

Memorandum

To: General Faculty

Date: April 15, 2011

Regarding: Agenda, Faculty Senate Meeting, April 22nd at 3:00 pm TLC 1-303

The agenda for the April 22, 2011 Faculty Senate Meeting will be as follows:

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

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

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

- A) Richards College of Business
 - a) BBA – ACCT/FIN, ECON, MGNT, MKTG/REAL ESTATE
Request: Modify
b) Action: Approved
- 1) Department of Economics
 - a) BA International Economic Affairs
Request: Modify
Action: Approved
 - b) BS Economics
Request: Modify
Action: Approved
 - c) BS Economics with Secondary Education
Request: Modify
Action: Approved
 - c) ECON 3490
Request: Add
Action: Approved
- 2) Department of Management
 - a) Certificate in Human resources Management
Request: Add
Action: Approved
 - b) BBA Management
Request: Modify
Action: Approved

Information Items:

- A) Richards College of Business
 - 1) Department of Management
 - a) MGNT 3615
 - Request: Modify
 - Action: Approved

Committee II: Academic Policies and Procedures (Chair, Farooq Khan)

Action Item: (See Addendum III)

- A) The committee requests approval of the revised hardship withdrawal policy

Committee X: Honors College Committee (Chair, Heather Mbaye)

Action Item:

- A) The Honors Committee recommends a change to the following criteria in order to recognize that the SAT is now comprised of three sections, rather than two. The new criteria below yield approximately the same number of eligible students as our current criteria.

Current:

Admission to the Honors College is open to entering freshmen who meet two of the following three criteria: (1) a combined SAT Critical Reading and Math score of at least 1200 or an ACT Composite score of 26, (2) a minimum score of 610 on the Critical Reading portion of the SAT or an ACT English score of 27, or (3) a high school grade point average of 3.5 or higher.

Proposed Revision:

Admission to the Honors College is open to entering freshmen who meet two of the following five criteria: (1) a combined SAT score of at least 1750 or an ACT Composite score of 26, (2) a minimum score of 650 on the Critical Reading portion of the SAT or an ACT English score of 28, (3) a minimum score of 650 on the Math portion of the SAT or an ACT Math score of 28, (4) a minimum score of 600 on the Writing portion of the SAT or (5) a high school grade point average of 3.5 or higher.

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action Item:

- A) To edit the Policies and Procedures regarding the Executive Secretary

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.

B) To revise the procedure for the storage of Senate documents

Preamble

The *Bylaws* currently specify procedures regarding the storage of the records of the meetings of the Faculty Senate and its standing committees that have not been practiced for at least a very long time, specifically with respect to its mandates for storage at the Registrar's office. Therefore, it seems wise to change them to something more practical.

Current Rule

With respect to the records of the meetings of the Faculty Senate currently Article III.A of the *By-Laws* states:

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

With respect to the records of the meetings of the standing committees of the Faculty Senate, currently Article III.C of the *By-Laws* states:

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

Proposed changes

MOTION:

Replace Art III.A of the *Bylaws* with the following:

Following their approval by the Faculty Senate at its next meeting, the Minutes of the previous meeting shall be deemed to be official. One copy shall be retained in the Archives at the University Library. They shall also be made available to the University community from the web page of the VPAA. Such posting of official Minutes must be made prior to the Senate's next meeting that follows the meeting at which they were approved. They must be maintained on the web site for at least two years, after which time they should be retained in an archival link on that same web site.

Replace Art III.C of the *Bylaws* with the following:

Following their approval by the committee at its next meeting, the Minutes of the previous meeting shall be deemed to be official. One copy shall be retained in the Archives at the University Library. They shall also be made available to the University community from the web page of the VPAA. Such posting of official Minutes must be made prior to the committee's next meeting that follows the meeting at which they were approved. They must be maintained on the web site for at least two years, after which time they should be retained in an archival link on that same web site.

- C) To provide a liaison with the Staff Advisory Council

Preamble

Because members of the staff at UWG have approached the Rules Committee and requested the help of the Faculty Senate to support the more vigorous development of the Staff Advisory Council, the Rules Committee recommends the Senate adopt the following policy.

MOTION:

The Chair of the Faculty Senate shall serve as the liaison between the Senate and the Staff Advisory Council, and shall work collaboratively with the Staff Advisory Council in support of their agenda to enable them to participate more meaningfully in an advisory capacity in university governance.

- D) To recommend a subcommittee on interdisciplinary studies

Preamble

Because a proposal (see [See Addendum IV](#)) was sent to the Senate, and forwarded to the Rules Committee from the XIDS program director concerning structural and programmatic changes proposed by the XIDS program, the Rules Committee recommends to the Faculty Senate the following response to the XIDS program.

MOTION:

1. With respect to the request for a new standing committee of the Senate on interdisciplinary programs, it is recommended that the Undergraduate Programs Committee form a standing subcommittee on interdisciplinary programs;
- 2) With respect to the request for a new program in interdisciplinary studies, it is recommended that this proposal be taken under review by the Undergraduate Programs Committee.

- E) To adopt The protocols of the Senate ([See Addendum V](#))

Information Item:

- A) To edit the faculty handbook regarding college and committee names ([See Addendum VI](#))

5. Old Business

Action Items:

- A) Approval of changes to the USGFC Bylaws ([See Addendum VII](#))

6. New Business

7. Announcements

8. Adjournment

Addendum I

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

March 25, 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, Barnhart, Snipes (substitute for Baylen), Reigner (substitute for Bucholz), Burton, Carter, Cook, Cox, DeFoor, Deng, Donohoe, Gordon, Hatfield, Hodges, Hooper, Jackson, Jenks, Kang, Khan, Lane, Mbaye, Cornelius (substitute for Morris), Ogletree, Payne, Molesworth-Kenyon (substitutue for Penceoe), Ringlaben, Rollins, Rutledge, Smith, Thomas, Williard

Absent:

Austin, Baumstark, Chowns, Crean, de Nie, Hasbun

3. Approval of the minutes of the March 18, 2011 meeting

Corrections: Kang was present; Cook did not present for AAUP.

Minutes were approved as corrected.

Chair Huff requested the following change be made to the agenda:

- A) In the Committee IX Report, EDL 9004 is correct but other education course prefixes should be EDSI.

Change to Agenda was approved by voice vote.

4. Committee Reports

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

Action Items:

- A) Motion to approve Revisions to the Core Implementation Plan
Report given by General Education subcommittee Chair, Dan Williams

University of West Georgia Core Implementation Plan:

Learning Outcomes for the Core Areas:

Core Area A1:

Demonstrate the ability to:

1. Recognize and identify appropriate topics for presentation in writing
2. Synthesize and logically arrange written presentations
3. Adapt written communication to specific purposes and audiences.

Core Area A2:

Demonstrate the ability to:

1. Students will have a strong foundation in college-level mathematical concepts and principles.
2. Students will have the ability to apply symbolic representations to model and solve real-world problems.

Core Area B:

Demonstrate the ability to:

1. Prepare and deliver an effective oral presentation on an appropriate and meaningful topic.
2. Identify and critically analyze issues of social and cultural diversity.
3. Utilize problem solving and critical thinking skills.
4. Identify, evaluate, and use information, language, or technology appropriate to a specific purpose.

Core Area C:

1. Students will demonstrate knowledge of the foundational concepts of artistic, intellectual, or literary achievement.
2. Students will recognize and make informed judgments about the fine, literary, or performing arts from various cultures.

Core Area D:

1. Apply scientific reasoning and methods, mathematical principles, or appropriate information technologies to explain natural phenomena or situations that arise in the real world.
2. Use appropriate scientific tools and instruments to acquire data, process information, and communicate results.

Core Area E:

1. Students will demonstrate the ability to understand the political, social, economic, or cultural dimensions of world and American history.
2. Students will demonstrate that they have developed an understanding of the political and legal processes of the U.S. and Georgia, and an understanding of the terminology of political science and U.S. politics.
3. Students will demonstrate knowledge of the fundamental concepts of a discipline examining the social world.

Learning Outcomes for the Learning Goals / Overlays:

Learning outcome for the Global Perspectives (GL) Core Learning Goal / Overlay:

Students demonstrate an understanding of the commonalities and differences among two or more societies, nations, or cultures outside of the United States in regard to any of the following: language, literature, aesthetics, politics, economics, or social and cultural practices.

Learning outcome for the US Perspectives Core Learning Goal / Overlay:

Students demonstrate an understanding of the social, cultural, or political development of the people and institutions of the United States.

Learning outcome for the Critical Thinking (CT) Core Learning Goal:
Students will demonstrate the ability to interpret, analyze, evaluate, and explain various kinds of evidence, statements, and arguments.

Courses that will be matched to the Global Perspectives (GL) Core Overlay:

ANTH 1100 (Faces of Culture) and 1102 (Intro to Anthropology)
ENGL 2110 (World Literature)
FREN 1001, 1002, 2001, and 2002
GRMN 1001, 1002, 2001, and 2002
HIST 1111 and 1112 (World Civilization I & II)
MUSC 1110 (Survey of World Music)
PHIL 2010 (Intro to Philosophy) and 2130 (Intro to World Religions)
PSYC 1101 (Intro to General Psychology)
XIDS 2301 (Intro to Global Studies)

Courses that will be matched to the US Perspectives Core Overlay:

ECON 2105 (Macroeconomics)
ENGL 2000, 2130, and 2180 (American Speech, American Literature, and Studies in African-American Literature)
HIST 2111 and 2112 (US History I & II)
MUSC 1120 (Survey of Jazz, Rock, and Popular Music)

Critical Thinking Plan (see below):

Critical Thinking Plan Proposal

The University of West Georgia has chosen to submit a Critical Thinking Plan instead of creating a Critical Thinking overlay, because we believe that all of the areas of our core train students in critical thinking and meet the learning outcomes of the Critical Thinking learning goal. The UWG Critical Thinking learning outcome states that “*Students will demonstrate the abilities to interpret, analyze, evaluate, and explain various kinds of evidence, statements and arguments.*”

This outcome is explicit in AREA B, which all students are required to fulfill. AREA B outcomes specifically refer to the development of “*problem solving and critical thinking skills*” as one of several learning outcomes. All courses in AREA B will assess for the critical thinking learning outcomes.

The BOR rejected the Senate approved Core Implementation Plan. In response to the BOR action and comments, the Gen. Ed. Committee edited the previously approved Core Implementation Plan.

Discussion: UWG will be committed to the approved learning outcomes for one year with revisions possible the following year. Concerns about learning outcomes and assessing for critical thinking in area B were addressed.

Motion carried with two opposing votes.

Committee II: Academic Policies and Procedures (Chair, Farooq Khan)

Action Item:

- A) Proposal to adopt the following additional class times on Mondays and Wednesdays, 8-9:15am; 9:30-10:45am and 11am – 12:15 pm.

Concern raised on the impact of scheduling and facility utilization.

Motion carried by voice vote.

Committee III: Faculty and Administrative Staff Personnel (Chris Aanstoos for Chair, Adrian Austin)

Information Item:

- A) Update on the revision of promotion and tenure policies.

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

Action Item:

- 1) A motion to adopt the five operational outcomes as outlined in the Quality Enhancement Plan Concept Statement

Concern raised about the common rubric and at what level, e.g., department, college, the rubric would be designed. Cox believed that it would not be an institution-wide level but rather by college.

For operational outcome 4: Motion to delete “common” was accepted by voice vote.

Amended Proposal follows:

[Strike through is a deletion]

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 at least one student learning outcome related to writing in all undergraduate programs
- 2) implement a system to support the development of writing for online students
- 3) increase investment in faculty development in the area of writing instruction
- 4) develop and implement a ~~common~~ rubric for the assessment of writing in standard English
- 5) develop and implement a second -year writing experience

Motion carried unanimously by voice vote.

Committee IX: Graduate Studies (Chair, David Jenks)

Action Item:

A) College of Sciences and Mathematics

- 1) Department of Biology
 - a) M.S. Biology
Request: Modify
Action: Approved

Motion withdrawn

- 2) Department of Geosciences
 - a) Online GIS Masters Program
Request: Add
Action: Approved
 - b) GEOG 5551
Request: Add
Action: Approved
 - c) GEOG 6446
Request: Add
Action: Approved
 - d) GEOG 6755
Request: Add
Action: Approved
 - e) GEOG 6757
Request: Add
Action: Approved
 - f) GEOG 6893
Request: Add
Action: Approved

g) GEOG 6895
Request: Add
Action: Approved

h) GEOG 6993
Request: Add
Action: Approved

Items 2) a-h submitted together

Motion approved by voice vote

- B) College of Arts and Humanities
- 1) Department of Foreign Languages and Literatures
 - a) Initial Certification in Spanish
Request: Modify
Action: Approved
 - 2) Department of History
 - a) HIST 5250
Request: Add
Action: Approved

Items B1 and B 2 considered together and approved by voice vote.

- C) College of Education
- 1) Ed.D. in School Improvement
 - a) Transfer Credit Policy
Request: Modify
Action: Approved
 - b) EDSI 9901
Request: Add
Action: Approved
 - c) EDSI 9902
Request: Add
Action: Approved
 - d) EDSI 9903
Request: Add
Action: Approved
 - e) EDSI 9941
Request: Add
Action: Approved
 - f) EDSI 9960
Request: Add
Action: Approved

- g) EDSI 9961
Request: Add
Action: Approved
- h) EDSI 9962
Request: Add
Action: Approved
- 2) Department of Leadership and Applied Instruction
 - a) EDLE 9004
Request: Add
Action: Approved

Items in C approved by voice vote.

- D) School of Nursing
 - a) Ed.D. in Nursing - Online
Request: Add
Action: Approved

Item D approved by voice vote.

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Information Items:

- A) The Protocols of the Senate
- B) The ByLaws of the College of Social Sciences

5. Old Business

- A) *Recommendation to change the process of amending Policies and Procedures as follows below; to consider a further amendment to the following that extends the definition for “notice of the motion to be voted upon” to “10 university business days within the Fall or Spring semesters”; and to consider a further amendment to require a minimum voting period outside of meetings such that “Votes outside of meetings shall be cast over a period of no less than 5 university business days within the Fall or Spring semesters.”*

[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 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 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of

no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

Amendment approved by voice vote.

Motion as amended approved by voice vote.

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 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 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

Motion approved by voice vote.

- B) *Recommendation to change the process of amending the Bylaws as follows below; to consider a further amendment to the following that extends the definition for “notice of the motion to be voted upon” to “10 university business days within the Fall or Spring semesters”; and to consider a further amendment to require a minimum voting period outside of meetings such that “Votes outside of meetings shall be cast over a period of no less than 5 university business days within the Fall or Spring semesters.”*

[highlighted material are additions, strikethroughs are deletions]

Changes to:

Bylaws Article V (Amendment or Repeal of Bylaws):

Motion for change or repeal of these By-Laws shall be presented in writing to all members ~~present at a meeting of the body in question~~ General Faculty. The proposed amendment shall be voted on either: 1) at the ~~next~~ meeting of that body and must carry by a simple majority vote of the members present; or 2) by means of electronic or other written 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 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

Motion approved by voice vote.

- C) *Recommendation to change voting at general faculty meetings as follows below; to consider a further amendment to the following that extends the definition for “notice of the motion to be voted upon” to “10 university business days within the Fall or Spring semesters”; and to consider a further amendment to require a minimum voting period outside of meetings such*

that "Votes outside of meetings shall be cast over a period of no less than 5 university business days within the Fall or Spring semesters."

[highlighted material are additions, strikethroughs are deletions]

Revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting as follows:

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 of votes cast.~~

Motion to amend was approved by voice vote.

Motion with amendment reads as follows:

Revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting as follows:

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 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.~~

Motion approved by voice vote.

6. New Business

A. Recommendation to change definition of quorum of the General Faculty as follows:

[highlighted material are additions, strikethroughs are deletions]

To revise Article I, E, F of the *By-Laws* to specify the definition of quorum as follows:

E. QUORUM. A quorum of the General Faculty shall be as defined in the current version of Roberts Rules of Order ~~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.

A motion to amend was made and follows (highlighted material are additions, strikethroughs are deletions):

E. QUORUM. A quorum ~~at regular and special meetings of the General Faculty shall consist of the number of members present at the time, as specified in Robert's Rules of Order, Revised (Article XI, 64)~~ ~~at regular and special meetings.~~ ~~fifty (50) percent of the membership at both regular and special meetings.~~—No meeting of the General Faculty shall be held unless a quorum is present.

The above motion to amend was defeated with seven (7) in favor and sixteen (16) opposed.

Motion to amend by adding “at a regular or special meeting” after the first “quorum.”

Amendment approved by voice vote. Amended motion to read as follows:

E. QUORUM. A quorum ~~at regular and special meetings of the General Faculty shall be as defined in the current version of Roberts Rules of Order.~~ No vote shall be taken at a meeting of the General Faculty unless a quorum is present.

Motion approved by voice vote.

President Sethna raised the concern that the MW schedule approved earlier in the meeting could impact the availability of Friday class offerings, which would in turn impact facility utilization. Lower facility utilization could negatively impact requests for new classrooms.

7. Announcements

8. Adjournment

Addendum II

Course or Program Addition, Deletion or Modification Request

Department: ACCT/FIN, ECON, MGNT, MKTG/RE **College:** Richards College of Business

Current course catalog listing: (for modifications or deletions)

2011 APR -5 PM 3-52

Prefix **Course** **Title** Dropping the PWLA Requirement for all BBA degrees **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 checked="" type="checkbox"/> Other	

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

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)

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):

The faculty of the College of Business voted to drop the three hour PWLA requirement for all RCOB degree programs. Reasons for dropping this requirement include the significant tuition costs associated with these three additional hours, the elimination of a possible barrier to academic progression, and the alignment of RCOB degree programs with other UWG colleges not requiring 3 hours of PWLA.

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: OB, Dean Tom G... 2/21/11
[Signature] R. Colley _____
 Department Chair Date Department Chair (if cross listed) Date
[Signature] _____
 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).

[Signature] 4-1-11
 Chair, Undergraduate Academic Programs Committee Date Chair, Committee on Graduate Studies Date

Vice President for Academic Affairs Date

Major: ACCOUNTING

Name _____

ID#: _____

Double: _____

Course & No.	Hrs.	Comp.	Rem.
CORE CURRICULUM			
A. ESSENTIAL SKILLS			9 HRS
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			5 HRS
COMM 1110 OR THEA 2050	3		
LIBR 1101 recommended	2		
C. HUMANITIES/FINE ARTS			6 HRS
Category 1: Fine Arts	3		
Category 2: Humanities	3		
D. NATURAL SCIENCES, MATH, & TECH			10 HRS
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			12 HRS
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 recommended	3		

Course & No.	Hrs.	Comp.	Rem.
F. MAJOR SPECIFIC COURSES			18 HRS
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
<input type="checkbox"/> BUSINESS CORE			27 HRS
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Selective*	3		
<input type="checkbox"/> MAJOR COURSES			25 HRS
ACCT 3212	3		
ACCT 3213	3		
ACCT 3214 OR ACCT 4233	3		
ACCT 3232	3		
ACCT 3251	3		
ACCT 3285	1		
ACCT 4241	3		
ACCT 4261	3		
MGNT 4660	3		
<input type="checkbox"/> ELECTIVES**			8 HRS
	2		
	3		
	3		
TOTAL			120 HOURS

1) Attain a minimum overall grade point average of 2.0 for graduation.

2) Attain a minimum of 2.0 each for the business junior core and Area F. Attain a minimum of 2.0 for the major field requirements. No more than one AD@ is accepted in courses presented to satisfy major field requirements.

* International Selectives (select one)
FINC 4521, ECON 4450, MGNT 4625, MKTG 4866

** At least three hours of the electives must be taken in the RCOB.

Recommended business electives:

For CPA track: ACCT 4252, ACCT 4215, MGNT 3602
CPA requirements include 150 hours with 30 hours of upper-level Accounting courses. (Consider the MPAcc to fulfill this requirement)

For CMA/CFM track: FINC 4531

Recommended non-business electives: COMM 3330, PHIL 2110

University of West Georgia

Bachelor of Business Administration
Major: Economics

Name: _____

Student ID #: _____

Requirements Met _____
U.S. & GA History _____
U.S. & GA Const _____
Regents Exam _____
Physical Education _____

Course & No.	Hrs	Comp	Rem
CORE CURRICULUM			
A. ESSENTIAL SKILLS 9 HOURS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111 or MATH 1113	3		
B. INSTITUTIONAL PRIORITIES 5 HOURS			
ORAL COMM	3		
Elective	2		
C. HUMANITIES 6 HOURS			
Fine Arts Select	3		
Humanities Select	3		
D. Natural Sciences, Math, & Tech 10 HOURS			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES 12 HOURS			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
Elective	3		
F. MAJOR SPECIFIC COURSES* 18 HOURS			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		

Course & No.	Hrs	Comp	Rem
◇ BUSINESS CORE 27 HOURS			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select **	3		
◇ MAJOR COURSES 24 HOURS			
ECON 3410	3		
ECON 3411	3		
ECON 3460	3		
ECON 4484	3		
ECON ELEC	3		
ECON ELEC	3		
ECON ELEC	3		
MGNT 4660	3		
◇ ELECTIVES *** 9 HOURS			
Elective	3		
Elective	3		
Elective	3		
TOTAL 120 HOURS			

1. Attain a minimum of 2.0 in Area F. Attain a minimum of 2.0 for the business core and major field major field requirements. No more than one "D" is accepted in courses presented to satisfy major fields requirements.

2. Complete the following courses ASAP: MATH 1111, MATH 1413, ENGL 1101, ACCT 2101, and either ECON 2105 or ECON 2106. These courses must be completed to be eligible to be a major in the College of Business.

* 2.0 GPA is required to take an Area F business course or an upper division business course.

** Select one of the following (ECON 4450, FINC 4521, MKTG 4866 or MGNT 4625).

*** At least one of the electives must be taken in the ROCB.

Name _____

ID#: _____

Double: _____

Course & No.	Hrs.	Comp.	Rem.
CORE CURRICULUM			
A. ESSENTIAL SKILLS			9 HRS
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			5 HRS
COMM 1110 OR THEA 2050	3		
LIBR 1101 recommended	2		
C. HUMANITIES/FINE ARTS			6 HRS
Category 1: Fine Arts	3		
Category 2: Humanities	3		
D. NATURAL SCIENCES, MATH, & TECH			10 HRS
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			12 HRS
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 recommended	3		

Course & No.	Hrs.	Comp.	Rem.
F. MAJOR SPECIFIC COURSES			18 HRS
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
<input type="checkbox"/> BUSINESS CORE			27 HRS
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Selective*	3		
<input type="checkbox"/> MAJOR COURSES			24 HRS
ACCT 4202/ACCT 3232	3		
FINC 4531	3		
FINC 4541	3		
FINC 4561	3		
3 FINC Selectives (at least 2 of the courses must be in FINC).** FINC	3		
FINC	3		
	3		
MGNT 4660	3		
<input type="checkbox"/> ELECTIVES ***			9 HRS
	3		
	3		
	3		
TOTAL			120 HRS

- 1) Attain a minimum overall grade point average of 2.0 for graduation.
- 2) Attain a minimum of 2.0 each for the business junior core and Area F. Attain a minimum of 2.0 for the major field requirements. No more than one AD@ is accepted in courses presented to satisfy major field requirements.
- 3) The International Finance and Economics Program during the Summer session provides 9 credit hours for FINC 4521, 4561 and either ECON 4410 or ECON 4485.

* International Selectives (select one)
FINC 4521, ECON 4450, MGNT 4625, MKTG 4866

** Approved selectives are: FINC 4521, 4532, 4542, 4571, 4585, ACCT 3212, 3251, ECON 3460, 4410, 4440, 4450

*** At least three hours of the electives must be taken in the **RCOB**.

Recommended business electives:
FINC 4521, 4532, 4542, 4571, 4585, ACCT 3212, 3251 (the one not taken as a FINC selective)

2006-2007, 2007-2008

Name: _____ 2008-2009, 2009-2010, 2010-2011

Student ID#: _____

DEGREE REQUIREMENTS ①	Credit Hrs.	Taken or in Progress	Grade
CORE CURRICULUM			
A. ESSENTIAL SKILLS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			
COMM 1110 or ENGL/THEA 2050 recommended	3		
CS 1020 or LIBR 1101 recommended	2		
C. HUMANITIES			
XIDS 2100, Art1201, MUSC 1100, or THEA 1100 recommended	3		
PHIL 2100 or COMM 1154 recommended	3		
D. SCIENCES, MATH, & TECH			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 or SOCI 1101 recommended	3		
① Attain a minimum overall GPA of 2.0 for graduation.			
② Attain a minimum GPA of 2.0 for Core Area F Courses, Business Core Courses, and Major Courses. NO MORE than one "D" is permitted in Major Courses.			
③ Select one of the following: MGNT 4625; ECON 4450; FINC 4521; or MKTG 4866. If MGNT 4625 is not selected, it must be taken as one of the three Major Select Courses.			
④ MKTG 3808 or dept approved research course.			
⑤ 2006/07 at least one elective must be taken in the RCOB			

	Credit Hrs.	Taken or in progress	Grade
CORE AREA F COURSE ②			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
◆ BUSINESS CORE			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select ③	3		
◆ MAJOR COURSES			
MGNT 3605	3		
MGNT 3618	3		
MGNT 4620	3		
Research Select ④	3		
Select 9 hrs from: MGNT 3602, 3625, 3627, 3630*, 3635*, 4621*, 4625, 4626, 4630, 4640, 4680, CISM/MGNT 4330, 4350, 4355, ECON 4420, ACCT 4202	3		
	3		
	3		
MGNT 4660	3		
APPROVED ELECTIVES ⑤			
Elective 1	3		
Elective 2	3		
Elective 3	3		
TOTAL PROGRAM	120		
Total			120

Courses marked with an asterick (*) added to MGT Selects – program change submitted – Feb 2011

Name: _____

2008-2009, 2009-2010
2010-2011

Student ID#: _____

DEGREE REQUIREMENTS ①	Credit Hrs.	Taken or in Progress	Grade
CORE CURRICULUM			
A. ESSENTIAL SKILLS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			
COMM 1110 or ENGL/THEA 2050 recommended	3		
CS 1020 or LIBR 1101 recommended	2		
C. HUMANITIES			
XIDS 2100, Art1201, MUSC 1100, or THEA 1100 recommended	3		
PHIL 2100 or COMM 1154 recommended	3		
D. SCIENCES, MATH, & TECH			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 or SOCI 1101 recommended	3		
① Attain a minimum overall GPA of 2.0 for graduation.			
② Attain a minimum GPA of 2.0 for Core Area F Courses, Business Core Courses, and Major Courses. NO MORE than one "D" is permitted in Major Courses.			
③ Select one of the following: MGNT 4625; ECON 4450; FINC 4521; or MKTG 4866.			
④ At least one Elective must be taken in the RCOB. All RCOB Electives must be 3000-level or higher.			

	Credit Hrs.	Taken or in progress	Grade
CORE AREA F COURSE ②			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
◆ BUSINESS CORE			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select ③	3		
◆ MAJOR COURSES			
CISM 2335	3		
CISM 3340	3		
CISM 3350	3		
CISM 4310	3		
CISM 4330	3		
CISM 4350 or CISM 4355	3		
CISM 4390	3		
MGNT 4660	3		
APPROVED ELECTIVES ④			
Elective 1	3		
Elective 2	3		
Elective 3	3		
TOTAL PROGRAM	120		
Total			120

University of West Georgia

Bachelor of Business Administration

Requirements Met _____
Major: MARKETING

Name _____
SS#: _____

2010-2011

U.S. & GA Hist. _____
U.S. & GA Const. _____

Course & No.	Hrs.	Comp.	Rem.
CORE CURRICULUM			
A. ESSENTIAL SKILLS		9 HOURS	
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES		5 HOURS	
Elective (Oral communication)	3		
Elective (LIBR 1101*)	2		
C. HUMANITIES		6 HOURS	
Fine Arts Elective	3		
Humanities Elective (COMM 1154*)	3		
D. NATURAL SCIENCES, MATH, & TECH		10 HRS	
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES		12 HOURS	
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
Elective (PSYC 1101*)	3		

Specific Requirements:

- 1) Attain a minimum overall grade point average of 2.0 for graduation.
- 2) 2.0 GPA required to take Area F courses.
- 3) Attain a minimum of 2.0 for the business junior core and Area F.
- 4) Attain a minimum of 2.0 for the major field requirements.
No more than one "D" is accepted in courses presented to satisfy major field requirements.
- 5) Complete the following courses ASAP: MATH 1111, MATH 1413, ENGL 1101, ACCT 2101, and ECON 2105 or 2106. These courses must be completed to be eligible to be a major in the College of Business.

Course & No.	Hrs.	Comp.	Rem.
F. MAJOR SPECIFIC COURSES		18 HOURS	
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
◆ BUSINESS CORE		27 HOURS	
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select** (MKTG 4866*)	3		
◆ MAJOR COURSES		24 HOURS	
MKTG 4864	3		
MKTG 3808	3		
MKTG ELECTIVES: (CHOOSE 4)			
MKTG 3801, 3805, 3809, 3810, 3839, 4805, 4831, 4861, 4866, 4808, MKTG 3805/RELE 3705			
MKTG 4870	3		
MGNT 4660	3		
APPROVED ELECTIVES***		9 HOURS	
Business Elective 1 (MKTG or RELE*)	3		
Business Elective 2 (MKTG or RELE*)	3		
Elective 3	3		
TOTAL		120 Hours	

* Recommended selections.

** Select one from MKTG 4866, FINC 4521, ECON 4450, MGNT 4625.

*** At least two of these must be in the college of Business.

University of West Georgia

Bachelor of Business Administration

Requirements Met _____
Major: REAL ESTATE

Name _____
SS#: _____
2010-2011

U.S. & GA Hist. _____
U.S. & GA Const. _____

Course & No.	Hrs.	Comp.	Rem.
CORE CURRICULUM			
A. ESSENTIAL SKILLS 9 HOURS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES 5 HOURS			
Elective (Oral communication)	3		
Elective (LIBR 1101*)	2		
C. HUMANITIES 6 HOURS			
Fine Arts Elective	3		
Humanities Elective (COMM 1154*)	3		
D. NATURAL SCIENCES, MATH, & TECH 10 HRS			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES 12 HOURS			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
Elective (PSYC 1101*)	3		

Course & No.	Hrs.	Comp.	Rem.
F. MAJOR SPECIFIC COURSES 18 HOURS			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
◆ BUSINESS CORE 27 HOURS			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select** (MKTG 4866*)	3		
◆ MAJOR COURSES 24 HOURS			
RELE 3701	3		
RELE 3705	3		
RELE 3711	3		
RELE 3730	3		
RELE 4705	3		
RELE 4706	3		
RELE 4707	3		
MGNT 4660	3		
APPROVED ELECTIVES*** 9 HOURS			
Business Elective 1 (MKTG or RELE*)	3		
Business Elective 2 (MKTG or RELE*)	3		
Elective 3	3		
TOTAL			120 HOURS

Specific Requirements:

- 1) Attain a minimum overall grade point average of 2.0 for graduation.
- 2) 2.0 GPA required to take Area F courses.
- 3) Attain a minimum of 2.0 for the business junior core and Area F.
- 4) Attain a minimum of 2.0 for the major field requirements.
No more than one "D" is accepted in courses presented to satisfy major field requirements.
- 5) Complete the following courses ASAP: MATH 1111, MATH 1413, ENGL 1101, ACCT 2101, and ECON 2105 or 2106. These courses must be completed to be eligible to be a major in the College of Business.

* Recommended selections.

** Select one from MKTG 4866, FINC 4521, ECON 4450, MGNT 4625.

*** At least two of these must be in the college of Business.

Course or Program Addition, Deletion or Modification Request

Department: Economics (B.A. Int. Economics Affairs) **College:** Richards College of Business

2011 APR -6 PM 3:32

Current course catalog listing: (for modifications or deletions)

Prefix **Course** **Title** Dropping the PWLA Requirement **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 checked="" type="checkbox"/> Other	

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

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)

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):

The faculty of the College of Business voted to drop the three hour PWLA requirement for all RCOB degree programs. Reasons for dropping this requirement include the significant tuition costs associated with these three additional hours, the elimination of a possible barrier to academic progression, and the alignment of RCOB degree programs with other UWG colleges not requiring 3 hours of PWLA.

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>2/2/11</u>		
Department Chair	Date	Department Chair (if cross listed)	Date
			
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>4-1-11</u>
Chair, Undergraduate Academic Programs Committee	Date
Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs Date

University of West Georgia

Bachelor of Arts

Major: **International Economic Affairs**

Name: _____

Student ID #: _____

Requirements Met _____
 U.S. & GA History _____
 U.S. & GA Const _____
 Regents Exam _____
 Physical Education _____

Course & No.	Hrs	Comp	Rem
CORE CURRICULUM			
A. ESSENTIAL SKILLS 9 HOURS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111 or MATH 1113	3		
B. INSTITUTIONAL PRIORITIES 5 HOURS			
ORAL COMM	3		
Elective	2		
C. HUMANITIES 6 HOURS			
Fine Arts Select	3		
Humanities Select	3		
D. Natural Sciences, Math, & Tech 10 HOURS			
LAB SCI	4		
NON-LAB SCI	3		
MATH/SCI/CS Elective	3		
E. SOCIAL SCIENCES 12 HOURS			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
Elective	3		
F. MAJOR SPECIFIC COURSES 18 HOURS			
ECON 2105	3		
ECON 2106	3		
FORL 1001, 1002, 2001, 2002	3		
FORL 1001, 1002, 2001, 2002	3		
FORL 1001, 1002, 2001, 2002	3		
CISM 2201	3		

Course & No.	Hrs	Comp	Rem
◇ MAJOR COURSES 30 HOURS			
ECON 3410	3		
ECON 3411	3		
ECON 4410	3		
ECON 4450 or 4455	3		
ECON 3458 or 4470	3		
ECON 4484	3		
Internship/Global Elective	3		
FOREIGN HIST	3		
Select two of the following:			
GEOG 3253 or	3		
POLS 3401 or 3501	3		
◇ Supporting Courses *,** 12 HOURS			
ECON 3402	3		
GEOG 1013	3		
ANTH 1102 or XIDS 2301 or SOCI 1160	3		
*FREN/GERM/SPAN 3450	3		
◇ ELECTIVES ** 18 HOURS			
Elective	3		
TOTAL	120 HOURS		

* 2002 or a 3000-or above language course may be substituted here.

** No more than 18 hours of supporting or elective courses may be taken in traditional business subjects (ACCT, CISM, FINC, MGNT, MKTG or RELE).

Course or Program Addition, Deletion or Modification Request

Department: Economics (B.S. Economics)

College: Richards College of Business

Current course catalog listing: (for modifications or deletions)

Prefix Course Title Dropping the PWLA Requirement 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 checked="" type="checkbox"/> Other	

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

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)

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):

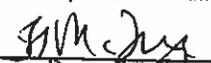
The faculty of the College of Business voted to drop the three hour PWLA requirement for all RCOB degree programs. Reasons for dropping this requirement include the significant tuition costs associated with these three additional hours, the elimination of a possible barrier to academic progression, and the alignment of RCOB degree programs with other UWG colleges not requiring 3 hours of PWLA.

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

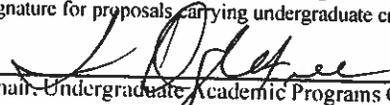
Grading System: Letter Grade Pass/Fail Other

Approval:

	<u>2/21/11</u>		
Department Chair	Date	Department Chair (if cross listed)	Date
			
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>4-1-11</u>
Chair, Undergraduate Academic Programs Committee	Date
Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs Date

University of West Georgia

Bachelor of Science
Major: **Economics**

Name: _____

Student ID #: _____

Requirements Met _____
U.S. & GA History _____
U.S. & GA Const _____
Regents Exam _____
Physical Education _____

Course & No.	Hrs	Comp	Rem
CORE CURRICULUM			
A. ESSENTIAL SKILLS		9 HOURS	
ENGL 1101	3		
ENGL 1102	3		
MATH 1111 or MATH 1113	3		
B. INSTITUTIONAL PRIORITIES		5 HOURS	
ORAL COMM	3		
Elective	2		
C. HUMANITIES		6 HOURS	
Fine Arts Select	3		
Humanities Select	3		
D. Natural Sciences, Math, & Tech		10 HOURS	
LAB SCI	4		
NON-LAB SCI	3		
MATH/SCI/CS Elective	3		
E. SOCIAL SCIENCES		12 HOURS	
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
Elective	3		
F. MAJOR SPECIFIC COURSES		18 HOURS	
ECON 2105	3		
ECON 2106	3		
CISM 2201	3		
3 courses from the following: (below 3000 level)			
ANTH, CS, FOR LANG, GEOG, HIST,			
MATH, POLS, SOCI			
	3		
	3		
	3		

Course & No.	Hrs	Comp	Rem
◇ MAJOR COURSES		27 HOURS	
ECON 3402	3		
ECON 3410	3		
ECON 3411	3		
ECON 4484	3		
5 upper division ECON courses			
	3		
	3		
	3		
	3		
	3		
◇ Supporting Courses *,**		15 HOURS	
	3		
	3		
	3		
	3		
	3		
◇ ELECTIVES **		18 HOURS	
Elective	3		
TOTAL	*120 HOURS		

* Courses 3000 or above that form a coherent whole. These courses must be approved by the department chair.

** No more than 18 hours of supporting or elective courses may be taken in traditional business subjects (ACCT, CISM, FINC, MGNT, MKTG or RELE).

Course or Program Addition, Deletion or Modification Request

Department: Economics (B.S. Econ/Secondary Ed) **College:** Richards College of Business

Current course catalog listing: (for modifications or deletions)

2011 APR - 5 PM 3:50

Prefix **Course** **Title** Dropping the PWLA Requirement **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 checked="" type="checkbox"/> Other	

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

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)

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):

The faculty of the College of Business voted to drop the three hour PWLA requirement for all RCOB degree programs. Reasons for dropping this requirement include the significant tuition costs associated with these three additional hours, the elimination of a possible barrier to academic progression, and the alignment of RCOB degree programs with other UWG colleges not requiring 3 hours of PWLA.

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

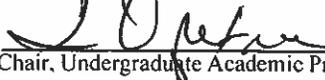
Grading System: Letter Grade Pass/Fail Other

Approval:

	<u>2/21/11</u>		
Department Chair	Date	Department Chair (if cross listed)	Date
			
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>4-1-11</u>		
Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs Date

University of West Georgia

Name: _____

Bachelor of Science
Major: Economics
with Secondary Education

Student ID #: _____

Requirements Met _____
U.S. & GA History _____
U.S. & GA Const _____
Regents Exam _____
Physical Education _____

Course & Course Number	Hrs	Comp	Rem
CORE CURRICULUM			
A. ESSENTIAL SKILLS		9 HOURS	
ENGL 1101	3		
ENGL 1102	3		
MATH 1111 or MATH 1113	3		
B. INSTITUTIONAL PRIORITIES		5 HOURS	
ORAL COMMUNICATION	3		
B2 Elective	2		
C. HUMANITIES		6 HOURS	
Fine Arts Select	3		
Humanities Select	3		
D. Natural Sciences, Math, & Tech		10 HOURS	
LAB SCI	4		
NON-LAB OR LAB SCI	3		
SCI/MATH/CS	3		
E. SOCIAL SCIENCES		12 HOURS	
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
SOC. SCI Select	3		
F. MAJOR SPECIFIC COURSES*		18 HOURS	
ECON 2105	3		
ECON 2106	3		
CISM 2201*	3		
EDUC 2110	3		
EDUC 2120	3		
EDUC 2130	3		

Course & Course Number	Hrs	Comp	Rem
◇ MAJOR COURSES		27 HOURS	
ECON 3402	3		
ECON 3410	3		
ECON 3411	3		
ECON 4484	3		
5 UPPER DIVISION ECON COURSES			
	3		
	3		
	3		
	3		
	3		
◇ EDUCATION COURSES		28 HOURS	
CEPD 4101	3		
MEDT 3401	3		
SPED 3715	3		
SEED 4243	3		
SEED 4243 L	1		
SEED 4271	2		
SEED 4271 L	1		
SEED 4286	9		
SEED 4289	3		
◇ ELECTIVES		5 HOURS	
TOTAL		120 HOURS	

*To count for MEDT 2401

Economics Advisors:

Dr. David Boldt (dboldt@westga.edu) and Dr. Leland Gustafson (lgv@westga.edu) - both are located in the Economics Department, Richards College of Business.
Phone: (678) 839-6477.

College of Education Advisor: (A-L)

Elaine Heath-Ward (ehealth@westga.edu) College of Education Advisement Center
Phone: (678) - 839-6055.

College of Education Advisor: (M-Z)

Tammy Richardson (richardt@westga.edu) College of Education Advisement Center
Phone: (678) - 839-6054.

Course Update Request (Add, Delete, Modify)

OriginatorEconomics
DepartmentRichards College of Business
CollegeBoldt, David J. (Dr.)
Originator**Action** Add Modify Delete**Modifications** Prerequisites Description Title Credit See Comments**Course Details**ECON 3490 Ethical, Moral, and Philosophical Foundations of Capitalism
Prefix Number Course Title

This course is designed to explore the moral, ethical, and economic foundations of the capitalist system. The economic perspectives of thinkers such as M. Friedman, F.A. Hayek, J.M. Keynes, Karl Marx, Ayn Rand and Adam Smith will be compared and contrasted. This course will address current issues such as corporate social responsibility, the role of government in the economy, and the implications of personal economic philosophies on individual decision making.

Course Catalog Description3 0 3 Fall - 2011 Yearly Letter Grade
Lec Hrs Lab Hrs Credit Hrs Effective Term Frequency Grading**Prerequisites**

ECON 2105 and ECON 2106

Corequisites**Rationale**

In light of changes in the corporate and economic environment such as the recent financial crisis and concerns about the lack of corporate social responsibility, this course will provide a useful means of contextualizing contemporary economic issues for business majors and other interested students. Based on the readings, assignments, and class discussion, students taking this course will gain a greater understanding of the foundations of our market-based economy and the current issues facing society.

Planning Info Library Resources are Adequate
 Library Resources Need Enhancement

Present or Projected Annual Enrollment: 25

Comments TEAC Approval Required**College Approvals**Boldt, David J. (Dr.) [APPROVED 02/22/11]
Chair, Course DepartmentMcIntyre, Faye [APPROVED 03/28/11]
Dean, RCOB**Cross Listing Approvals**N/A
Chair, Cross Listed DepartmentN/A
Associate Dean, Cross Listed College**Other Approvals**Ogletree, Tamra [APPROVED 04/02/11]
Chair, Undergraduate Academic Programs CommitteeN/A
Chair, TEAC**FINAL APPROVAL**Anderson, Jon [REQUIRED 02/22/11]
Chair, Faculty Senate

Economics 3490
Ethical, Moral and Philosophical Foundations of Capitalism

Tentative Course Schedule: The instructor reserves the right to change the syllabus and assigned readings in consultation with the students; however this outline and list of readings represents a good example of the scope of the readings that would be required from class participants.

Catalog Description: This course is designed to explore the moral, ethical, and economic foundations of the capitalist system. The economic perspectives of thinkers such as Adam Smith, Karl Marx, J.M Keynes, Ayn Rand and F.A Hayek will be compared and contrasted. This course will address current issues such as corporate social responsibility, the role of government in the economy, and the implications of personal economic philosophies on individual decision making.

Learning Goals:

- 1) Students will make effective presentations to the class (LG 1)
- 2) Students will have a basic understanding of the ethical foundations of economic decision making (LG 5)
- 3) Students will demonstrate a basic knowledge of how alternative economic systems address the question of the allocation of scarce resources (LG 9)
- 4) Students will have a basic knowledge of the conditions of market efficiency and market failure and the economic role of government (LG 7)

Note: A complete list of expected learning goals (LG) for the Economics Department can be found at the department web site (http://www.westga.edu/econ/index_12904.php).

Section 1: Introduction and Course Overview

A Few Definitions and Measures

- What is morality and ethics
 1. Adam Smith, *Theory of Moral Sentiment, ch1, Part 1 and 4.*
 2. Yaron Brook, <http://www.youtube.com/watch?v=CYU8KZz910A>
 3. <http://plato.stanford.edu/entries/morality-definition/>
 4. <http://plato.stanford.edu/entries/ethics-virtue/>
- Measures of capitalism: *Economic Freedom of the World Report 2009* available at http://www.freetheworld.com/2009/reports/world/EFW2009_ch1.pdf
- Eric Foner, Freedom, Capitalism and Morality. <http://www.youtube.com/watch?v=X1Ga7YC11uM&feature=fvsre1>
- Milton Friedman interview. http://www.youtube.com/watch?v=RWsx1X8PV_A
- Ayn Rand, Atlas Shrugged, Part I Ch.1-2

PART I: FOUNDATIONS OF CAPITALISM

Section 2: Classical Economics

- Adam Smith. *The Wealth of Nations*. Book I, Ch 1-3; Book IV, Ch 2.
- Levine, David. *Wealth and Freedom*. Ch. 3-4: “Capitalism” and “The Self-Regulating Market.”
- Heilbroner, Robert. *The Worldly Philosophers*. Ch 1-2, “The Economic Revolution” and “The Wonderful World of Adam Smith.” Optional: <http://www.youtube.com/watch?v=3sg36QvF7Hs> (Heilbroner interview).
- Ayn Rand, Atlas Shrugged, Part I Ch.3-4

Section 3: Government (The Big “G”)

- Hobbes, Leviathan, Ch 11 and 13
- Locke, Of Civil Government, Ch 2 and 9
- Ayn Rand, *The Virtue of Selfishness, Ch 14*
- Ayn Rand, Atlas Shrugged, Part I Ch.5-6

Section 4: Economic Views of the Government and Capitalism

- Brook Yaron, President of the Ayn Rand Foundation, Presentation:
 - P1. http://www.youtube.com/watch?v=aoU_64zEiRE
 - P2. http://www.youtube.com/watch?v=YCx_mRC92bk&feature=related
 - P3. <http://www.youtube.com/watch?v=-veryOu60uY&feature=related>
 - P4. <http://www.youtube.com/watch?v=1xwKTT6FKIM&feature=related>
 - P5. <http://www.youtube.com/watch?v=zmpkMTIX4k8&feature=related>
 - P6. <http://www.youtube.com/watch?v=-veryOu60uY&feature=related>
 - P7. <http://www.youtube.com/watch?v=to4d8WD-Ons&feature=related>
 - P8. <http://www.youtube.com/watch?v=tWPVEJmygas&feature=related>
 - P9. <http://www.youtube.com/watch?v=BIJ0Ex8-5-0&feature=related>
 - P10. <http://www.youtube.com/watch?v=8ITFYLIhQ&feature=related>
 - P11. <http://www.youtube.com/watch?v=Jn7SJGBAmw&feature=related>
- Ayn Rand, Atlas Shrugged, Part I Ch.7-8

- Michael Parkin, *Microeconomics* 8th ed., Ch. 5

Section 5: The Critics of and Defenders of Capitalism and of the Purely Free Market

- Karl Marx and Friedrich Engels. *The Communist Manifesto*. (Chapters 1, 2, and 4)
- Polanyi, Karl. *The Great Transformation*. pp. 33-76 and 136-57.
- Noam Chomsky: <http://www.youtube.com/watch?v=HFxYyXGMfZM&NR=1>
http://www.youtube.com/watch?v=fOIM1_xOSro&feature=related
- F. A. Hayek, *The Road to Serfdom (selections from)*
- David Henderson, *the Joy of Freedom*, Ch 1, 8
- Jagdish Bhagwati, *Why the Critics of Free Trade and Globalization are Mistaken*
 - <http://www.tagesspiegel.de/zeitung/Sonderthemen;art893.2613355>
 - <http://www.law.upenn.edu/cf/newsroom/videoaudio/whyRecentCritiquesOfFreeTradeAreMistaken.html>
- Ayn Rand, *Atlas Shrugged*, Part I Ch.9-10

Section 6

- Ayn Rand, *Atlas Shrugged*, Part II Ch.1-3

PART II: CAPITALISM AND DEVELOPMENT

Section 7: Development

- Przeworski and Limongi. 1997. "Modernization: Theories and Facts." *World Politics*. 49 (2): 155-183.
- Boix, Carles. 2003. *Democracy and Redistribution*. "Introduction" and Ch. 3 "Historical Evidence" pp. 1-18, 110-129.
- Income convergence (Barrow, Solow)
- PBS *Commanding Heights: The Battle for the World Economy: Episode One: The Battle of Ideas*.
- Paul Krugman – *Income Inequality and the Middle Class*
<http://www.youtube.com/watch?v=5kwa-CwFK5A&feature=related>
- Ayn Rand, *Atlas Shrugged*, Part II Ch.4-6

Section 8: Economic voting

- Michal Lewis-Beck and Mary Stegmaier. 2000. "The Economic Determinants of Electoral Outcomes." *Annual Review of Political Science*. Vol. 3, pp. 183-219.
- G. Bingham Powell and Guy Whitten. 1993. "A Cross-national Analysis of Economic Voting." *American Journal of Political Science*. Vol. 37, No. 2 (May): 391-414.
- Voting with your feet <http://www.youtube.com/watch?v=YewL0BoL1Lk>
- The Tiebout Hypothesis and Public Goods
- Ayn Rand, *Atlas Shrugged*, Part II Ch.7-8

Section 9

- Ayn Rand, Atlas Shrugged, Part II Ch.9-10

PART III: THE WELFARE STATE

Section 10: Distribution and Inequality

- Smeeding, Timothy. "Poor People in Rich Nations: The US in Comparative Perspective." Jan. 2006.
- Cassidy, John. 2006. "Relatively Deprived: How Poor is Poor?" *The New Yorker*, April 3.
- Ayn Rand, Atlas Shrugged, Part III Ch.1-3

Supplementary Readings and Discussion Papers:

Atkinson, Anthony, Rainwater, Lee, and Timothy Smeeding. 1995. *Income Distribution in OECD Countries: Evidence from the Luxembourg Income Study*. Paris: Organization for Economic Cooperation and Development.

Bradley, David, Evelyne Huber, Stephanie Moller, Francois Nielson, and John Stephens. 2003. "Distribution and Redistribution in Postindustrial Democracies." *World Politics*. Vol. 55, No. 2 (January): 193-228.

Marshall, T.H. 1950. *Citizenship and Social Class*. Cambridge University Press.

Section 11

- Alesina, Glaeser, and Sacerdote. 2005. "Work and Leisure in the US and Europe: Why So Different?" NBER Working Paper, #11278.
- Esping-Andersen. 1990. *The Three Worlds of Welfare Capitalism*. Ch. 2, "Decommodification in Social Policy" and ch.3, "Welfare State as System of Stratification."
- Ayn Rand, Atlas Shrugged, Part III Ch.4-6

Section 12: "Can capitalism survive?"

- Keynes, J.M. 1937. "General Theory of Employment." *Quarterly Journal of Economics*. (February).
- Lekachman, Robert. 1966. *The Age of Keynes*. Ch 3, "The Road to The General Theory" (skim) and Ch. 4, "The General Theory."
- Schumpeter, Joseph A. 1942. *Capitalism, Socialism and Democracy*. Part II: Can Capitalism Survive? Prologue (pp. 61-2), Ch. 7, "The Process of Creative Destruction," Ch 12, "Crumbling Walls;" Part III: Can Socialism Work? Ch. 16, "The Socialist Blueprint."
- Paul Krugman – Income Inequality and the Middle Class
<http://www.youtube.com/watch?v=5kwa-CwFK5A&feature=related>
- Ayn Rand, Atlas Shrugged, Part II Ch.7-8

Section 13

- Ayn Rand, Atlas Shrugged, Part III Ch.9-10

Grading

Your grades will be determined in the following manner

In Class Quizzes:	25%
Paper:	25%
Presentations:	50%

Guidelines for Presentations

Each team is responsible for bringing new material for the class. The new material may be a video, article, reading, expert witness, ... (you have a lot of latitude on this). The material must be related to the section assigned.

The team is responsible for about 60-70 minutes of class time. This should be split between presentation of the new material and discussion. The team is responsible for leading the discussion. To facilitate the discussion, please come to class with a list of at least 10 questions. The questions are meant to be a spring board for discussion. Turn in your list of questions to me at the end.

Grading:

You are being graded on the following (equally weighted) criteria

- 1) Relevance of the new material to the section
- 2) Quality of the new material
- 3) Presentation to the class
- 4) Discussion Questions (how relevant are the questions? is the discussion interesting/lively?)

Course or Program Addition, Deletion or Modification Request

Department: Management

College: Richards College of Business

Current course catalog listing: (for modifications or deletions)

2011 APR -6 PM 3:49
/ /

Prefix Course Title Management Hours: Lecture/Lab/Total

Action	
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program
<input type="checkbox"/> Modify	<input checked="" 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 description of Human Resources Certificate Program

Prerequisite(s) _____

Present or Projected Enrollment: 40-50 (Students per year) Effective Date*: Summer /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:

[Signature] 2/2/11 _____ _____
 Department Chair Date Department Chair (if cross listed) Date

[Signature] _____ _____ _____
 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).

[Signature] 4-1-11 _____ _____
 Chair, Undergraduate Academic Programs Committee Date Chair, Committee on Graduate Studies Date

Vice President for Academic Affairs Date

Richards College of Business
Department of Management
“Certificate in Human Resources Management”

Justification:

- Many students are interested in pursuing a career in Human Resources Management (HRM).
- A “Certificate in Human Resources Management” would provide students with a solid foundation in HRM and make them more attractive to potential employers.
- The program will utilize a combination of courses which are already offered in the Management Major as either required courses or electives.

Program:

A. Eligibility:

- A “Certificate in Human Resources Management” can be completed by either a business or a non-business major. Business majors are eligible when they have attained “Major Status” within the Richards College of Business. Non-Business majors are eligible when they have completed 45 hours of classes with at least a 2.0 GPA.
- Students can formally apply to enroll in the certificate program in the Department of Management.

B. Course Requirements:

MGNT 4620 – Human Resource Management
MGNT 4621 – Applications in Human Resource Management
MGNT 4640 – Employment Law

And one of the following:

MGNT 3627 – Managing Cultural Differences
MGNT 3630 – Environmental Law
MGNT 4620 - Women and Work
MGNT 4630 – Dispute Resolution in Contemporary Organizations
MGNT 4680 – Human Resources Practicum

MGNT 4626
TWSG
4/1/11

- C. Certification:** The Registrar will be notified by the Management Department Chair after a student completes all requirements for the certificate program. Completion will be noted on the student’s transcript and the student will be awarded a certificate from the Management Department.

Course or Program Addition, Deletion or Modification Request

Department: Management

College: Richards College of Business

Current course catalog listing: (for modifications or deletions)

2011 APR -6 PM 3:54
/ /

Prefix Course Title Management 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 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 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 sheet for Management Program Change and Rationale

Prerequisite(s) _____

Present or Projected Enrollment: 40-50 (Students per year)

Effective Date*: Summer /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:

Department Chair	2/2/11 Date	Department Chair (if cross listed)	Date
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).

Chair, Undergraduate Academic Programs Committee	4-1-11 Date	Chair, Committee on Graduate Studies	Date
--	----------------	--------------------------------------	------

Vice President for Academic Affairs Date

Management

Current

	Credit Hrs.
MGNT 3605	3
MGNT 3618	3
MGNT 4620	3
Research Select	3
Select 9 hours from:	3
MGNT 3602, 3625, 3627, 4625, 4626, 4630, 4640, 4680, CISM/MGNT 4330, 4350, 4355	3
ECON 4420, ACCT 4202	3
MGNT 4660	3

Proposed

	Credit Hrs.
MGNT 3605	3
MGNT 3618	3
MGNT 4620	3
Research Select	3
Select 9 hours from:	3
MGNT 3602, 3625, 3627, 3630, 3635, 4621, 4625, 4626, 4630, 4640, 4680, CISM/MGNT 4330, 4350, 4355	3
ECON 4420, ACCT 4202	3
MGNT 4660	3

RATIONALE

The following changes are requested to the Management Program Sheet.

1. Add MGNT 3630, MGNT 3635 & MGNT 4621 to the MGNT Select Area. MGNT 3630- Environmental Law & MGNT 3635 – New Venture Management were originally offered under our topic course selection MGNT 3625 (*Contemporary Issues in Management*) and were used as a MGNT Select. MGNT 4621 – Applications in Human Resource Management is currently a course option (although not currently offered as a MGNT Select course) and will be used for the Certificate in Human Resource Management (curriculum change will be submitted for summer 2011 approval). These three selects will make our students more competitive in the marketplace.

No additional resources are required to make this change.

2006-2007, 2007-2008

Name: _____ 2008-2009, 2009-2010, 2010-2011

Student ID#: _____

DEGREE REQUIREMENTS ①	Credit Hrs.	Taken or in Progress	Grade
CORE CURRICULUM			
A. ESSENTIAL SKILLS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			
COMM 1110 or ENGL/THEA 2050 recommended	3		
CS 1020 or LIBR 1101 recommended	2		
C. HUMANITIES			
XIDS 2100, Art1201, MUSC 1100, or THEA 1100 recommended	3		
PHIL 2100 or COMM 1154 recommended	3		
D. SCIENCES, MATH, & TECH			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 or SOCI 1101 recommended	3		
① Attain a minimum overall GPA of 2.0 for graduation. ② Attain a minimum GPA of 2.0 for Core Area F Courses, Business Core Courses, and Major Courses. NO MORE than one "D" is permitted in Major Courses. ③ Select one of the following: MGNT 4625; ECON 4450; FINC 4521; or MKTG 4866. If MGNT 4625 is not selected, it must be taken as one of the three Major Select Courses. ④ MKTG 3808 or dept approved research course. ⑤ 2006/07 at least one elective must be taken in the RCOB			

	Credit Hrs.	Taken or in progress	Grade
CORE AREA F COURSE ②			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
◆ BUSINESS CORE			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select ③	3		
◆ MAJOR COURSES			
MGNT 3605	3		
MGNT 3618	3		
MGNT 4620	3		
Research Select ④	3		
Select 9 hrs from: MGNT 3602, 3625, 3627, 4625, 4626, 4630, 4640, 4680, CISM/MGNT 4330, 4350, 4355, ECON 4420, ACCT 4202	3		
	3		
	3		
MGNT 4660	3		
APPROVED ELECTIVES ⑤			
Elective 1	3		
Elective 2	3		
Elective 3	3		
TOTAL PROGRAM	120		
PHYSICAL EDUCATION		3 HOURS	
3 PWLAS	3		
Total			123

Course Update Request (Add, Delete, Modify)

Originator

Management <small>Department</small>	Richards College of Business <small>College</small>	Gainey, Thomas <small>Originator</small>
---	--	---

Action **Modifications**

Add Modify Delete
 Prerequisites Description Title Credit See Comments

Course Details

MGNT	3615	Operations Management
<small>Prefix</small>	<small>Number</small>	<small>Course Title</small>

This course is designed to emphasize the strategic importance of operations management to the overall performance of the organization. Students will study the basic principles required to organize and manage both service and manufacturing firms. Topics include issues such as work design, inventory control, supply chains, scheduling, quality control, lean operating systems, and project management.

Course Catalog Description

3.00		3.00	Fall - 2011	Every Term	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 ECON 3402	Corequisites
-----------------------------------	---------------------

Rationale

Within the past decade there has been a dramatic shift within the United States from the manufacturing sector to the service sector. The change in the course title and the course description reflects this change. Now, in the course, there will be an increased emphasis on a more service-oriented economy and there will be an increased focus on topics such as supply chains and lean operating systems.

Planning Info	Comments
<input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement Present or Projected Annual Enrollment: <input type="text" value="160"/>	<input type="checkbox"/> TEAC Approval Required

College Approvals

Gainey, Thomas [APPROVED 02/02/11]
Chair, Course Department

McIntyre, Faye [APPROVED 03/28/11]
Dean, RCOB

Cross Listing Approvals

N/A

Chair, Cross Listed Department

N/A

Associate Dean, Cross Listed College

Other Approvals

Ogletree, Tamra [APPROVED 04/02/11]
Chair, Undergraduate Academic Programs Committee

N/A

Chair, TEAC

FINAL APPROVAL

Anderson, Jon [REQUIRED 02/02/11]

Chair, Faculty Senate

Addendum III

Draft of New Policy

Students may request a hardship withdrawal after the official withdrawal ("W" date) deadline published in the calendar at the beginning of this catalog until the Friday immediately prior to the final week of the term.

What warrants a Hardship Withdrawal?

A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control. Such circumstances are categorized as follows:

Physical- Examples include bodily injury or invasive surgery resulting in prolonged absences from class, or unexpected physical disability preventing completion of course work. Necessary documentation to support such claims would include a physician's report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation.

Psychological- Examples include extreme mental duress suffered from traumatic experiences, of the severity and frequency to prevent completion of course work. Necessary documentation to support such claims would include a memo from a Student Development Center counselor that includes dates of treatment and a clear recommendation of whether a hardship withdrawal be given.

Personal – Examples include significant change in financial status or personal tragedy such as the death of a loved one or domestic disruptions, to the degree to prevent completion of course work. Necessary documentation to support such claims might include copy of divorce papers, financial statements, police reports, obituaries, or other pertinent documents.

The following list is illustrative of invalid reasons for a hardship withdrawal. A request using these reasons will not be approved.

- Poor performance in one or more courses
- Registration for the wrong course
- Preference for a different professor or class section
- Failure to drop course during the drop/add period
- Failure to withdraw by the published deadline using normal procedures

What is the process for receiving a hardship withdrawal?

The student seeking a hardship withdrawal must initiate the request through either Health Services or Student Development. The student should be prepared to present documented evidence to substantiate the hardship being claimed. After interviewing the student and reviewing the appropriate documentation, the professional staff will make a determination to either recommend or not support the request for hardship withdrawal. This determination will be

filed as a report consisting of the request form and a letter explaining the decision and delivered as a confidential document to the appropriate unit within Academic Affairs. For students with a declared major, the appropriate academic official is the Dean of the College (or her/his designate) where the major department is housed; for undeclared students, reports should be delivered to the Honors College. The appropriate dean has the final authority as to whether the request is granted, with any appeal limited to the Provost and Vice President of Academic Affairs. If the request is granted, the student will receive a W for each course. The Registrar's Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.

Under what conditions is a hardship withdrawal request granted?

A hardship withdrawal is intended as relief for extreme circumstances and granted only in special instances. The following conditions apply:

- The student must meet the timelines and follow the steps outlined above, with emphasis on providing documentation in support of the claims warranting the request.
- The student must withdraw from all classes during the current term, and may not select only certain classes from which to withdraw.*
- Hardship withdrawals requested on or after the last day before the final exam period will be treated as a retroactive hardship withdrawal.** Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or a final project. Retroactive hardship withdrawals will not be granted for semesters occurring more than six months prior to the time the request is made. If the hardship withdrawal request is granted, the grade will be changed to a W through the official Grade Appeal process involving a Change of Grade form for each course taken. (See [Grade Appeal](#) process, <http://www.westga.edu/handbook/> or *Connection and Student Handbook*, Appendix J.)

* Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently. The student requesting a hardship withdrawal from one course must take all documentation to the Associate/Assistant Dean of the college offering the course.

** For *unusual* circumstances, the Provost and Vice-President of Academic Affairs may waive this policy and grant a retroactive hardship withdrawal.

Current Policy:

Students may request a hardship withdrawal after the official withdrawal ("W" date) deadline published in the calendar at the beginning of this catalog until the day before the scheduled Reading Day of the term. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control.

A hardship withdrawal may be granted based upon special circumstances. The following conditions apply:

- The student must initiate a hardship withdrawal through the Associate/Assistant Dean of the college to which the student belongs. The student should be prepared to present documented evidence to substantiate the hardship being claimed. If a psychological assessment is required, the Associate/Assistant Dean may require the student to meet with the Director of Student Development.
- The student must withdraw from all classes during the current term. He or she may not select only certain classes from which to withdraw.
- If recommended for hardship withdrawal by the student's Associate/Assistant Dean, for each course a student will receive a W.
- Hardship withdrawals requested on or after the scheduled Reading Day will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or a final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through the student's Associate/Assistant Dean. If recommended for a hardship withdrawal, the grade will be changed to a W through the official Grade Appeal process involving a Change of Grade form for each course taken. (See Grade Appeal process, <http://www.westga.edu/handbook/> or *Connection and Student Handbook*, Appendix J.)

Documentation for a hardship withdrawal is based upon the category of hardship being claimed by the student. Examples of documentation might include:

- Medical: Physician's report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation
- Psychological: Memo from a Student Development Center counselor, letter from private psychological or psychiatric service, illness, dates
- Personal/Familial: Copy of divorce papers, police reports, obituaries, other as relevant

Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently. The student requesting a hardship withdrawal from one course must take all documentation to the Associate/Assistant Dean of the college offering the course.

The following list is illustrative of invalid reasons for a hardship withdrawal. A request using these reasons will not be approved.

- Poor performance in one or more courses
- Registration for the wrong course
- Preference for a different professor or class section
- Failure to drop course during the drop/add period
- Failure to withdraw by the published deadline using normal procedures

Addendum IV

**1. Draft of proposals for Faculty Senate Interdisciplinary Programs Committee
Faculty Senate Interdisciplinary Curriculum Review Committee are in process:**

A. The Faculty Senate IDS Programs Committee

Purpose: The IDS Committee serves the University of West Georgia, Faculty Senate and the Center for Interdisciplinary Studies by promoting and vetting IDS programs for recommendation to the structures of senate, and by formulating recommendations for policy concerning course offerings appropriate to IDS programs in conjunction with the IDS Curriculum Review Committee. The committee shall endeavor to encourage extensive interdisciplinary and cross-disciplinary cooperation, especially team-taught courses, and to promote IDS programs while recognizing the curricular needs of more traditional programs and departments.

The committee sees Interdisciplinary Studies in broad terms, allowing for its intersection with service learning, international and overseas, as well as environmental, global, Africana, American, Canadian, classical, film, Latin-American, and women's studies. It envisions a common field of study that combines the visionary and exploratory with the pragmatic, and encourages self-reflexive and analytical methodologies that foster and promote ethical, empathic, cosmopolitan, trans-cultural and wide-ranging critical perspectives.

IDS serve the global community in a time of rapid change by helping to produce global citizens with increasingly necessary flexible skills and broad perspectives.

1. Operation: Advise on the coordination, development and oversight of IDS programs and act as a consultative and recommending body to faculty senate and the director of the center for IDS. To establish and coordinate firm and transparent processes for making recommendations for the appointment of IDS faculty program directors and for the development of new IDS programs.
2. Structure: The IDS committee shall consist of all of the directors/coordinators of the IDS major, minor and certificate programs plus one representative from each of the COSS, COSM, COAH, SON, COE and RCOB and one member of senate. The director of the center for IDS and a representative from the Provost's Office shall be ex-officio members. IDS directors shall continue to serve for the duration of their role as director, college and senate representatives shall serve for a limited consistent with the rules of the Faculty Senate.

XIDS Curriculum Review Committee

The XIDS Curriculum Committee serves the University of West Georgia and the Center for Interdisciplinary Studies by promoting and vetting XIDS courses, and by formulating policy concerning XIDS course offerings. The committee shall endeavor to encourage extensive

interdisciplinary and cross-disciplinary cooperation, especially team-taught courses, and to promote XIDS programs while recognizing the curricular needs of more traditional programs and departments.

The committee sees Interdisciplinary Studies in broad terms, allowing for its intersection with service learning, international and overseas, as well as environmental, global, Africana, American, Canadian, classical, film, Latin-American and women's studies. It envisions a common field of study that combines the visionary and exploratory with the pragmatic, and encourages self-reflexive and analytical methodologies that foster and promote ethical, empathic, cosmopolitan, trans-cultural and wide-ranging critical perspectives.

XIDS serves the global community in a time of rapid change by helping to produce global citizens with increasingly necessary flexible skills and broad perspectives.

Structure and formation: This committee shall consist of eleven members elected by the faculty of each of the colleges with one each from the School of Nursing, the Richards College of Business, and the College of Education; and two each from the College of Math and Sciences, the College of Social Sciences, and the College of Arts and Humanities. These members should have a vital and enduring interest in interdisciplinary studies and will serve terms of three years. The chair shall be elected from within the committee and has a term of two years. The director of Interdisciplinary Studies may attend as a non-voting member.

2. Proposal for the creation of a new BA/BS degree in IDS.

This degree program would directly support the development of IDS offerings at UWG and support the campus-wide commitment to RPG for our students by providing for an integrated, flexible and innovative approach to program completion. The BA/BS in IDS will complement the existing BS degrees in Environmental Studies and Sciences and the BA degree in Global Studies. It will be a rigorous program that is assessable and achievable for high caliber students. It will consist of the following

- Core Areas A-F consistent with either a regular BA or BS degree with the required completion of an introductory course on interdisciplinary studies (currently in the proposal stage) and the inclusion of any other two XIDS courses in areas B, C or E, and consistent with the new Core requirements and learning outcomes.

- The completion of any three (3) minors from at least two different colleges. These may include any of the IDS minors. This may extend to an accommodation of completion of the degree where a student can demonstrate significant progress toward the completion of two major degrees, the introductory class and the capstone class.

- The completion of a planned capstone course.

Such a program would provide outstanding new opportunities for our students to engage in a more student-directed degree program, and it would significantly enhance degree completion opportunities, especially for students in the junior/senior years that have not made significant progress toward the completion of one established degree but who have made significant progress toward a number of minors.

Addendum V

A Proposal to Establish *The Protocols of the Senate*

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

Preamble

The Rules committee recommends that the Senate adopt the attached document, *The Protocols of the Senate*, to provide the compendium of the operating procedures by which the Faculty Senate has agreed to conduct its business. These protocols are designed to specify those ordinary operations that provide the level of specificity beneath the general principles codified by the *Policies and Procedures* and the *Bylaws*, and the local context of the UWG Faculty Senate in particular, beneath the general principles of *Roberts' Rules of Order*. The aim of such a guidebook is to insure that these ordinary operations will be regulated in thoughtful, optimal ways, and conducted with an awareness of the guiding basis for the conduct, rather than on any capricious, or arbitrary basis, or simply that it is "the way it's been done before."

As a "how to" guidebook rather than a "constitution," *The Protocols of the Senate* are the result of a compact by which the Faculty Senate has agreed to proceed. As such, any rules contained herein that are not specified in the *Policies and Procedures*, the *Bylaws*, or the *Statutes* of the University, need only the consent of the Senate to be revised, rather than that of the larger body represented, the General Faculty. Hence these rules can be more nimbly updated as needed to take into account changing circumstances, to insure that the Senate can function optimally over time.

The Protocols of the Senate also offers a helpful orientation to both new Senators and those who are interested in understanding better how the Faculty Senate actually functions.

The Protocols of the Senate

THE PROTOCOLS OF THE SENATE

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Preface

The Protocols of the Senate provide the compendium of the operating procedures by which the Faculty Senate has agreed to conduct its business. These protocols are designed to specify those ordinary operations that provide the level of specificity beneath the general principles codified by the *Policies and Procedures* and the *Bylaws*, and the local context of the UWG Faculty Senate in particular, beneath the general principles of *Roberts' Rules of Order*. The aim of such a guidebook is to insure that these ordinary operations will be regulated in thoughtful, optimal ways, and conducted with an awareness of the guiding basis for the conduct, rather than on any capricious, or arbitrary basis, or simply that it is "the way it's been done before."

As a "how to" guidebook rather than a "constitution," *The Protocols of the Senate* are the result of a compact by which the Faculty Senate has agreed to proceed. As such, any rules contained herein that are not specified in the *Policies and Procedures*, the *Bylaws*, or the *Statutes* of the University, need only the consent of the Senate to be revised, rather than that of the larger body represented, the General Faculty. Hence these rules can be more nimbly updated as needed to take into account changing circumstances, to insure that the Senate can function optimally over time.

The Protocols of the Senate also offers a helpful orientation to both new Senators and those who are interested in understanding better how the Faculty Senate actually functions.

PART ONE: THE ORGANIZATIONAL STRUCTURE OF THE FACULTY SENATE

Preamble

The organizational structure of the Faculty Senate is understood to be “organic” in the sense that it is always a “work in process.” To be most effective, the Senate must be sufficiently adaptable to be able to flexibly reorganize aspects of itself as conditions require it. The following structures are meant to permit such flexibility, but they also themselves are subject to future modifications as needed.

Section 1. The Idea and Practice of Representative Faculty Governance

A. The Foundational Premise

The value of a university to its society rests upon the unassailable integrity of the teaching and research of the university. Such integrity is the consequence of the faculty’s pursuit of truth above any other interest, be it commercial or political. It has long been understood that such an uncompromised pursuit is ultimately insured through the participation of the faculty in the governance of the university. For this reason above all others, a democratic, open, transparent and effective modality for a faculty role in governance is essential.

B. The Key Documents

In addition to these *Protocols*, there are four key documents that, together, establish and codify the authority for and the process of the faculty’s role in governance at the university level.

1. *The Statutes*. This document specifies the mission and operation of the university, its officers and faculty, including personnel policies regarding academic freedom and responsibility, professional ethics, promotion, tenure and removal. This document is approved by the Board of Regents and can only be amended upon the approval of the Board.
2. *The Bylaws*. This document provides the most concise statements of the foundational rules for the general faculty and Faculty Senate, setting the basic parameters for meeting, voting, and such. It can be amended by the President upon the recommendation of the General Faculty.
3. *The Policies and Procedures*. This document contains the most detailed codification of the operation of the university, its general officers, and its faculties, including the Faculty Senate. It can be amended by the President upon the recommendation of the General Faculty.
4. *The Faculty Handbook*. This document specifies in detail the issues regarding the teaching, service and professional responsibilities of the faculty, including appointment, promotion, tenure, and conflicts of interest. It can be amended by the Faculty Senate.

In addition, each academic unit has its own key document to specify the governance structures for that unit. It is expected that these documents conform with the university-wide documents noted above (in sections B, 1-4); if there is any conflict, the university-level document is decisive.

C. Overview

The Faculty Senate is the representative body elected by the entire faculty at the University of West Georgia. As such, its members will represent the faculty in collaboration with the administration, with regard to the development of the curriculum and academic program of the university, the formulation of academic policies and procedures, the enhancement of faculty teaching and research, and advisement with respect to such support areas as budget, technology, facilities, university relations, and athletics.

D. Locus

Senators are elected in one of two ways: either by their academic department or by their college at large, with the exception of those from the library and the School of Nursing, who are elected at large from those units.

E. Definition and Duties

Senators have a duty to represent the interests of the university, while bringing to the table a perspective 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. In other words, Senators shall function as a two-way informative conduit: bringing the interests and needs of their constituents to the Senate and the university and bringing the business of the Senate and the university back to their constituents.

F. Inclusivity

Though certain members of the general faculty are prohibited by the *Policies and Procedures* from serving on the Faculty Senate, these members are nevertheless included in the representational umbrella of the Senate, as follows:

1. Part-time faculty. Part-time faculty are represented by the Senator(s) from the department and/or college to whom they are assigned.
2. Affiliated faculty serving on administration. Administrators are represented by the Senator(s) from the department and/or college with whom they are based.
3. Non-affiliated faculty serving administration. Those administrators holding faculty rank who are not based in any academic unit are represented by the administrators who serve as members of the Senate's committees, including the President and Provost who serve as *ex officio* members of the Senate.
4. The principle of general representation. In addition to such specific representation, it is understood and expected that all Senators will represent all facets of the university, specifically including those noted above.

Section 2. The Organizational Structure of the Faculty Senate

A. Overview

In addition to the Faculty Senate which functions as a body of the whole, the Senate's organizational structure includes: an executive committee, a variety of standing committees, advisory groups, and such *ad hoc* committees, subcommittees and task forces as may be established.

B. The Senate

The Faculty Senate is comprised of all currently serving Senators who are voting members, as well as four *ex officio*, nonvoting members: the Chair of the Senate and the Executive Secretary, both elected by the faculty, and the President and the Provost of the University. (The Chair of the Senate, however, would vote in the case of an otherwise tied vote.) It is the policy of the Board of Regents of the University System of Georgia that the President of each university shall be the presiding officer of their university's Faculty Senate. However, this is a duty the President may delegate to another. At UWG, the President has delegated that duty to the elected faculty Chair of the Senate.

C. The Executive Committee

The Executive Committee of the Senate is comprised of the Chair of the Senate, the Executive Secretary, the President of the University, the Provost, and the chairs of the standing committees of the Senate. In addition to its mandated functions specified in the *Policies and Procedures*, the Executive Committee functions like a "cabinet" for the Chair of the Senate - a forum for in-depth discussions and careful consideration of the various business of the university that has or may come before the Senate. It will generally meet prior to meetings of the Senate and anticipate such agenda items as may require further clarification.

D. The Advisory Groups

There are four Advisory Groups, aligned with each of the four divisions of the University, to provide a means for regular, close, and informal collaboration between the Faculty Senate and the administration of each of the divisions with the goal that increased understanding of each other's roles and challenges leads to increased appreciation and collegiality. These are each chaired by the chairs of the most relevant Senate committees in that area and include such other Senators and committee members as the chair may request, as well as the Vice-President for that University division.

1. Composition

- a. These advisory groups are each chaired by the chairs of the most relevant Senate committees in that area, or their designees, and include such other Senators and committee members as the chair may request, as well as the Vice-President for that University division.
- b. The Academic Affairs Advisory Group, chaired by the chair of the Senate's Undergraduate Programs Committee or that person's designee
- c. The Student Affairs Advisory Group, chaired by the chair of the Senate's Student Affairs Committee or that person's designee
- d. The Business and Finance Advisory Group, chaired by the chair of the Senate's Facilities and Services Committee or that person's designee

- e. The University Advancement Advisory Group, chaired by the chair of the Senate's University Relations Committee or that person's designee
2. The committees are advisory in nature; the Vice President, being the "single point of accountability" for his/her Division, is the final authority for decisions.
3. Members of the Advisory Groups must acquire a good understanding of the matters on which they are advising. Each Vice President should therefore take responsibility for educating his/her Advisory Committee about the structure, roles, and issues within the Division, and each Advisory Committee member should devote adequate time to participate in that educational process. This process may vary by Vice President; for example, one Vice President may set up an annual training session for the committee, while another might devote time to specific issues throughout the year, and yet another might share documents and ask committee members to read them.
4. Each Advisory Group should meet with the Vice President 2-4 times per year, with the Vice President sharing a list of priorities and works in progress, and inviting reaction and discussion from the members. The goal is a mutual exchange of ideas to increase understanding on both sides. The Vice President will take the counsel of the Advisory Group as s/he moves forward and will also ask members to support his/her agenda. Vice Presidents may call on the Advisory Group at other times if circumstances would make that useful.

E. The Standing Committees of the Senate

1. Role

The Faculty Senate is designed such that the major workload will generally be distributed to its standing committees, who prepare the specific proposals that are then brought before the full Senate for its consideration. Such a structure has the advantage of decentralizing the work to those smaller bodies with the interest, expertise and experience in the specific focus of the tasks assigned to them. On the other hand, it also requires that the committees meet the many challenges that come with being the point of origin for which such tasks are discovered and developed.

2. Membership

a. Numerical distribution of Senators to standing committees

The numbers of Senators to be assigned to most of the standing committees of the Senate are precisely specified by the *Policies and Procedures*. However, some committees are specified only with a range (e.g., "3 or 4"). In the cases of these committees, the Executive Committee shall, at the conclusion of each academic year, determine which specific number of Senators will be assigned to those committees for the following year. This determination will be made on the basis of facilitating the optimal functioning of the Senate, by taking into account the anticipated workload of those committees for the coming year.

b. Assignment of Senators to a standing committee

Every Senator will be assigned to a standing committee, and no Senator may serve on more than one standing committee at the same time. Such assignment is made on an annual basis by the Senate's Executive Committee at the conclusion of each academic year. The decision of the Executive Committee shall be based upon the best interests of the Senate, as they see it, and it will be final. Such consideration will take into account the anticipated workload of the committee, as well as the expertise, seniority, and

experience of the individual Senators. The Executive Committee will also take most seriously into account each Senator's preferences, which they will solicit prior to their deliberations. Such preferences should express not only the Senator's first choice, but also alternative choices, to allow the optimal distribution of all. While some weight should be given to maintaining continuity of service on the same committee over the duration of the Senator's term of office, there is no requirement that the Senator must remain on the same committee. Appointments are made on an annual basis and it is understood that there will be occasions when changing a committee assignment may be more optimal than retaining it.

c. Constraints on the parameters of committee assignments

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. Beyond this mandated assignment, it is expected that the Executive Committee will appoint members to this committee so that all colleges with graduate programs will have Senatorial representation and, as possible, those with the largest student enrollment, will have the largest representation.

d. Other elected members

In addition to their Senator members, each standing committee of the Senate also includes seven other faculty members, one elected from each of the seven academic units at UWG (the five colleges, the School of Nursing and the Library). These members are elected specifically to that committee and will serve the duration of their two-year terms of office as members of that committee. They enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee. No one may serve on more than one committee at the same time. Senators whose term would overlap a term as a non-Senator member of a committee are not eligible. If a non-Senator member of a committee should be elected to the Senate prior to the expiration of their term as a committee member, they must resign the remainder of their committee assignment, to be replaced by election from the unit from which they were elected.

e. Appointed members of the administration

In addition, most of the standing committee of the Senate also include *ex officio* members from the administration, as specified in the *Policies and Procedures*. These persons, by virtue of their office, continue as members of their assigned committee. They enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

f. The Provost

In addition, the *Policies and Procedures* specify that the Provost is an *ex officio* member of all of the standing committee of the Senate. However, it is acceptable that the Provost appoint a member of his/her staff to any committee in his/her place, such appointments to be made on an annual basis. These persons enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

g. Students

In addition, some of the standing committees of the Senate include student members. In most cases these are to be appointed to their committees by the Student Government

Association, in the case of the Graduate Programs Committee by the Dean of the Graduate School. All are appointed on an annual basis, and all enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

h. Other *ex officio*

In addition to the members specified above, who are mandated by the *Policies and Procedures*, every committee has the authority to grant *ex officio* non-voting status to whomever additional persons the committee should deem beneficial to include as members of the committee. Such memberships are granted on an annual basis.

3. Subcommittees of Committees

Every standing committee has the authority to create and charge its own *ad hoc* subcommittees, and to appoint members thereto. Such members may be drawn from the members of that standing committee and/or from such other persons as the committee should deem most beneficial to the fulfillment of the charge of that subcommittee. Subcommittees are authorized on an annual basis and may be re-authorized the following year. The subcommittee, having no standing with the full Senate, makes its recommendations to the standing committee that created it for further disposition. Service on a subcommittee by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of subcommittee assignments Senators may have.

4. Task forces of Committees

Every standing committee has the authority to create and charge its own task forces, and to appoint members thereto. Such members may be drawn from the members of that standing committee and/or from such other persons as the committee should deem most beneficial to the fulfillment of the charge of that task force. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task. The task force, having no standing with the full Senate, makes its recommendations to the standing committee that created it for further disposition. Service on a committee's task force by members of the Senate does not preclude their service also on a standing committee of the Senate, and there is no limit to the number of committee task force assignments a Senator may have.

F. *ad hoc* Committees of the Senate

The Faculty Senate has the authority to create and charge its own *ad hoc* committees and appoint members thereto. Such members may be drawn from the members of the Senate and/or from such other persons as the Senate should deem most beneficial to the fulfillment of the charge of that *ad hoc* committee. *Ad hoc* committees are authorized on an annual basis and may be re-authorized the following year. The *ad hoc* committee is granted the authority to bring its recommendations to the full Senate. Service on an *ad hoc* committee by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of *ad hoc* committee assignments Senators may have.

G. Task Forces of the Senate

The Faculty Senate may, at any time it so chooses, create and charge its own task forces, and to appoint members thereto. Such members may be drawn from the members of the Senate and/or from such other persons as the Senate should deem most beneficial to the fulfillment of

the charge of that task force. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task. The task force is granted the authority to bring its recommendations to the full Senate. Service on a task force by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of task force assignments Senators may have.

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

Preamble

Election to the Faculty Senate should be understood by all in the university to be a very distinctive honor, as it is a recognition conferred by one's peers that one is the most trustworthy, competent, and dedicated person to represent them and the interests of their university. This understanding should guide those who seek and who hold this office, for it is through their conduct of it that the reputation, stature, and effectiveness of the Faculty Senate is augmented or diminished.

Section 1. Terms of Office

A. Elections

1. Overview

Senators shall serve three-year terms in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(1). The terms will be staggered with one-third of the membership of the Senate elected each year.

2. Election of Senators

Each Spring semester, upon receipt of the census data from the Provost's office, the Executive Committee, on the advice of the Rules Committee, will determine the total number of Senators for the following year, and then the vacancies for Senators and non-Senate members of the Senate's standing committees. The total number of Senators will be determined in accordance with the policy that there shall be one Senator for every ten faculty for each academic unit. Each academic unit, upon receipt of the numbers of vacancies, will then conduct its own elections according to the rules that it shall have in place to govern such elections, in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(4). All persons who shall be candidates for such elections must be eligible to serve, according to the rules established in the *Policies and Procedures* Art. IV, Sec 2(F)(4). Furthermore, for the colleges, there may be both at-large and departmental elections of Senators. While colleges are free to conduct these elections as they shall determine, it is recommended that the at-large elections be conducted first, so that the departments will know whether their candidate in the at-large election was elected or not prior to their voting for their departmental representative.

3. Election of non-Senate members of Senate committees

All non-Senate members of the Senate's standing committees are elected at-large by their college or other academic unit, to two-year terms in accordance with *Policies and Procedures* Art. IV, Sec 2(J)(5). Ordinarily, one-half of these positions will be elected each year. While each academic unit may arrange their elections as they shall determine, it

is recommended that the election of non-Senator representative should follow after the election of Senators. Since no one may serve in both capacities at the same time, such a sequence would allow those not elected to the Senate to run for the non-Senator positions.

4. Special elections.

Whenever it should occur that there is a mid-term vacancy, due to resignation, expulsion or any other premature termination of a Senator's term, a special election should be held in the unit from which that Senator had been elected, to replace that person with another who will serve the balance of that term. Whenever a temporary vacancy of a semester or more should occur, a special election will be held to determine that person's replacement during their absence, in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(2).

5. Election of Chair of the Senate

Each Spring semester in which the term of the current chair of the Senate is to expire (i.e., every second year under ordinary circumstances), there will be an election to replace that person in accordance with *Policies and Procedures* Art. IV, Sec 2(B)(3) . The Executive Committee of the Senate is charged by the *Policies and Procedures* with the responsibility of appointing an *ad hoc* elections committee to oversee the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results. It may appoint itself to serve as this committee. It shall be the duty of any member of the Executive Committee to recuse themselves from serving in this capacity should that person seek to become a candidate in that election cycle, or have any dual relationship or conflict of interest with any person seeking to be a candidate that would raise any ethical question of their impartiality. Should such a situation arise and the person not voluntarily recuse themselves, the Executive Committee has the authority to do so.

6. Election of Chairs of Senate Committees

Each committee of the Faculty Senate shall also hold an election by its members for the position of chair of that committee. Such elections are for one-year terms, and shall be conducted according to the rules specified in Part Two, Sec. 3, A, 1 (see below).

B. Executive Secretary

The Secretary of the General Faculty, elected to a three-year term by the General Faculty, serves as the Executive Secretary of the Faculty Senate. Though a nonvoting ex officio member of the Senate, the Executive Secretary serves on the Executive Committee, keeps the Minutes of meetings, retains and publishes all official records of same, as is centrally important to the optimal functioning of the Senate. Therefore, whoever should be elected to the position of Secretary of the General Faculty should be willing and able to carry out such functions. It should be typically the case that such a person would have had prior experience as a Senator.

C. Removal for cause

Because the effectiveness of the Senate depends so much on the active involvement of its members, the Chair of the Senate is authorized under the *Policies and Procedures* (Art. IV, Sec. 2, B) to resolve matters in which Senators and non-senate members of committees do not attend Senate or committee meetings and of committee chairs who do not convene their committees. The authority of the Chair to resolve such matters includes recommending expulsion of that person from the Senate for cause. Such a recommendation would be made to

the academic unit from which that Senator had been elected: if a department, to the department chair; if a college, school or library, then to the Dean of such. The removal of the Senator, the Chair of the Senate, or a committee chair, would be by that academic unit, according to its procedures. When a person is removed for cause, a special election shall be held in the unit from which that person was elected for someone to serve for the remaining balance of that recalled Senator's term of office. Expulsion from the Senate for any other reason would require a recommendation for such from the Rules Committee followed by a two-thirds vote of the Senate. In the case of a motion to remove the Chair of the Senate, a two-thirds vote in favor of expulsion must first be made the Senate, and then a majority vote of the general faculty must be made in favor.

D. Recall

Any academic unit has the right to recall the Senator elected by that unit. The unit would do so by election to be held among the voting eligible members of that academic unit in accordance with that unit's rules for governing its elections. If the vote should be at least 2/3rds in favor of the recall, the Executive Committee of the Senate shall certify the results, and the Senator is removed, and a special election shall be held in that unit for someone to serve for the remaining balance of that recalled Senator's term of office.

Section 2. The Conduct of Senate Meetings

A. Schedule of meetings

1. Regular meetings

The Faculty Senate is required by the *Bylaws* Art. III, Sec. A to meet at least twice each semester, but shall normally meet on a monthly basis, with the schedule of its regular meetings for the current year published in advance on the Faculty Senate's web site. While it shall be the authority of the Chair to schedule the times of these meetings, it is expected that they will generally be held at the same starting time and day of the week; and it is furthermore recommended that Friday afternoons starting at 1:00 p.m. would be considered the most optimal.

2. Special meetings

Special meetings may be called by the Chair of the Senate, and shall be called upon request by the President of the University, or upon written application of five Senators, or that of any ten members of the General Faculty.

3. It shall be the duty of the Executive Secretary of the Senate to provide written notice of the time, place, and agenda of regular and special Senate meetings to each General Faculty member at least forty-eight hours in advance of the meeting in accordance with the *Bylaws* Art. III, Sec. A. The agenda should be posted to the Faculty Senate's web site and notice should be sent to each faculty member via email with the link to the posted agenda provided.

B. The agenda

1. The Chair of the Senate is authorized by *Policies and Procedures* Art. IV, Sec. 2(B) with the duty of setting the agenda for the meetings of the Faculty Senate, in cooperation with the President of the University and the chairs of the Senate's committees and task forces. Normally new business intended for the agenda shall be presented in writing to the

Executive Secretary one week in advance of the regular meeting. The agenda of the Senate shall then be prepared by the Executive Secretary in accordance with *Bylaws* Art. III, Sec. B. In preparing the written presentation of the agenda, those items which have more than a page of supporting documentation should include all but the motion or a brief description in the agenda, with the remaining material to be presented as an addendum. Those items which can be presented in less than a page should be included in their entirety in the agenda itself.

2. Written notice of the time, place, and agenda of Senate meetings as well as proposals for consideration at the senate meeting shall be sent by the Executive Secretary to each General Faculty member at least forty-eight hours in advance of the meeting.
3. The Senate agenda may be amended at the meeting by two-thirds vote of the members present in accordance with *Bylaws* Art. III, Sec. B.
4. The Use of a Consent Agenda

At the discretion of the Chair of the Senate, in consultation with the Executive Committee and of the committee chair(s) involved, items may be placed on a “consent agenda.” Without objection, a consent agenda would be approved at the start of a meeting, just after the approval of the Minutes, and in like manner. A consent agenda would be used for those items that, in the view of the Chair, are so evidently consensual that there is no need for individual discussion of them. These would be the “bureaucratic” busy-work items of the Senate, and by clearing them quickly from the agenda in this fashion, the Senate’s time would be saved for the more deliberative business. Upon the objection of any one member of the Senate to any particular item’s inclusion on the consent agenda, that item is removed from the consent agenda and placed on the regular agenda for the meeting.

C. The rules of order

1. In accordance with *Bylaws* Art. IV, the latest edition of *Roberts Rules of Order* shall govern the conduct of Senate meetings and those of its committees, except in such instances as it may be in conflict with the *Policies and Procedures*, the *Bylaws*, the *Statutes*, or *The Protocols of the Senate*. In such cases, the governing University document supersedes.
2. The Chair of the Senate will ordinarily be the person who will interpret adherence to these rules. However, the Executive Committee may appoint a parliamentarian whenever it should so decide.

D. Quorum, attendance, absences and proxies

1. A quorum for the Senate and its committees shall be fifty percent of the membership of the respective bodies in accordance with *Bylaws* Art. III, Sec. F. The quorum is computed on the basis of the voting members only. Proxy votes will count as a part of the quorum necessary to begin each meeting (see point 3 below).
2. Senators should always make their best effort to attend every meeting, arriving on time and remaining until the end. No one else may substitute for a Senator in their absence.
3. Whenever Senators will be unavailable for part or all of a Senate meeting, they may assign their votes by proxy.
 - a. Such assignment of votes by proxy must be given in advance of the meeting to the Executive Committee.

- b. Proxy votes may be provided for any of the Action Items on the agenda for which votes are to be cast, provided that the agenda items have been officially published beforehand and provided that no amendment to the item has been passed by the present assembly.
 - c. The proxy is valid for one meeting only.
 - d. For any item on which a vote is called that is not covered by the proxy, and for any item that has been amended from the form in which it was announced in the agenda prior to the meeting, that person's vote is deemed to be "abstain."
4. Alternatively whenever Senators will be unavailable for part or all of a Senate meeting, they may authorize a substitute to attend in their place. The substitute may be selected by the Senator, with the following restrictions:
- a. substitute must be someone drawn from the same academic unit as the Senator
 - b. substitutes must be themselves eligible to serve as a Senator (with the exception that someone term-limited from serving a next consecutive full term may nevertheless substitute during that time)
 - c. substitutes are authorized to serve only for that one meeting
 - d. substitute must carry out the same responsibility as the absent Senator to inform their constituents of the business of that meeting .

E. The committee reports

1. All Senate committees, whether standing or *ad hoc*, and all task forces, submit their recommendations as proposals to the Senate for approval. These proposals, in the form of Action Items, are submitted as part of the committee's report to the Senate. In addition, a committee's report may present as Information Items anything that does not propose a change, but merely provides an informational context useful to the Senate's fulfillment of its duties.
2. There may arise situations when it is not clear whether an item from a committee should be considered an action item requiring Senate approval or an information item that does not. In general, any proposal to change any policy or procedure should be deemed an Action Item. But in the case of curriculum changes, only those proposals to add or delete courses, or to add, delete or modify programs require the approval of the Senate. The Senate grants to each department the authority to modify individual courses in ways that do not affect its status or others in the core curriculum and such cases should be presented as Information Items. However, any course modifications that affect its status or others in the core curriculum or that alter learning outcomes that would impact the core curriculum must be submitted for Senate approval.
3. All committee will also file an end-of-year final report to the Executive Committee, summarizing its activity for the year.

F. New Business

In addition to the committees' reports, any Senator may propose an item for consideration as new business. Normally, such items as require approval will then first be referred to the appropriate Senate standing committee.

G. Old business

Any such Action Items that the Senate considered at a previous meeting, but postponed a final decision to the subsequent meeting are considered old business for the next meeting and are available for the Senate's deliberation and disposition at that time.

H. Debate

With the Chair presiding over it, debate may be conducted on any item before the Senate. Any Senator may request recognition by the Chair to speak. In speaking, the Senator should offer only such remarks as are polite, succinct and to the matter at hand, and should address them to the Chair, and not to another Senator. In such cases where there is a lively debate, the Chair should accord sufficient time for all who wish to speak to be heard. Unless there are circumstances that justify exceptions, it is normally expected that no Senator other than the one presenting the item should speak more than twice in the course of a debate on any single issue.

I. Amending proposed Action Items

Proposals may be amended on the floor during a Senate meeting. In the case of substantial modifications, it is customary to then send the proposal back to the originating committee, to be revised and resubmitted the following meeting. Proposals from committees may also be rejected by the Senate, then taken up as an item of new business, and amended on the floor by the Senate. When such amended proposals as are approved entail changes to the *Policies and Procedures* or the *Bylaws*, they are then placed on the agenda of the next meeting of the Senate as Old Business, in order to provide sufficient time and notice to the general faculty that such changes are under review.

J. Voting

Voting will normally be determined by voice vote. At the discretion of the presiding officer any vote will be determined by a show of hands. At the request of one Senator, the vote will be determined by a roll-call, with the vote of each Senator recorded in the minutes in accordance with *Bylaws* Art. III, Sec. E.

K. Subsequent Approvals

1. All Senate actions require the subsequent approval of the President of the University in accordance with *Policies and Procedures* Art. IV, Sec. 2(L)(2). The President will convey his/her decision to the Senate, whether it be to approve or to disapprove, in writing promptly after the Senate's action.
2. Senate actions that would amend the *Policies and Procedures*, the *Bylaws*, or the *Statutes* require the subsequent approval the General Faculty, in accordance with *Policies and Procedures* Art. IV Sec. 3 and *Bylaws* Art. IV. While such approvals by the General Faculty can be done by electronic or other written balloting outside of a physical meeting, it is recommended that the usual policy to be followed in such cases would be to first present such motions at a meeting of the General Faculty first.
2. Senate actions that amend the *Statutes* require, in addition to the subsequent approval of the General Faculty, also the approval of the Board of Regents.

Section 3. The Conduct of Committee Meetings

A. Committee chairs

1. Each committee of the Senate will elect one of its Senator members as chair for the year in accordance with *Bylaws* Art. III, Sec. D. Only members of the committee who are Senators are eligible to serve as chair of the committee. Chairs serve a one-year term and are eligible for re-election. At the discretion of any committee, the committee may also elect a Chair-elect, to become Chair the following year.
2. The Chair of the committee has the responsibility to set the agenda, call and preside over the meetings, and report to the Senate any proposals approved by the committee, except that any five committee member can apply in writing to require a meeting of the committee, in accordance with *Bylaws* Art. III Sec. D.
3. Chairs are also expected to keep the minutes of each committee meeting, and to make these as well as the agendas, available on the committee's web site. If it is the will of the committee, these duties may instead be handled by a secretary elected by the committee for that purpose.
4. Chairs are expected not only to receive such business as may come to the committee, but also to be proactive in seeking out such opportunities whereby the committee may propose improvements that fall within their charge for the betterment of the university.
5. Chairs who fail to convene their committees are subject to removal by the unit form which they were elected upon the recommendation of the Chair of the Senate.

B. Committees are required to meet not less than once each semester, with meeting announcements to be sent to each committee member at least five University calendar days prior to the meeting, in accordance with *Bylaws* Art. III, Sec. C.

C. Committees may approve proposals to forward to the Senate only at duly called meetings at which there is a quorum, consisting of fifty percent of the voting members of the committee, in accordance with *Bylaws* Art. III, Sec. F.

D. No one may substitute for an absent committee member.

Section 4. The Process of Amending the *Policies and Procedures* and the *Bylaws*

A. The Faculty Senate, upon the recommendations of its Rules Committee, proposes amendments to the UWG *Policies and Procedures* and the *Bylaws*. These are proposed by the Senate to the general faculty, who must approve them before they become effective.

B. It shall be the duty of the Secretary of the general faculty to supervise such elections, in concert with the Chair of the Senate and the Senate Rules Committee.

C. Following the mandated procedures specified in the *Policies and Procedures*, the approval of the general faculty may be obtained by electronic or other written balloting. Advance notice of such balloting must be provided the requisite number of "university business days" in advance,

as mandated by the *Policies and Procedures*. In this regard, “university business days” is to be understood to mean days during which classes are conducted within that part of the year specified as falling within the faculty contract period.

PART THREE: A GLOSSARY OF TERMS

action item: Proposals that recommend particular changes to specific policies or procedures that are submitted as part of the committee’s report to the Senate.

ad hoc committee: The Senate or Executive Committee may appoint ad hoc committees as required. *Ad hoc* committees are authorized on an annual basis and may be re-authorized the following year. The *ad hoc* committee is granted the authority to bring its recommendations to the full Senate.

advisory group: There are four Advisory Groups, (Academic Affairs, Student Affairs, Business and Finance, University Advancement) aligned with each of the four divisions of the University, to provide a means for regular, close, and informal collaboration between the Faculty Senate and the administration of each of the divisions.

Agenda: Action items that are submitted to the executive secretary or: The agenda of the Senate shall be prepared by the Executive Secretary of the Senate in cooperation with the President of the University. Normally new business intended for discussion by the Senate shall be presented in writing to the Executive Secretary one week in advance of the regular meeting.

Bylaws of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty’s role in governance at the university level. The *Bylaws* of the University contain the rules and regulation to provide a framework for operation and management of the senate.

Chair of the Senate: Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate.

consent agenda: A consent agenda would be used for those items that, in the view of the Chair, are so evidently consensual that there is no need for individual discussion of them. These would be the “bureaucratic” busy-work items of the Senate.

ex officio: A member of the Senate or a committee who is appointed by virtue of their office, rather than an elected member

Executive Committee: The Executive Committee of the Faculty Senate consists of the Chair, Past-Chair, Executive Secretary, and the Chairs of the Standing Committees of the Senate.

Executive Secretary: The Secretary of the General Faculty shall serve as an ex-officio, nonvoting, Executive Secretary of the Senate. 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.

faculty: The faculty of each college/school and of each department shall consist of all professors, associate professors, assistant professors, instructors, lecturers, and senior lecturers

employed to work in the instructional, administrative, or research activities of that college/school or department.

Faculty Handbook of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level.

information item: Anything that does not propose a change, but merely provides an informational context useful to the Senate's fulfillment of its duties.

minutes: Official record of all meetings. The minutes are kept on file in the registrar's office.

Policies and Procedures of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level

proxy voting: Whenever Senators will be unavailable for part or all of a Senate meeting, they may assign their votes by proxy.

quorum: A quorum of the Faculty Senate shall consist of fifty (50) percent of the membership at both regular and special meetings.

recusal: The act of abstaining from participation in official proceedings because of a conflict of interest.

representation: Representatives on the standing committees shall be elected from faculty excluding the Officers of Administration named in Article III.

standing committee: Recommend policy and/or procedures on all matters appropriate to their respective areas of concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation.

Statutes of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level. The Statutes of the University contain the administrative organization, general purpose of the faculty senate, and general personnel policies of the faculties.

subcommittee: Each standing committee has the authority to create and charge its own subcommittees, and assign members from the standing committee and from other persons deemed beneficial.

task force: The Faculty Senate may, at any time, create and charge its own task forces, and to appoint members from the Senate and from persons deemed beneficial. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task.

Addendum VI

A Proposal of Editorial Changes Needed to the *Faculty Handbook*

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

Preamble

Because of the dissolution of COAS, and because of the newly adopted changes to the names of some of the Senate's standing committees, there are now some places where the *Faculty Handbook* is out of date. I believe these are simple editorial changes, and propose the Senate recommend that they be made. They are listed below.

The revise the *Faculty Handbook* with the following editorial changes:

Section 103.0201, B, 1

The name "College of Arts and Sciences" should be changed to:
"College of Arts and Humanities, College of Science and Mathematics, College of Social Sciences"

Section 104.0206, pt. 2, B

The name "College of Arts and Sciences" should be changed, but it is not clear yet whether all three new colleges should be put in its place, as these procedures are still being developed by them. The College of Social Sciences will use that policy and so its name can already be inserted in place of College of Arts and Sciences.

Section 104.0208

The name "College of Arts and Sciences" should be changed to:
"College of Arts and Humanities, College of Science and Mathematics, College of Social Sciences"

Section 107.0205, pt. 2, B, 1

The name "College of Arts and Sciences" should be changed to:
"College of Arts and Humanities, College of Science and Mathematics, College of Social Sciences"

Section 207

The name "Academic Policies and Procedures Committee" should be changed to:
"Academic Policies Committee"

Section 208

The name "Academic Policies and Procedures Committee" should be changed to:
"Academic Policies Committee"

Section 211

The name Undergraduate Academic Programs Committee” should be changed to:
“Undergraduate Programs Committee” (NB: several mentions)

The name “Committee on Graduate Studies” should be changed to:
“Graduate Programs Committee” (NB: several mentions)

Section 204 (as it appears after Section 216)

This section evidently should have been numbered Section 217 and should be renumbered as such

Section 306.0201

The phrase “two from “Arts and Sciences” should be changed to:
“one from College of Arts and Humanities, College of Science and Mathematics, College of Social Sciences”

Section 402.0502

The phrase “seven members: two from the College of Arts and Sciences (one from science/technical areas and one from a field in the arts)” should be changed to:
“nine members: one from College of Arts and Humanities, College of Science and Mathematics, College of Social Sciences, the School of Nursing”

Section 4502.02

The sentence: “Other teaching computer labs are available and are operated by staff in the College of Business, the College of Arts and Sciences, and the College of Education” should be changed to:
“Other teaching computer labs are available and are operated by staff in the various colleges”

Section 504.03

The table needs to be updated as to building assignments b college and phone numbers.

Section 600

The organizational charts need to be replaced

Addendum VII

UNIVERSITY SYSTEM OF GEORGIA

FACULTY COUNCIL

BYLAWS

Revised on: August 20, 2008

Proposed Revisions: DRAFT produced at the 19 November 2010 USGFC Meeting

Bylaws Revisions Work Group Members: Elizabeth Combier (North Georgia College & State University), Robert Fuller (North Georgia College & State University), Jeff Heck (Augusta State University), Chris Huff (University of West Georgia), Peggy Moch (Valdosta State University), Doug Moodie (Kennesaw State University), and Craig Turner (Georgia College & State University).

Article I. Name

The name of the body hereby constituted is the University System of Georgia Faculty Council (USGFC).

Article II. Mission

The purpose of the University System of Georgia Faculty Council is to promote and foster the welfare of system faculty, ~~in non-collective bargaining issues,~~ through the combined creativity and expertise of faculty representatives from system institutions.

Article III. Responsibilities and Functions

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia.

The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty.

The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to faculty.

Article IV. Voting

Section 1. Representation. Each institution within the USG shall have one vote on any matter brought before the USGFC and that vote shall be cast by the voting representative or designee.

Section 2. Proxy. A voting member ~~may~~must designate an alternate to a meeting that the member cannot attend.

Section 3. Quorum. At least 50% of the voting membership from each tier (research, four-year, and two-year schools) shall constitute quorum.

3Section 4. Threshold. Any decisions or recommendations by the USGFC must receive majority approval of those in attendance from each of the three institutional tiers ~~(research, four-year, and two-year school)~~ groupings.

4Section 5. Methodology. Voting normally takes place during a meeting of the USGFC. However, voting may also take place by electronic communication or other means as determined by the officers in consultation with the membership of the USGFC.

Article V. Membership

Membership of the USGFC ~~will~~ shall be ~~comprised~~ composed of one voting representative from each ~~participating system~~ USG institution and that. ~~The representative for a participating institution~~ must be a member of that institution's faculty ~~body~~ and selected by a process determined by the faculty ~~unit or faculty~~ body (council, senate, assembly, etc.) of that institution. In addition to attending USGFC meetings in person, the council also permits remote participation. ~~via video or phone conferencing methods.~~

Article VI. Officers and Duties

Section 1. Officers. The officers of the USGFC shall be a Chair and a Chair-Elect, who shall become Chair the following year. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.

Section 2. Eligibility. ~~Only voting members of the USGFC are eligible to serve as officers.~~ Only individuals who have served at least one academic year as a voting member are eligible to serve as officers.

Section 3. Nomination and Election. At any meeting the USGFC will nominate at least one candidate for any vacant office. The officers shall be elected as described above in Article IV.

Section 4. Terms of Service. The term of service of an officer of the USGFC shall begin at the conclusion of the meeting at which (s)he is elected and end when his/her successor is named, and shall typically be one academic year.

Section 5. Duties. The Chair shall preside at all meetings of the USGFC. The Chair-Elect shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The ~~chair~~ Chair and ~~chair~~ Chair-elect Elect shall prepare the agenda in consultation with the USGFC members.

Article VII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the USGFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the USGFC may adopt.

Article VIII. Amendments

Any proposal to amend or repeal these Bylaws shall be submitted to the officers in writing at least 30 days prior to the meeting of the USGFC at which they will be discussed. The voting shall be conducted in compliance with Article IV.

~~—Drafted by Juone Brown-Johnson (Fort Valley State University), Rose Metts (Savannah State University), Russell Porter (Clayton State University), Paul Alberto (Georgia State University), Thomas Hancock (Georgia Gwinnett College), Kerri Johnson (Darton College), Robert Lightfoot (Waycross College), John Settini (Abraham Baldwin Agricultural College), Margaret Smith (Bainbridge College), Craig Turner (Georgia College & State University), William Vencill (University of Georgia), and Leanne West (The Georgia Institute of Technology), Elizabeth Gombier (North Georgia College and State University).~~