the University, the major duty of the Dean shall be to coordinate the educational programs and research activities assigned to the College. In the implementation of this duty, the Dean shall:

- i. Have direct supervisory authority over the associate deans, assistant deans, the Dean's office staff, and the department chairs.
- ii. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- iii. Make recommendations to the Provost and Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- iv. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes*, the *Bylaws* and *Policies and Procedures* of the University, and the duly enacted rules and of the College.
- v. Recommend to the Provost and Vice President for Academic Affairs an annual budget with written justifications for personnel services including leaves, reassigned time, and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.
- vi. Submit to the Provost and Vice President for Academic Affairs an annual report evaluating the educational programs and research activities assigned to the College. Documentation supporting this evaluation shall be incorporated in the appendix of the report.
- vii. Perform such other duties as may be assigned by the Provost and Vice President for Academic Affairs, including serving as a member of the Provost's Administrative Council.

c. Evaluation

In addition to any performance evaluations by the Provost's office, the Dean of the College shall be evaluated at intervals not to exceed four years by the Administrative Council and by the Faculty Council.

2. Associate and Assistant Deans

a. Appointment

The Associate and Assistant Deans of the College are appointed by and serve at the pleasure of the Dean, in consultation with the Faculty Council and the Administrative Council.

b. Duties

The Associate and Assistant Deans shall:

- i. Handle issues of: hardship withdrawals; grade appeals; core scheduling; retention, progression and graduation; summer orientation; strategic enrollment; the

curriculum; elections; assessment, computer technology, distance learning, and the *Studies in the Social Sciences* journal

- ii. Attend university-level meetings when needed
- iii. Serve as the liaison with ITS
- iv. Provide data analysis as needed
- v. Chair the standing committees of the Faculty Council
- vi. Consult with the Dean on budget and other issues
- vii. Serve as a liaison with the other colleges concerned with the core curriculum
- viii. Perform other duties that may be assigned by the Dean

c. Evaluation

Associate and Assistant Deans shall be evaluated annually by the Dean of the College, in consultation with the Administrative Council and the Faculty Council.

3. Advisory Councils

There shall be four principal advisory bodies to the Dean with whom the Dean will consult regularly for advice on the administration of the College.

a. The Administrative Council

The Administrative Council shall be the principal administrative advisory body to the Dean. This Committee shall consist of the Chairs of each of the College departments and the Past-Chair of the Faculty Council, who shall serve as an *ex officio* nonvoting member.

b. The Faculty Council

The Faculty Council shall be the principal faculty advisory body to the Dean. (See Article III for further specification of the composition and duties of the Faculty Council.)

c. The Student Council

The Student Council shall be composed of one student from each academic department of the College, appointed annually by their department and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the students of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

d. The Staff Council

The Staff Council shall be composed of one staff member from each academic department of the College, appointed annually by their department and the College's Business Operations Specialist, who will serve as the chair of the Council. The Council is responsible for providing a forum for the expression of concerns by the staff of the College and for communicating such concerns and recommendations for policy and procedures to the Dean.

B. The Department Chairs

1. Appointment

Department chairs shall be appointed in accordance with the *Statutes* of the University. Recommendation for appointment shall be made only after consultation with all members of the department concerned or with an elected committee of that department.

2. Duties

The department chairs shall report to the Dean of the College. As mandated by Article III, Section 2 of the *Policies and Procedures* of the University, the major duty of each department chair is to coordinate the educational programs and research activities assigned to the department of which he or she is the chair. Charged with the development and administration of a comprehensive program of instruction, research, and service, the chair shall provide stimulating, creative leadership in order to produce, in concert with the members of the department, an effective curriculum, policies for implementing that curriculum, and conditions which are conducive to the educational development of the students and the professional growth of the faculty. In the implementation of this duty, the chair shall:

- a. Have direct supervisory authority over the instructional faculty assigned to his or her department, while recognizing the individual responsibility of other members of the department for the duties committed to them by their appointment and allowing proper scope to the ability and initiative of all members of the department.
- b. Routinely consult with members of his or her department on all substantive matters, such as summer school teaching, *tenure-track* appointments and dismissals.
- c. Encourage the development of programs, policies, and procedures designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- d. Make recommendations to the Dean of the College concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- e. Be responsible for enforcing the regulations of the Board of Regents, the *Statutes*, *Bylaws*, and *Policies and Procedures* of University, and the duly enacted policies of the College and the department to which he or she is assigned.
- f. Submit to the Dean of the College an annual budget, an annual report and annual faculty evaluations in the form prescribed by the Dean.
- g. Serve as a member of the Administrative Council of the College.
- h. Perform other duties that may be assigned by the Dean.

3. Evaluation

- a. The performance of each department chair shall be reviewed annually by the Dean. Each department chair shall submit an annual report to the Dean. The Dean shall meet with each chair to review her/his performance. The Dean will provide a written evaluation, signed by the chair and the Dean, for inclusion in the chair's file.

- b. The performance of each department chair shall be reviewed at intervals not to exceed four years by the members of the chair's department, a report of which will be submitted to the Dean.

ARTICLE III. The Composition and Role of the Faculty

A. The Membership of the Faculty

The membership of the faculty of the College shall consist of all members of the General Faculty whose primary assignment is to the College and the administrative officers, as defined by the *Policy Manual* of the Board of Regents of the University System of Georgia, section 3.2.1, and as further codified by the *Statutes* of the University of West Georgia, Article I, Section 2.C. For purposes of defining faculty who may cast ballots in College-wide voting, serve on appropriate College-wide committees, and for the determination of any College allocation based on proportional numbers, only those faculty who are full-time shall be eligible. This criterion of eligibility shall include all those who are full-time tenured and tenure-track, full-time limited term appointments, and full-time lecturers, regardless of whether or not they are on professional or medical leave, or have a reduced load or reassigned time. It shall not include those who are visiting professors, emeritus faculty, or faculty with part-time appointments. This distinction shall apply only to College-wide issues, and shall not necessarily determine the options of departments within the College to otherwise determine their own criteria for strictly departmental issues. For example, eligibility to vote in departmental elections for the departmental representative to the Faculty Council shall be determined by each department.

B. The Rights, Roles, and Responsibilities of the Faculty

1. General Statement of Rights and Roles

The rights and roles of the faculty of the College shall be in accordance with that mandated by the University's *Statutes*, *Faculty Handbook*, and Article IV, Section 1.B and C of the *Policies and Procedures* of the University. The role of the faculty in the organizational structure and procedures required for conducting academic business in the College shall be based on the principle of representative faculty participation as reflected in Article IV, Section 1.D of the *Policies and Procedures*. Any faculty member who considers these rights to be violated may appeal for recourse through the established university options, and may also appeal to the Faculty Council of the College for consideration.

2. Faculty Responsibilities

a. Duties

The duties of the faculty of the College shall be in accordance with that mandated by the *Policies and Procedures* and the *Faculty Handbook* of the University, and as further specified in the College's own *Policies and Procedures*.

b. Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and as further specified in the College's own *Policies and Procedures*, faculty shall be regularly evaluated by the following means:

- i. an annual review by their department chair
- ii. a third-year review by their department colleagues, department chair, and the College Dean
- iii. a review of any application for tenure and/or promotion by their department colleagues, their department chair, the College's Promotion and Tenure Advisory Committee, and the College Dean
- iv. a post-tenure review every five years by their department colleagues

3. The Role of the Faculty: The Principle of Shared Governance

The role of the faculty in the organizational structures and procedures that regulate the functioning of the College shall be based on the well-established principle of shared university governance through the representative faculty participation in governance, as articulated by the American Association of University Professors, as supported by the *Statutes, Bylaws and Policies and Procedures* of the University, and as specifically expressed in Article IV, Section 1.D of the *Policies and Procedures*. Such practice is here recognized as an indispensable guarantor of the integrity of the mission of the University to pursue scholarship, research and teaching for their own merits rather than for any extrinsic criteria.

4. The Organizational Structure of College Governance: The Faculty Council

The primary organizational structure for the participation of the faculty in the governance of the College shall be that of a Faculty Council and its committees, established and functioning according to the following criteria:

a. Composition

- i. The Faculty Council shall consist of nine members, one elected by each of the six departments of the college, and three elected at-large by the faculty of the College.
- ii. All members shall serve three year terms.
- iii. Only tenure-track faculty are eligible to serve as departmental representatives; only tenured faculty are eligible to serve as at-large members; and department chairs, deans, associate deans, and assistant deans are not eligible to serve on Faculty Council.
- iv. The terms are staggered such that one at-large member and two departmental members are elected each year. Departmental elections will take place after the at-large election.
- v. Each at-large member will serve during their first year as Chair-Elect of the Faculty Council, during their second year as Chair, and during their third year as Past-Chair.
- vi. No member of Council shall serve more than two full terms consecutively.

vii. In the event a member does not finish their term, their replacement shall be chosen by a special election of the same body that elected that person (i.e., either department or College).

b. Officers and Duties

- i. Officers of the Faculty Council include: the Chair, the Chair-Elect and the Past-Chair.
- ii. The Chair shall have the duty of setting the agenda, calling meetings and presiding at the same.
- iii. The Chair-Elect shall keep the Minutes of meetings of the Council; shall serve as the Executive Secretary of the general faculty of the College; and shall serve as the Council's liaison with the other colleges concerned with the core curriculum and such other matters of mutual interest.
- iv. The Past-Chair shall serve as the Parliamentarian for meetings of the general faculty of the College, and as the liaison between Faculty Council and the College administration. In fulfillment of this latter duty, the Past-Chair shall have an *ex officio* nonvoting membership on the College Administrative Council.

c. Functions

The Faculty Council shall be the primary, elected representative voice of the College faculty. Its duties shall include providing a forum for the articulation of faculty concerns about the College and serving as the faculty advisory body to the Dean, with whom the Dean will consult on a monthly basis for advice on the administration of the University. In the fulfillment of such duties, the Faculty Council shall have the responsibility to:

- i. Consider for approval all proposals concerning any changes in the curriculum of the College including courses, programs, and degree requirements.
- ii. Provide the regular mandated evaluations of the College Dean.
- iii. Establish *ad hoc* committees or task forces for issues it determines appropriate, and appoint members.
- iv. Receive reports that its standing and *ad hoc* committees shall provide, and forward such reports, with its recommendations, to the Dean of the College.
- v. Serve as the nominations committee to oversee all College-wide elections to insure compliance with the rules governing such in the *University Bylaws and Policies and Procedures*, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- vi. Propose motions to meetings of the faculty of the College.
- vii. Propose amendments to the *Bylaws* and the *Policies and Procedures* of the College.
- viii. Serve as the liaison with the Faculty Senate, submitting to the Senate such proposals as it shall deem appropriate according to the *Bylaws and Policies and Procedures* of the University.
- ix. Contribute to the search processes its recommendations to the appropriate search committees for the appointments of the general officers of the College, including Dean, Associate Dean, and Assistant Dean.
- x. Serve as the major advisory body of the faculty to the Dean of the College on all matters of consequence, including budgeting, strategic planning, academic programs and policies, facilities, technologies, and faculty development, teaching, scholarship and research.

d. Standing Committees of the Faculty Council

i. Graduate Programs Committee

The Graduate Programs Committee shall be composed of the directors of each of the graduate programs within the College and an associate or assistant dean whom the Dean shall appoint and who will serve as the chair of the committee. The committee shall recommend to the Faculty Council policy and procedures concerning graduate admissions, transfers, admission to candidacy, eligibility for graduation, student petitions and appeals, graduate faculty membership, and proposals for graduate courses, degree programs and other curricula matters.

5. The Faculty Promotion and Tenure Advisory Committee

In accordance with the *Faculty Handbook* of the University, the College shall also include a standing Faculty Promotion and Tenure Advisory Committee, to function according to the following criteria:

a. Composition:

- i. the committee shall be composed of one faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large.
- ii. All members of the committee must be tenured faculty.
- iii. Department chairs are not eligible to serve, nor are any faculty members whose own application for tenure or promotion would come before the committee during their term of service.
- iv. No member may serve more than one term consecutively unless there are no other members of their department eligible to serve.
- v. All terms shall be two-year terms, except the initial election following the adoption of these rules in which terms will be staggered so that approximately one-half of the committee will be elected each subsequent year.

b. Function:

The committee shall consider requests for promotion and tenure by College faculty and make recommendations to the Dean of the College for each such request, in accordance with the procedures specified in the *Faculty Handbook*, Sections 103.01 and 103.0201.B.

ARTICLE IV: Meetings

A. Regular Meetings

The faculty of the College shall hold at least one meeting in each academic semester, at which the Dean shall serve as the presiding officer, the Chair-elect of the Faculty Council shall serve as the Executive Secretary, and the Past-Chair as the Parliamentarian. Items may be placed on

the agenda by any member or department. The agenda shall be prepared and distributed by the Executive Secretary to each member at least five days prior to the meeting. The agenda may be amended by majority vote.

B. Special Meetings

Special meetings of the faculty of the College may be held on call by the Dean, the Administrative Council, or the Faculty Council. In addition, the Dean shall call a special meeting upon the request of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including the agenda of the items to be considered, distributed to all faculty members. The agenda may be amended by majority vote.

C. Quorum

A quorum shall consist of one-half of the membership at both regular and special meetings. No vote shall be taken at a meeting unless a quorum is present.

D. Voting

1. Eligibility

Only those members of the faculty of the College designated in Article III as being eligible may vote.

2. Methods

Voting in regular and special meetings shall be by voice vote except that a vote by showing of hands shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting, under the supervision of the Executive Secretary. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the eligible faculty.

3. Consequences

All votes of the faculty of the College shall be in the form of recommendations to the Dean of the College. Upon approval of the recommendation, the Dean shall promptly inform the faculty of the actions taken to implement it. If any recommendation should be rejected, the Dean shall, within ten days, submit to the College faculty in writing the reasons for rejecting it and the issue shall be submitted to the President for consultative purposes.

4. Elections of Chair-Elect

Prior to the end of the Spring semester each year, the College faculty shall elect an at-large member of the Faculty Council, who shall be the Council's next Chair-Elect, and who shall subsequently to his/her year as Chair-Elect then serve one year as Chair followed by one

year as Past-Chair. This election, overseen by the Faculty Council, shall be by electronic or other written balloting.

ARTILCE V: Rules of Order

The rules contained in the current edition of Robert's *Rules of Order* shall govern the meetings of all the bodies described in these *Bylaws* in all cases where they are applicable and in which they are not inconsistent with these *Bylaws* and any special rules of order a given body may adopt. The Parliamentarian of the College shall referee for any disputation of the rules at meetings.

ARTICLE VI: Approval and Enactment

A. Approval of these *Bylaws*

1. These *Bylaws* shall be effective only after they have been approved by the faculty of the College.
2. The process by which they shall be approved is as follows:
 - a. they shall be presented to the Faculty Senate for approval, according to the usual procedures of the Senate.
 - b. they shall be presented in writing to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented. Such voting shall be by means of electronic or other written forms of balloting.
 - c. they shall be approved only if they carry by a majority vote of a quorum of the members. Such voting shall be supervised by the college's *ad hoc* Rules Committee.
 - d. they shall be considered enacted and in force immediately upon a certification of their approval by the above bodies.

B. Approval of additional specifications of policies and procedures for the College

1. The College's *ad hoc* Rules Committee shall also submit a document setting forth *Policies and Procedures* specific to the College's conduct of its affairs.
2. This document shall be effective only after it has been approved by the faculty of the College.
3. The process by which such shall be approved is as follows:
 - a. such document shall first be presented to the Faculty Council for its approval.
 - b. upon such approval, it shall be presented to all faculty of the College for approval by a vote of the eligible members of the College no sooner than ten days after being so presented.
 - c. it shall be approved only if it carries by a majority vote of a quorum of the members. Such voting shall be supervised by the Faculty Council.
 - d. such a *Policies and Procedures* document shall be considered enacted and in force immediately upon a certification of its approval.

C. The initial election of the members of the Faculty Council

1. The inaugural members of the Faculty Council shall be elected no sooner than ten days after the approval of the *Bylaws*, and no later than thirty days following such approval.
2. The terms of four of the initial members elected by departments shall be shortened to either one or two-year terms so that two vacancies will be available in each subsequent year.
3. In order to arrange for the annual rotation of the Chair-Elect, Chair, and Past-Chair of the Faculty Council, it shall be necessary at the initial election to set up staggered terms for these positions. The initial election shall therefore include all three positions, with the Past-Chair to serve a one-year term, the Chair to serve a two-year term (the first as Chair the second as Past-Chair), and the Chair-elect to serve a three-year term (the first as Chair-elect, the second as Chair, the third as Past-Chair).
4. This inaugural election shall be supervised by the college's *ad hoc* Rules Committee.

ARTICLE VII: Amendment and Repeal

Motion to amend or repeal these *Bylaws* shall first be approved by the Faculty Council, and then be presented in writing to all faculty of the College. The proposed amendment(s) shall be voted on by the eligible members of the College no sooner than ten days after being presented. To succeed, a motion to amend or repeal must carry by a majority vote of a quorum of the members, which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast. Such voting shall be supervised by the Faculty Council.

Addendum XX

Pending Agenda Items of the Rules Committee

*An Information Item Submitted to the Faculty Senate
by the Rules Committee (Chris Aanstoos, Chair)*

1. Old Business

A. Protocols of the Senate (RCP 17, including RCP 2B)

B. Remaining changes to *Policies and Procedures*

1. Proposal to revise the rules on the storage of Senate documents (RCP 19)

2. Proposal to provide an annual budget for the Senate committee responsible for awarding of faculty research grants (RCP 20)

3. Proposal for collaboration between Faculty Senate and Staff Advisory Council (RCP 21)

4. Proposal to codify resolution when college and university bylaws conflict (RCP 23)

2. New Business

A. Approval of new colleges' bylaws

B. Revisions to the *Faculty Handbook* (RCP 36)