

## *Memorandum*

**To:** General Faculty  
**Date:** July 22, 2009  
**Regarding:** Agenda, Meeting of the Faculty Senate, July 24, 2009 at 3:00 pm in  
TLC 1-303

The agenda for the July 24<sup>th</sup> Meeting of the Faculty Senate will be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes for the June 19, 2009 meeting of the Faculty Senate (Addendum I)
4. Committee IX: Graduate Studies (Chair, Skip Clark)

### **Action Items (Addendum II):**

#### A) College of Arts and Sciences

- 1) Department of Biology
  - a) BIOL 5266  
Request: Add  
Action: Approved
  - b) BIOL 5424  
Request: Add  
Action: Approved
  - c) BIOL 5666  
Request: Add  
Action: Approved
- 2) Department of Nursing
  - a) NURS 6989  
Request: Add  
Action: Approved
- 3) Department of Sociology and Criminology
  - a) Accelerated Master's Program – Criminology  
Request: Add  
Action: Approved
  - b) Accelerated Master's Program – Sociology

Request: Add  
Action: Approved

c) MA in Criminology  
Request: Modify  
Action: Approved

d) MA in Sociology  
Request: Modify  
Action: Approved

e) SOCI 6782  
Request: Add  
Action: Approved

f) SOCI 6882  
Request: Add  
Action: Approved

B) College of Education

1) Department of Curriculum and Instruction

a) Online MAT in mathematics and Science Education  
Request: Add  
Action: Approved

b) Initial Certification/Post-Baccalaureate-Secondary Political Science  
Request: Add  
Action: Approved

## **Unfinished Business**

## **New Business**

5. Election of Executive Secretary for the Faculty Senate. Candidates:

Laurel Holland  
Ron Best  
Danilo Baylen

6. Election of Chair Pro Tem for the Faculty Senate.

## **Announcements**

## **Adjournment**

Addendum I: Minutes for the June 19, 2009 meeting of the Faculty Senate

**Addendum I**  
**Minutes for the June 19, 2009 meeting of the Faculty Senate**

## Addendum I: Minutes for the June 19, 2009 meeting of the Faculty Senate

### **Minutes for the Meeting of the Faculty Senate, June 19, 2009 at 3:00 pm in TLC 1-301**

1. The Senate was called to order at 3:00 pm by Chris Huff.
2. Roll Call was taken and the following Senators were present: Jean Cook, Shelly Elman, Bridgette Gunnels, Charles Hodges, Tami Ogletree, Cheryl Brown, Janet Donohoe, David Boldt, Susan Ashford for Cynthia Epps, Chris Huff (Senate Chair Pro Tem), Paul Luken, Phylliss Snipes, Lewis Baumstark, Heather Mbaye, Donna Harkin for Hema Ramanathan, Dawn McCord, Jim Burton for Mina Rollins, Angela Coleman, Ellis Crean, Sunil Hazari, Laura Hatfield, Javier Hasbun, and Danilo Baylen. The following Senators were absent: Alison Shook, Adrian Austin, and Tim Chowns
3. Minutes for the Faculty Senate meeting on April 24, 2009 were approved.
4. Minutes for the special meeting of the Faculty Senate held on May 8, 2009 were amended as recommended by Chris Huff and approved.

### **Unfinished Business**

5. It was moved and seconded to approve the amendments (changes) to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee as specified in Addendum III as attached to the agenda of today's Senate meeting (June 19, 2009). The motion passed with minor editorial changes as recorded in Addendum I.A of these minutes.
6. It was moved and seconded to approve the modifications (changes) to the Undergraduate Catalog as recommended by the Academic Policies and Procedures Committee and specified in Addendum IV as attached to the agenda of today's Senate meeting (June 19, 2009). The motion passed as recorded in Addendum I.B of these minutes.

### **New Business**

7. The following Senators were nominated from the floor and agreed to serve on the Ad Hoc Budget committee for next year: Janet Donohoe, Charles Hodges, and Chris Huff.
8. The election of the Senate Chair Pro Tem (must be a current senator) will be placed on the agenda of the next Senate meeting to be held July 24, 2009.
9. Nominations for Executive Secretary of the Senate (must be a previous senator) will be sought from the Dean's and placed on the July 24, 2009 Senate agenda.

### **Announcements**

No announcements were made.

### **Adjournment**

The meeting was adjourned at 4:10 pm.

## Addendum I: Minutes for the June 19, 2009 meeting of the Faculty Senate

**Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.  
Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

## **Addendum I.A**

**Changes to the Policies and Procedures Manual  
recommended by the Ad-Hoc Rules Committee**

**Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.  
Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

**A) Motion to approve the following proposed changes to the UWG Policies and Procedures Manual (Proposed by the Ad Hoc Rules Committee 2008-2009)**

\*\*\*Deletions are ~~stricken~~, additions are in **highlighted type**.\*\*\*

**Proviso affecting this motion:**

- Proposed changes shall not affect officers already elected.
- Proposed changes affecting membership shall take effect at the next scheduled election as specified in the by-laws.

## **ARTICLE I. THE UNIVERSITY**

### ***SECTION 1. Administrative Organization***

#### A. Office of the President, University of West Georgia

1. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor, and he or she shall hold office at the pleasure of the Board. He or she shall have general responsibility for the operation of all aspects of the University (see Statutes, Article II).

2. The General Officers of Administration reporting directly to the President shall be the Vice President for Academic Affairs, the Dean of Students and Vice President for Student Services, the Vice President of Business and Finance, the Vice President of University Advancement and the Director of Institutional Research and Planning.

#### B. Officers of Administration

The Officers of Administration shall consist of: (1) The General Officers of Administration listed above; and (2) Major Administrative Officers including deans of the several colleges, the Graduate School, the Registrar, the Director of Admissions, the directors of the other academic units as listed in Article I, Section 1D, and the chairs of the various departments. These officers have the duties enumerated in Article III.

#### C. Instructional Components of the University

The instructional components of the University shall be organized into four units.

Each of these administrative subdivisions of the University shall have for its purpose the providing of instruction and supporting research in one of the general academic areas of study and investigation. The chief executive officer of each unit shall be a dean who shall coordinate such instruction and research in his or her assigned area.

The faculty of each college 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 or department.

## **Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.

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1. The Graduate School shall administer all graduate work of the University. The Dean of the Graduate School is the Chief Executive Officer and the Committee on Graduate Studies is the policy-recommending body of the Graduate School. The Graduate Faculty shall be recommended by the Committee on Graduate Studies and appointed by the President.
2. The College of Arts and Sciences, Richards College of Business, and the College of Education shall each include departments appropriate to their respective areas of academic responsibility.
3. The Honors College shall administer all courses, program requirements, and policies for the Honors Program and Advanced Academy. The Honors College Dean is the Chief Executive Officer of this unit and is to be advised by the Honors Program Committee.

### **D. Other Academic Units**

1. The Continuing Education/Public Services Unit, supervised by a director, shall be responsible for the coordination of the continuing education programs and special workshops.
2. The Department of Learning Support and Testing, supervised by a director and reporting to the Vice President for Academic Affairs, shall be responsible for the coordination of the Learning Support Program in cooperation with the appropriate academic and administrative agencies of the University and in accordance with the policies of the Board of Regents and the University System of Georgia.
3. Information Technology Services, supervised by a director, shall be responsible for supervision and use of the University automatic data processing facilities; consultation with all segments of the University concerning data processing problems and possibilities; assistance in the development, within academic departments, of computer science courses; and assistance in the use of data processing for research.
4. The Library, supervised by the Director of Libraries, shall be responsible for all books, maps, charts, music scores, paintings, photographs, prints, manuscripts, and similar documents purchased with University funds or acquired in any manner by the University, except those of an administrative nature and except such as are used solely in the internal work of the several colleges and departments and paid for with college or department funds or otherwise acquired by colleges or departments. Also, the Director of Libraries shall be responsible for coordinating the purchase, distribution, utilization and maintenance of such audio-visual equipment as is used on a university-wide basis, for planning, and producing instructional materials for use by faculties of the several colleges, for advising and assisting the colleges in the procurement and use of instructional materials, and for the operation of the University radio station and the University television facility.
5. The Special Programs Unit, supervised by a director, shall be responsible for offcampus programs, weekend and evening programs, distance learning and external degree programs.
6. The Office of Sponsored Operations, supervised by a director, shall be responsible for the monitoring institutional performance under grants and contract and shall encourage and assist faculty in seeking external funding through grants of various sorts.

### **E. Councils**

**Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.  
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1. The President's Advisory Committee shall be the immediate advisory body to the President.

The President shall appoint persons to this committee with whom he or she will consult on a regular basis to advise him or her on the administration of the University. This Committee shall consist of: a. Persons in administrative positions reporting directly to the President; and b. Such other persons as the President believes will provide advice for the orderly, effective, and efficient administration of the Committee's affairs. Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing of the Committee's membership at that time. If any changes are made during the year, the President shall notify the University community, in a timely manner and in writing, of any appointments, removals, or resignations.

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

3. The Planning Council shall be an advisory body to the President on long-range development of the University. It shall be expected to oversee the creation of a variety of plans extending three or more years into the future. Members of the Council shall be appointed by the President from the administration, faculty, students, alumni and the community. It shall have no policy-making powers.

4. The Technology Coordination Council shall create, assess, and coordinate technical standards, procedures and processes that implement UWG's information technology strategic policies; to coordinate the activities of UWG's information technology groups to foster the best use of information technology across campus; to perform periodic evaluations of UWG's IT resources; to make cooperative purchasing decisions among the information technology groups; to ensure that the information technology groups communicate with each other and with the University administration; and to advise the Technology Planning Committee of the Faculty Senate and the administration on technical issues.

The Technology Coordination Council will meet jointly once each semester with the Technology Planning Committee to promote communication and cooperation.

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

5. The President's Advisory Committee, the Administrative Council, the Planning Council, and the Technology Coordination Council when requested by the President, shall advise on policy recommendations forwarded to the President by the Faculty Senate.

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Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

F. Modification

The President, in consultation with representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE II. THE OFFICE OF THE PRESIDENT**

### ***SECTION 1. The President***

A. The President shall be the executive head of the University and of all its departments, and shall exercise such supervision and direction as will promote efficient operation of the institution. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor and shall hold office at the pleasure of the Board of Regents. He or she shall be responsible to the Chancellor for the operation and management of the University, and for the execution of all directives of the Board of Regents and the chancellor. (See Section 203.02.05, The Policy Manual, Board of Regents.)

B. His or her major duties are as follows:

1. To provide educational leadership by encouraging good teaching, sound learning, and innovation in educational processes.
2. To promote good management within the University by exercising such supervision and direction as will assure efficiency in the work of every college, unit, office, and service of the University.
3. To engage in planning for the future development of the University through recommendations to the General Faculty and the Board of Regents.
4. To be the official medium of communication for the University, between the University and the public, the Faculties and the Chancellor, the Faculty Senate and the Chancellor, the Faculty Senate and the Student Body, the Student Body and the Chancellor.
5. To exercise such additional powers as may be assigned or set forth by the Board of Regents.

C. In the implementation of these duties, the President or his or her designee shall:

1. Prepare the annual budget of the University for presentation to the Board of Regents.

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2. Recommend annually to the Board of Regents, through the Chancellor, the appointment or reappointment of members of the General Faculty and all other employees of the institution, the salary of each, and all promotions and dismissals.
3. Have the right and authority, with the approval of the Chancellor, to fill vacancies in the General Faculty and the staff between meetings of the Board of Regents with the understanding that these appointments shall be temporary until approved by the Board.
4. Appoint such special committees as are necessary to advise and assist him or her in planning and administration.
5. Have suspensive veto over all legislation or other actions of the Faculties of the University, Senate, Councils or other legislative bodies of the University.
6. Upon recommendation of the appropriate faculties, confer all degrees and issue diplomas in evidence thereof.
7. With the approval of the Board of Regents, grant leaves of absence to faculty members and, in the case of extended illness of any employee, make such salary arrangements as appear fair and equitable to the individual and the University, subject to regulations and approval of the Board of Regents.
8. Recommend to the Board of Regents, through the Chancellor, repairs to existing buildings, construction of new buildings, and other matters relative to the operation of the physical plant of the University.
9. Serve as chair and presiding officer of the General Faculty and his or her designee serves as chair of the Faculty Senate ~~and of the Faculty Senate~~.
10. Decide all questions of the interpretation of these Statutes and determine the nature and extent of the jurisdiction proper to the faculties of the colleges, the General Faculty, the councils, committees, and the several administrative officers for which provision is made in these Statutes. He or she shall settle all questions of conflict of jurisdiction that may arise between any legislative bodies of the University or between them and the administrative officers. From the decision of the President on such matters, appeal may be made to the Board of Regents through the Chancellor as provided in Article IX, By-Laws of the Board of Regents.
11. Prepare an annual report for the Chancellor and Board of Regents.

### D. Modification

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Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all

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positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE III. OFFICERS OF ADMINISTRATION**

### ***SECTION 1. General Officers of Administration***

A. The Vice President for Academic Affairs shall be the chief advisor to the President and be responsible to the President for coordinating the educational programs and research activities of the University: for supervising the activities of the various colleges and academic units; and for enhancing the quality of instruction, research, and learning. In the absence of the President, he or she shall fulfill the responsibilities of the President.

1. His or her major duties shall be as follows:

a. To promote the development of educational programs and research activities which fulfill the responsibilities assigned to the University by the Board of Regents and which meet the needs of students and the geographical area served.

b. To unify and harmonize the collective efforts of the instructional corps and the academic administration.

c. To exercise general control over the utilization of resources allocated to the University for the support of instruction and research and thus monitor the scheduling of courses of instruction.

d. To monitor the formulation, publication, and enforcement of academic regulations and policies.

e. To encourage the development of reward systems designed to enhance the quality of instruction, research, and learning.

f. Coordinate activities in the following areas: Advisement, Testing, Advanced Placement, and the Honors Program.

2. In the implementation of these duties, the Vice President for Academic Affairs shall:

a. Create administrative policies and procedures designed for the following purposes: to develop an administrative team which will enhance the welfare of the students, the University, and the community; to promote the goals assigned to the University by the Board of Regents; to enforce the policies of the Board of Regents, the University of West Georgia Statutes, and the academic regulations of the faculty; to enhance the quality of instruction, research, and learning; and to maximize the wise and efficient use of institutional resources.

b. Study the future development of the University, including major changes in curricula and the need for additional human and physical resources, and recommend to the President priorities for the assignment of offices, classrooms, laboratories and equipment, and for the acquisition and use of additional resources.

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- c. Encourage the development of reward systems, which embody procedural due process and evaluative fairness and are designed to retain the most competent faculty and academic administration possible.
  - d. Recommend to the President all appointments and reappointments to the faculties and academic administration: non-renewals of contract; change in salary, rank, and tenure; leaves of absence; and dismissals for cause.
  - e. Maintain the official personnel and professional records of the members of the faculty and officers of administration.
  - f. Supervise sponsored research, the preparation of the instructional and research budgets, the academic schedule, requests for grants, and the University Catalog.
  - g. Recommend to the President the allocation of institutional resources and the assignment of specific duties to the various colleges, units, and departments.
  - h. Direct the preparation and distribution of statistical reports and memoranda which will assist the faculties of the University and academic administration in understanding the goals of the University and in fulfilling their responsibilities.
  - i. Supervise the preparation of, and submission of (by July 1 of each year), an annual report evaluating the instructional corps, the academic administration, and the educational programs and research activities of the University.
  - j. Authorize individual exceptions to academic regulations in the best interest of students and/or the University.
  - k. Perform such other duties as may be assigned to him or her by the President.
3. The **Provost and** Vice President for Academic Affairs shall be a person of professorial rank. He or she shall be Vice-Chair of the General Faculty, ~~Vice-Chair of the Senate~~, Chair of the Administrative Council, Vice-Chair of the President's Advisory Committee, and an ex-officio member of all standing committees of the Senate.
- B. The Vice President of University Advancement shall report to the President.
- 1. His or her major duty shall be to coordinate the following activities: Public Relations, Publications and Printing, Development and Alumni Affairs, Intercollegiate Athletics.
  - 2. In the implementation of this duty, he or she shall:
    - a. Supervise and coordinate all activities having as their objective the establishment of closer and more cordial relations between the University on the one hand and alumni, prospective students, the community, and the general public on the other.

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b. Represent the University, from time to time, at public occasions and other events and have overall responsibility for coordinating all special events such as ceremonies, dedications, graduations, conferences, convocations, etc.

c. Have administrative responsibility for the technical preparation of all official university publications.

d. Have overall responsibility for the dissemination of news and for relations with representatives of the mass communications media and serve as the institutional spokesperson as directed by the President.

e. Assist the Director of Admissions in the recruiting of students.

f. Prepare and submit to the President an annual report and an annual budget.

C. The Vice President of Business and Finance shall report to the President.

1. His or her major duty shall be to coordinate the activities assigned to: the Business Office, Budgeting Office, Personnel Office, Auxiliary Enterprises, Physical Plant Operation, Campus Security, and Campus Development.

2. In the implementation of this duty, he or she shall:

a. Have charge of the financial operations of the University and have custody and control of all its funds and securities.

b. Be responsible for the installation and administrative direction of all accounting records and procedures, the preparation and interpretation of all financial reports, and the proper functioning of internal auditing procedures.

c. Assist the President in the preparation of the University budget, resource allocation, and control of budget operations.

d. Maintain adequate records of all contracts and leases, compile cost analyses, and supervise the preparation of statistical reports.

e. Keep proper books of account fully setting forth the financial condition and transactions of the University, and exercise general supervision over all accounts of officers of the University which have to do with the receipts and disbursements of funds. Such officers shall keep their accounts in such manner and render to him or her such statements as he or she may require.

f. Examine all accounts, claims, and demands against the University. No money shall be drawn from the treasury to pay such accounts, claims, or demands, unless they are found by him or her to be correct and unless there is money in the treasury legally available for payment thereof.

g. Receive any and all funds paid to the University from any source in the name of the University.

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- h. Upon approval by the President, but without any liability attaching to the Board of Regents, permit the Cashier to act as treasurer for student organizations and other organizations provided such accounts are kept separate from University accounts.
  - i. Be empowered to sign checks for the University, or to delegate such power, with the approval of the Treasurer of the Board of Regents.
  - j. Have charge of all the physical property of the University, except educational equipment and apparatus, and be responsible for buildings, utilities, apparatus, real estate, the warehouse, university vehicles, repairs and upkeep of the buildings and grounds, and the moving, alteration, repair, construction, etc., of equipment and apparatus.
  - k. Exercise direct administrative control over the allocation, reallocation, use and alteration of space throughout the University plant, conferring with the Vice President for Academic Affairs with respect to space assigned for instructional purposes or faculty use, and reporting to the President with respect to all other disposition of space.
  - l. Be responsible for the operation of the auxiliary enterprises, including dormitories, dining hall, health services, bookstore, postal service, and such other auxiliary enterprises as may from time to time be added.
  - m. Supervise the work of the Director of Human Resources and in consultation with the President and appropriate staff members employ skilled and unskilled labor, and fix the hours and wages of such skilled and unskilled workers.
  - n. Prepare an annual report and an annual budget.
3. The Vice President of Business and Finance shall be a member of the General Faculty and a member of the President's Advisory Committee.
- D. The Dean of Students and Vice President of Student Services shall report to the President.
- 1. His or her major duty shall be to coordinate the following activities: Admissions, Registration and Records, Enrollment Management, Counseling, Financial Aid, Placement, Cooperative Education, Internship Programs, Orientation, Housing, Health Services, Student Activities, Student Discipline and Due Process, Intramurals.
  - 2. In the implementation of this duty, he or she shall:
    - a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of the student services under his or her supervision.
    - b. Make recommendations to the President concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.

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c. Be responsible for enforcing the rules and regulations of the Board of Regents, the Statutes of the University of West Georgia, and duly enacted policies of the University and of the units under his or her supervision.

d. Recommend to the President an annual budget with written justifications for personnel services including leaves, released time and administrative support; supplies, equipment, and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.

e. Submit to the President an annual report evaluating the educational programs and research activities assigned to the units listed in D 1 above. Documentation supporting this evaluation shall be incorporated in the appendix of the report.

f. Perform such other duties as may be assigned to him or her by the President.

3. The Dean of Student Services shall be a member of the General Faculty, the President's Advisory Committee and the Administrative Council. He or she shall have direct supervisory authority over the directors or other supervisors of the units described in D 1 above.

4. The Registrar shall be appointed by the President and report directly to the Dean of Student Services. He or she shall maintain accurately the academic records of all students and shall carry out such additional duties as may be assigned by the Dean of Student Services. The Registrar shall be a member of the General Faculty.

5. The Director of Admissions shall be appointed by the President and report directly to the Dean of Student Services. He or she shall be charged with the responsibility for the admission of all undergraduate students. The Director of Admissions shall be a member of the General Faculty.

E. The Director of Institutional Research and Planning shall report to the President. He or she shall have responsibilities which include but are not limited to the following:

1. Authority and resources necessary to coordinate the institutional assessment function as defined by Board of Regents Policy, and the Southern Association of Universities and Schools Commission on University Criteria.

2. Serve as advisor to the President and the President's Advisory Committee on compliance issues and be responsible for monitoring institutional performance in addressing Federal regulations, State law, Board of Regents policy, accrediting agency criteria and standards, and Georgia State Post Secondary Review Entity mandates.

3. Coordinate institutional planning, institutional research, and institutional assessment.

4. Serve at the pleasure of the President as a member of University-wide councils, boards, and committees; as the University representative to the University System Administrative Committee on Institutional Research and Planning; and as the University representative/liaison to the Georgia Post Secondary Review Entity.

F. Modification

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The President, in consultation with representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

**SECTION 2. Other Officers of Administration**

A. The Deans of the several colleges shall report to the Vice President for Academic Affairs.

1. The major duty of each dean shall be to coordinate the educational programs and research activities assigned to the college of which he or she is dean.

2. In the implementation of this duty, he or she shall:

a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.

b. Make recommendations to the Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.

c. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University and of the college to which he or she is assigned.

d. Recommend to the Vice President for Academic Affairs an annual budget with written justifications for personnel services including leaves, released time, and administrative support; supplies, equipment, and travel requests.

This budget also shall include contingency priority plans based on anticipated budget increases or decreases.

e. Submit to the Vice President for Academic Affairs an annual report evaluating the educational programs and research activities assigned to his or her college.

Documentation supporting this evaluation shall be incorporated in the appendix of the report.

f. Perform such other duties as may be assigned to him or her by the Vice President for Academic Affairs.

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3. The deans shall be members of the General Faculty, and of the Administrative Council. Each dean shall have direct supervisory authority over the department chairs assigned to the college of which he or she is dean.

B. The Directors of activities relating to instruction, including Information Technology Services, Library, Special Programs, and Continuing Education/Public Services, shall report to the Vice President for Academic Affairs.

1. The major duty of each director is to coordinate the activities assigned to the unit for which he or she is responsible.

2. In the implementation of this duty, he or she shall:

a. Encourage the development of programs, policies, and procedures which are designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.

b. Make recommendations to the Vice President for Academic Affairs concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.

c. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University and of the units under his or her supervision.

d. Recommend to the Vice President for Academic Affairs an annual budget with written justifications for personnel services, including leaves, released time and administrative support; supplies, equipment and travel requests. This budget also shall include contingency priority plans based on anticipated budget increases or decreases.

e. Submit to the Vice President for Academic Affairs an annual report evaluating the programs and activities assigned to his or her unit. Documentation supporting this evaluation shall be incorporated in an appendix to the report.

f. Perform other duties assigned to him or her by the Vice President for Academic Affairs.

3. The directors shall be members of the General Faculty and of the Administrative Council. They shall have direct supervisory authority over the units listed above.

C. The Department Chairs shall report to the deans of their respective college.

1. The major duty of each department chair is to coordinate the educational programs and research activities assigned to the department of which he or she is the chair.

2. In the implementation of this duty, he or she shall:

a. Routinely consult with members of his or her department on all substantive matters.

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- b. Encourage the development of programs, policies, and procedures designed to promote the goals of the University, to fulfill the educational needs of students, and to enhance the quality of instruction, research, and learning in the areas under his or her supervision.
- c. Make recommendations to the dean of his or her college concerning all substantive changes regarding personnel under his or her supervision and other matters pertaining to the general welfare of the University.
- d. Be responsible for enforcing the rules and regulations of the Board of Regents, the *Statutes* of the University of West Georgia, and duly enacted policies of the University, the college, and the department to which he or she is assigned.
- e. Submit to the dean of his or her college an annual budget and an annual report in the form prescribed by the dean of the college.
- f. Perform such additional duties as may be assigned to his or her college.
- g. Department chairs shall be members of the General Faculty. Each chair shall have direct supervisory authority over the instructional corps assigned to his or her department.

**D. Modification**

The President, in consultation with representatives of the University community, shall determine the divisional organizational structure necessary for the orderly, effective, and efficient administration of the University's affairs. The heads of the divisions shall recommend for the President's approval, the organizational structures that pertain to their divisions.

Appointments shall be annual at the beginning of the fiscal year, and the University community shall be informed in writing at that time of the organizational structure and the incumbents of all positions at two levels below that of the President. If any changes are made during the year, the President shall notify in a timely manner the University community in writing of any appointments, removals, or resignations.

## **ARTICLE IV. FACULTIES OF THE UNIVERSITY**

### ***Section 1. Role and Function of the Faculties***

#### **A. Faculty Workload**

1. Faculty are expected to teach four 3- hour courses or the equivalent per semester, unless a portion of that time is reassigned for administrative, research, or other purposes approved by the Dean or a lesser load is required to maintain specialized accreditation (e.g., AACSB).
2. Faculty are expected to assume their fair share of academic advising, registration duties, club sponsorships, and departmental committee work.
3. Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance, when selected. However, faculty also are expected to exercise

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prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research.

4. Faculty are expected to have an on-going research and professional development agenda, to share the agenda with their department chair, and to make progress annually in addressing the agenda.
5. Faculty are expected to engage in public and professional service activities as time and opportunity allows.
6. Faculty are expected to average no more than one day a week in any approved outside employment.
7. Faculty may not be paid for teaching overloads during the regular academic year and will not be assigned overloads unless they are agreeable and compensatory time is provided within the subsequent two (2) semesters.
8. Summer teaching is optional, depends on need, and is limited to no more than 9 credit hours for the summer semester.

### **B. Role and Function of the General Faculty**

1. Subject to approval by the President, the Chancellor and the Board of Regents, the General Faculty has primary authority and responsibility in formulating policy and rules and regulations in all matters concerning curriculum (including, but not limited to, programs and courses of study, major field requirements, core curriculum, and individual courses), to conduct and schedule classes and final examinations, to set requirements for graduation, and to specify the educational standards of the University.
2. Subject to approval by the President, the Chancellor, and the Board of Regents, the General Faculty shall formulate policies for admission, registration, dismissal, and academic discipline of students.
3. The General Faculty shall participate with the administration in the formulation and maintenance of policies for:
  - a. Appointments, promotions, tenure, salaries, dismissals, and discipline of faculty and academic administrators.
  - b. Operation of the library and Information Technology Services.
  - c. The preparation of the academic calendar, including the setting of dates for commencement exercises and academic convocations.
4. The General Faculty shall participate with the administration and properly constituted representative student groups in the formulation and maintenance of policies for the following matters:
  - a. Student publications, financial aid, and housing.

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b. Intercollegiate athletics.

c. Student organizations (including fraternities and sororities).

d. All other student activities and affairs.

5. Subject to the approval of the President, the General Faculty, in exercising its responsibilities, duties and powers, may establish such committees, councils, and other bodies and may delegate such of its powers and functions as it deems expedient, provided that adequate supervision and review of the actions of committees, councils, and other bodies are maintained.

### C. Role and Function of the Graduate Faculty

The Graduate Faculty may consider any question related to the organization, conduct or policies of graduate programs provided that before final action is taken such question shall be referred to the Committee on Graduate Studies for its recommendation. Through the Committee on Graduate Studies, the Graduate Faculty shall formulate and recommend policies pertaining to graduate studies and shall consider all proposals, reports, and other matters germane to the graduate program.

### D. Role and Function of the Several Colleges

The organizational structure and procedures required for conducting academic business in each college, and the Irvine Sullivan Ingram Library, shall be based on the principle of representative faculty participation as reflected in the *Statutes*. College business not affecting other units of the University and not in conflict with Senate policy shall be channeled directly to the appropriate administrative units on the college or University level, and reported to the Senate for information. College business affecting other units of the University shall be channeled through the appropriate committee of the Senate. When necessary, the Senate will determine whether any specific item is an internal college matter or a University matter, and whether action of the separate colleges was taken on the basis of representative faculty participation.

## **Section 2. Faculty Senate Organization**

### A. Composition of the Senate (Revised August 1986)

The Senate shall be comprised solely of members of the General Faculty as defined in Article I, Section 2C of the Statutes. Its membership shall include:

1. The President, ~~who shall be the chair and preside~~ an ex-officio (nonvoting) member;
2. The ~~Provost and~~ Vice President for Academic Affairs, an ex-officio (nonvoting) member; ~~who shall serve as vice chair and preside in the absence of the President.~~
3. Chair of the Senate;
4. Past Chair of the Senate, an ex-officio (nonvoting) member;

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3 5. ~~Twenty eight (28)~~ ~~Thirty Nine (39)~~ duly elected senators apportioned as follows: College of Arts and Sciences, ~~twelve~~ ~~nineteen (19)~~; Richards College of Business, six (6); College of Education, eight (8); School of Nursing, two (2) and the Library, ~~two (2)~~ ~~three (3)~~. No department of any unit shall be represented by more than one (1) senator unless a unit has fewer departments than its allotted number of senators. In no case shall departmental representation exceed two (2) senators.

### 4. 6. Executive Secretary

#### B. The Chair of the Faculty Senate

With the consent of the President of the University, the Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training of new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence.

##### 1. Eligibility

The Chair of Senate must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate.

##### 2. Term of Office

The Chair will begin service on June 1 and serve a two-year term in office.

##### 3. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's last year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair; in April the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the Chair-elect is currently a member of the Senate, the Chair-elect will resign his or her Senate seat (and committee assignments) and would be replaced by an election within the person's respective college or school.

#### C. The Past Chair of Faculty Senate

After the two year term in office, the Chair of the Senate will serve a two (2) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

#### B D. The Executive Secretary

An ex-officio (nonvoting) Executive Secretary shall be elected by the Senate for a period of two (2) years from nominees submitted, one (1) ~~tenured full-time~~ faculty member ~~who has served in~~

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the Senate within the prior three years from each academic unit listed in A (3 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 to serve as official liaison between the committees and the Senate and between the academic units and the Senate serve as a member of the Executive Committee of the Senate.

### E. The Executive Committee of the Faculty Senate

The Executive Committee of the Faculty Senate, consisting of the Chair, Past-Chair, Executive Secretary, and the Chairs of the Standing Committees of Senate, shall create and assign members to Senate Ad-Hoc Committees; and assign Senators to standing committees.

### F. Election of the Faculty Senate

1. Senators shall be elected for a term of three (3) years from the General Faculty, excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. Terms shall be staggered with one-third elected each year. No senator shall be eligible for reelection until one (1) year after completion of his or her previous term.

Unexpired terms due to permanent loss of a senator shall be filled by election from the unit of the senator whose term is to be filled. Serving out an unexpired term does not exclude a senator from consideration at the next election.

2. In case of a temporary vacancy of at least one semester, a replacement shall be elected by the unit of the absent senator to serve during his or her absence.

3. By February 15<sup>th</sup> of each year the Executive Secretary shall notify, in writing, the dean or head of each unit and the Vice President for Academic Affairs of the number of Senate positions to be filled by each unit.

4. All members of a unit who meet the requirements set forth above are eligible to be elected as senators. To be elected a person must receive a majority of the votes cast at a meeting of the members of his or her unit which has been called for that specific purpose. That meeting should be held before April 7<sup>th</sup>, and must be announced at least two weeks prior to being held. Senators shall be elected on a basis of representative faculty participation, and consistent with the provisions of A (3) above, and shall be inaugurated at the last meeting of the Faculty Senate in spring semester. (The newly constituted Senate – and its committees shall begin office the first meeting of Summer semester.) The dean or head of each unit shall notify, in writing, the Chair of the Faculty Senate, the Executive Secretary of the Faculty Senate and the Provost and Vice President for Academic Affairs of the election results by the agenda deadline for the final Spring semester meeting of the Faculty Senate.

5. The composition of the Senate shall be reviewed at least every five (5) years by an ad-hoc committee appointed by the President the Senate Rules Committee. When revisions in numbers or representation are made, the terms of newly elected senators shall be modified, if necessary to one-year, two-year, or three-year terms to maintain a balanced rotating membership among units.

6. Every two (2) years, each unit is notified by February 15<sup>th</sup> that the Executive Secretary's position is to be filled. Each unit shall submit a nominee for Executive Secretary of the Senate.

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~~Each nominee must meet the requirements set forth for senators and must have served on the Senate during the past three (3) years. The voting procedures and regulations used for electing senators will be used.~~

~~7. The Senate shall elect the Executive Secretary from the slate of nominees from the four (4) units at the first Summer semester meeting of the newly elected senators. The retiring Executive Secretary shall continue his or her duties for the election meeting.~~

~~8~~ **6.** Unexpired terms of an Executive Secretary **Chair of the Senate** shall be filled by the same procedure used in the initial election.

### ~~D~~ **F.** Standing Committees, Purpose

The Senate shall empower standing committees (listed in **F** below) to 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. The effective working system of the Senate, then, will consist of the standing committees. The Senate **Rules Committee** reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

### ~~E~~ **G.** Standing Committees, Functions

In order to fulfill its purposes with representation from its membership, each standing committee shall set meetings that do not conflict with the contractual obligations of its members.

~~F~~ **H.** Standing Committee, Membership and Purpose (~~Revised by vote of Faculty, February 1, 1982~~) Each Faculty Senate Committee shall be assigned three (3) senators to its membership. Such assignments will be made by the Senate Executive Committee.

1. Undergraduate Academic Programs. Purposes: to recommend policy and procedures concerning undergraduate degrees and academic programs (including majors, concentrations, and minors), continuing education, core curriculum, and individual undergraduate courses; to approve all undergraduate course additions or deletions from the curriculum and any reorientation of existing programs.

Membership: Senate ~~5~~ **3** (~~2 Arts and Sciences, 1 Business, 1 Education, 1 Library~~); Faculty ~~8~~ **10** (4 Arts and Sciences, **1** Nursing, 2 Business, 2 Education, 1 Library); Students 2 (their majors representing different colleges); **Administration 1** ex-officio, non-voting (Registrar). Total membership: ~~15~~ **16**. ~~The Registrar is a nonvoting, ex-officio member.~~ College Deans and their representatives are excluded from membership.

2. Academic Policies and Procedures. Purpose: to recommend policy concerning **advising**, undergraduate admissions and retention, registration, University calendar, class scheduling, final examinations and examination scheduling, commencement, and catalogs--including catalog content; to hear undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Vice President for Academic Affairs.

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Membership: Senate 3 (~~1 Arts and Sciences, 1 Business, 1 Education~~); Faculty 9 **10** (5 Arts and Sciences, **1 Nursing**, 1 Business, 2 Education, 1 Library) Administration 3; student 1. Total membership: 16

3. Faculty and Administrative Staff Personnel. Purpose: to recommend policy concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; to hear and make recommendations in grievance, discipline and dismissal cases.

Membership: Senate 5 **3** (~~2 Arts and Sciences, 1 Business, 1 Education, 1 Library~~); Faculty ~~11~~ **10** (~~6~~ **5** Arts and Sciences, **1 Nursing**, 1 Business, ~~4~~ **2** Education, **1 Library**); Administration 2; students 0. Total Membership: ~~18~~ **15**

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

Membership: Senate 3 (~~2 Arts and Sciences, 1 Education~~); Faculty ~~7~~ **9** (5 Arts and Sciences, **1 Nursing**, 1 Business, 1 Education, **1 Library**); Administration 2, students 2. Total membership: ~~14~~ **16**

5. Student Life. Purpose: to recommend policy and procedures concerning financial aid, housing, health and food services, counseling services, student security and safety, student discipline, student publications, student organizations, and other student matters referred to the committee.

Membership: Senate ~~2~~ **3** (~~1 Arts & Sciences, 1 Education~~), Faculty ~~7~~ **5** (~~3~~ **3** Arts & Sciences, **1 Nursing**, 1 Business, 1 Education, **1 Library**), Administration ~~1~~ **2** (Assistant Dean of Students and 1 administrative designee), Students ~~4~~ (3 undergraduate, 1 graduate), ~~Library 1~~. Total membership: ~~15~~ **16**

6. General University Matters. Purpose: to recommend policy and procedures for public relations, convocations, campus security and safety, telephone services, mail services, parking and traffic control, physical plant problems, etc.

Membership: Senate ~~2~~ **3** (~~1 Arts and Sciences, 1 Business~~); Faculty ~~8~~ **6** (~~5~~ **3** Arts and Sciences, **1 Nursing**, ~~2~~ **1** Education, ~~1~~ **0** Library); Administration 2; Students ~~2~~ **3**. Total membership: 14

7. Institutional Studies and Planning. Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, and campus development.

Membership: Senate 3 (~~1 Arts and Sciences, 1 Business, 1 Education~~); Faculty ~~5~~ **7** (3 Arts and Sciences, **1 Nursing**, **1 Business**, 1 Education, 1 Library); Administration ~~6~~ **4**; Students 2. Total membership: 16

8. Intercollegiate Athletics Committee. Purpose: To recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association, and accreditation rules and regulations.

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Membership: Senate 3 (~~1 Arts and Sciences, 1 Business, 1 Education~~); Faculty 4 ~~3~~ (1 Arts and Sciences, 1 Business, 1 Education, ~~1 Library~~); Administration 2; Students 3 ~~4~~; Ex-officio (Non Voting)--The Director of Athletics and the NCAA Representative. Total Membership: 14 (Approved by Faculty Senate, Fall'91)

9. Committee on Graduate Studies. Purpose: to recommend policy and formulate procedures concerning graduate admissions, graduate transfers, admission to candidacy, eligibility for graduation, petitions and appeals, and graduate faculty membership to recommend proposals for graduate degree programs and other graduate curricula matters to the Senate through the Vice President for Academic Affairs.

Membership: **Senate 3**; Dean of the Graduate School (**ex-officio, non-voting**), the department chair or coordinator of each graduate program, ~~three (3) members elected at large annually from the graduate faculty (these members must come from separate colleges)~~, and one graduate student selected by the Committee on Graduate Studies.

10. Honors College Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission and retention criteria, Honors College advising and curriculum matters, petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence to the Senate through the Vice President for Academic Affairs.

Membership: ~~Dean of the Honors College, Director of the Advanced Academy of Georgia, President of the Honors Council, the Registrar or his or her designee, the Director of Admissions or his or her designee, the Director of Residence Life or his or her designee, are ex officio members. There shall be five (5) faculty members from the College of Arts and Sciences, two (2) from the Richards College of Business, and two (2) from the College of Education. The Dean or his or her designee shall preside at Committee meetings and represent the Committee in all matters. The Committee shall elect one (1) of its members to record action minutes. Members will serve three (3) year terms and are eligible for consecutive terms.~~ **Senate 3; Faculty 6 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education); Students 1; Administration 4 ex-officio, non-voting (Dean of the Honors College, Director of Advanced Academy, Director of Admissions, Director of Residence Life).** Total membership: 14

11. Technology Planning Committee. Purpose: To assess and recommend policy and procedures that contribute to the fulfillment of UWG's technology vision. That vision is "... to integrate information technology into West Georgia's academic and administrative mission to ensure that students, faculty, staff, and the community are well prepared for life in a knowledge-based and technologically dynamic society."

The Technology Planning Committee will produce a Yearly Evaluation of Campus IT as a summation of the state of information technology at UWG over the previous academic year. This report, to be completed by the end of the fall semester, will include:

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1. An assessment of annual reports from IT units, evaluations from the Technology Coordination Council, user surveys, and other documents that provide evidence that the university is actively participating in the strategies articulated in the UWG IT Strategic Plan.
2. An evaluation of existing campus policies related to the allocation and use of technology to ensure that academic and administrative needs are adequately addressed.
3. A summary of the committee's findings and any recommendations for increased activity to fulfill participation in the IT Strategic Plan and/or recommendations for changes, additions or other improvements to the UWG IT Strategic Plan and accompanying process.

Membership: Senate 2 ~~3~~ (1 Arts and Sciences, 1 Business or Education); Faculty 6 (3 ~~2~~ Arts and Sciences, 1 Nursing, 1 Education, 1 Business, 1 Library); Administration 5 ~~4~~ (2 Academic Affairs, 1 Arts and Sciences, 1 Business and Finance, 1 Student Services); Students 3 (Appointed by the SGA). Total membership: 16, with members representing the Senate and faculty serving for staggered three-year terms.

12. Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University.

Membership: Senate 3; Faculty 6 ( 2 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 5 (Academic Affairs, Business and Finance, Auxiliary Services, Student Affairs, University Advancement) and 1 ex-officio, non-voting (Director of Budget Services. Total membership: 16

13. Rules Committee. Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate, to resolve disputes between Senate committees, and to coordinate revisions and updates to the faculty handbook, bylaws, and the policies and procedures manual.

Membership: Senate 3; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney). Total membership 9

### ¶ I. Standing Committees, Restriction on Membership

1. ~~In establishing its committees, the Senate shall assign to the first eight (8) committees Senators from among its eligible members with the provisions that no committee shall have more than two senators from any one college.~~ The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. Graduate students shall be appointed by the Committee on Graduate Studies.

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2. The President, Provost and Vice President for Academic Affairs, Chair of the Senate, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee (other than the Committee on Graduate Studies).
3. The faculty representatives on the committees shall be elected from faculty excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. The faculty representation, including senators, on each committee (except the Committee on Graduate Studies and the Honors College Committee) shall be assigned to various committees as outlined in F above.
4. The Executive Secretary shall notify, in writing, Chair of the Senate, the deans of Arts and Sciences, Business, Nursing and Education; the Director of the Library; and the Provost and Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15<sup>th</sup>.
5. Election of nonsenators to committees shall proceed in the same manner in each of the following ~~four~~ five units: the College of Arts and Sciences, College of Business, School of Nursing, and College of Education; and the Library. The faculty of each unit shall elect a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia. The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7. Nominations shall be received from the floor. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Academic, ex officio appointments will be likewise reported.

### H J. Terms of Office for Committee Members

1. Elected members shall serve a two-year term and shall not be eligible for succession on the same committee until one (1) year after completion of the previous term. Exceptions can be made upon reorganization/recomposition.
2. Newly elected members will assume their term effective Summer semester. [n.b. per the Registrar's office, Summer semester begins with Maymester mmcm 4/8/02]
3. Senate members ordinarily shall serve on the same committee until completion of their terms.
4. Unexpired terms due to permanent loss of a committee member shall be filled by election from the unit of the member whose term is to be filled. In case of temporary vacancy of at least one (1) semester, a replacement shall be elected by the member's unit to serve during the absence of the elected committee member.

### I K. Standing Committee Recommendations

1. Recommendations from standing committees shall routinely be presented to the full Senate. The Senate by majority vote may submit such recommendations to the President for his or her approval, or refer them back to appropriate committees for further consideration, providing

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appropriate reason(s) for nonacceptance. The Senate shall develop effective written means of communicating all actions to the General Faculty. On petition of twenty five (25) percent of the General Faculty, the President of the University shall call the General Faculty into special session to consider any action of the Senate, provided notice and agenda of the meeting are given to each member of the General Faculty at least five (5) days before the date of such meeting.

2. Upon receipt of a recommendation from the Senate, the President within thirty (30) days, shall either approve or disapprove the recommendation. The recommendations will become official policy when approved by the President, except when approval by the Chancellor or Board of Regents is required. If a recommendation from the Senate to the President is not accepted, the President shall report in writing to the Senate his or her reasons for rejecting the recommendation and upon two-thirds vote of the Senate the matter shall be referred to the General Faculty for consideration and recommendation.

**¶ L. Ad Hoc Committees**

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

**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.

**ARTICLE V. GENERAL POLICIES OF THE FACULTIES**

**SECTION 1. Release of Information About Students**

A. Students of University of West Georgia have the right to assurance that their academic records, compiled and maintained by the University, will be recorded accurately and maintained in confidence. The University shall, however, maintain a balance between its obligation for the growth and welfare of the student and its responsibilities to society.

B. Transcripts of educational records shall contain only information about academic status, except that disciplinary action shall be recorded in cases where it affects the student's eligibility to re-register.

C. Disciplinary and counseling files shall be maintained separately from academic records and shall not be available to unauthorized persons on campus nor to any person off campus without the written consent of the student involved, except under legal compulsion or in cases where the health or welfare of persons or the safety of property are involved. No record shall be kept which reflects the political activities or beliefs of students. Provision shall be made for periodic routine destruction of noncurrent disciplinary records whenever appropriate administrative authorization is granted by the University.

D. The University shall make every endeavor to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the

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faculty, administration, and clerical staff must respect the confidential nature of the student's record. At the same time, the University shall be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

### ***SECTION 2. Equal Opportunities of Employment, Affirmative Action Plan***

The University of West Georgia is an equal opportunity educational institution. The University of West Georgia does not discriminate against any employee or applicant for employment on the basis of race, color, sex, religion, creed, age, sexual orientation, disability, national origin, or veteran status regarding hiring, tenure, promotion, or annual or periodic performance evaluations.

### ***SECTION 3. Right to Redress***

Any faculty member, administrative officer, or employee of the University who believes that his or her rights have been invaded or ignored by any other faculty member, administrative officer, or employee of the University, and who is unable to obtain within his or her own college or activity redress which is satisfactory to him or her, may appeal formally for redress through established channels to the President. If the President's decision does not settle the matter to his or her satisfaction, he or she may present to the President a formal appeal to the Board of Regents as provided in Article IX, By-Laws of the Board of Regents.

### ***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.

## **BY-LAWS OF THE FACULTIES AND FACULTY SENATE**

University of West Georgia

### ***ARTICLE I. BY-LAWS OF THE GENERAL FACULTY***

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair: The President of the University

Vice Chair: The Vice President for Academic Affairs

Secretary: An elected faculty member

Parliamentarian: An elected faculty member

B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the chair is absent or when the chair desires to participate actively in the debate on the floor.

C. REGULAR MEETINGS. The General Faculty shall hold at least one meeting in each academic semester. Items may be placed on the agenda by any member or department by

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submission in writing to the Secretary. The agenda shall be distributed to each member at least one week prior to the meeting. The agenda may be amended at a regular meeting by two-thirds vote.

D. SPECIAL MEETINGS. Special meetings of the General Faculty may be held on call by the President. In addition, the President shall call a meeting of the General Faculty on application of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including notice of the items to be considered at the meeting. Additional items may be placed on the agenda at special meetings by two-thirds vote.

E. QUORUM. A quorum of the General Faculty shall consist of 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.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings shall 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.

G. All actions of the General Faculty shall be in the form of recommendations to the President of the University. Should the President approve these actions, he or she shall inform the General Faculty at the next regular or special meeting, of the actions taken to implement these recommendations. If any action of the General Faculty should be vetoed by the President, the President shall, no later than thirty (30) days after the action by the General Faculty, submit to the General Faculty in writing his or her reasons for rejecting the action. If the matter should be approved again by a two-thirds vote of the General Faculty, a quorum being present and voting, the issue shall be submitted by the President to the Chancellor's Office for consultative purposes.

### **ARTICLE II. BY-LAWS OF OTHER FACULTIES OF THE UNIVERSITY**

The By-Laws of the General Faculty shall apply to the other faculties of the University, except that the presiding officers shall be the deans of the respective colleges, and other officers of the body shall be determined by the faculty members of that body.

### **ARTICLE III. BY-LAWS OF THE FACULTY SENATE**

A. MEETINGS. Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty.

Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. 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.

**Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.  
Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

B. AGENDA. 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. Senate agenda may be amended by two-thirds vote of the members present.

C. MEETINGS OF THE STANDING COMMITTEES. Standing Committees of the Senate shall meet not less than once each semester, with meeting announcements to be mailed to each committee member at least five (5) scheduled University calendar days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. 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.

D. CHAIRS OF THE STANDING COMMITTEES. Each Senate committee, except the Committee on Graduate Studies and the Honors College Committee, shall annually elect one (1) faculty member of the Senate as chair. The election shall be held at a special meeting of the continuing members and the newly selected members of the committee to be called by the outgoing chair before the end of each spring semester. Results of the election will be reported within one (1) week, in writing, to the Executive Secretary of the Faculty Senate and the Vice President of Academic Affairs. The newly elected chair shall take office at the beginning of the summer semester. The Dean of the Graduate School shall serve as Chair of the Committee on Graduate Studies; and the Dean of the Honors College shall serve as chair of the Honors College Committee

E. VOTING. Voting in the Senate shall be by either voice or show of hands. At the discretion of the presiding officer or by request of one (1) senator, vote will be by roll-call, with the vote of each senator recorded in the minutes. Voting in the committees shall be by a show of hands, and a record shall be kept of vote totals.

F. QUORUM. A quorum for the Senate and its committees shall be fifty (50) percent of the membership of the respective bodies.

#### **ARTICLE IV. RULES OF ORDER**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of all the bodies described in these By-Laws in all cases where they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order a given body may adopt.

#### **ARTICLE V. AMENDMENT OR REPEAL OR BY-LAWS**

**Addendum I.A:** Minutes of the June 19, 2009 meeting of the Faculty Senate.  
Changes to the Policies and Procedures Manual recommended by the Ad-Hoc Rules Committee

Motion for change or repeal of these By- Laws shall be presented in writing to all members present at a regular meeting of the body in question. The proposed amendment shall be voted on at the next regular meeting of that body and must carry by a simple majority vote of the members present.

Addendum I.B: Minutes of the July 19, 2009 meeting of the Faculty Senate.  
Modification of the Academic Standards Section of the Undergraduate Catalog

## Addendum I.B

### Modification of the Academic Standards Section of the Undergraduate Catalog

## Addendum I.B: Minutes of the July 19, 2009 meeting of the Faculty Senate.

Modification of the Academic Standards Section of the Undergraduate Catalog

Additions in red; Deletions in ~~strikeout~~.

(from page 102 of 2008-2009 Undergraduate Catalog)

### Academic Standards *of Progress*

#### ~~Retention Standards for Regular Students~~

*The University of West Georgia seeks to provide an environment suitable for promoting the systematic pursuit of learning. To ensure this primary goal, the University requires of its students reasonable academic progress. The retention of those students who repeatedly demonstrate a lack of ability, industry, maturity, and preparation would be inconsistent with this requirement.*

Students will be evaluated each semester on the basis of cumulative grade point average and the total number of hours attempted. Hours transferred will be included in determining the total hours attempted; however, the cumulative grade point average will be computed only on the work completed at West Georgia (*institutional grade point average (GPA)*). The academic standing for a semester is not adjusted when a course taken that semester is subsequently repeated during a later semester and the first grade earned is removed from the calculation of the grade point average.

Academic Standards: The cumulative grade point average required for the total number of hours attempted is given below:

1-30 .....	1.6-1.8
31- <del>50</del> <b>60</b> .....	1.7 <b>1.9</b>
51 <b>61+hours</b> -70 .....	1.8 <b>2.0</b>
71-96 .....	1.9
96+ hours .....	2.0

Under the provisions of the academic policies of West Georgia, students are classified as follows:

~~**Good Standing**—A student in good standing has earned an institutional grade point average which meets the retention standards of the University.~~

***Academic Warning** – All students who fail to meet the Academic Standards outlined above will be on Academic Warning the next semester of enrollment. Students on Academic Warning may be required to meet certain conditions to be eligible to register for future terms. Such conditions may include a reduced course load, meeting with an academic advisor, attending student success seminars, and/or other academic support interventions. There are three possible outcomes from a semester on Academic Warning:*

*(1) A student who raises his/her institutional grade point average to meet the Academic Standards outlined above, will be removed from Academic Warning. (2) A student who receives a term GPA of 2.0 but does not raise the institutional GPA enough to meet above standards, will remain on Academic Warning. (3) A student who fails to achieve a semester grade point average of 2.0 while on Academic Warning will be placed on Academic Probation.*

## Addendum I.B: Minutes of the July 19, 2009 meeting of the Faculty Senate.

Modification of the Academic Standards Section of the Undergraduate Catalog

**Academic Probation** - All students, ~~including first semester freshmen and transfer students,~~ who fail to ~~meet the retention standards~~ *meet the conditions to be removed from or stay on Academic Warning* will be on Academic Probation the next semester of enrollment. *Students on Academic Probation may be required to meet certain conditions to be eligible to register for future terms. Such conditions may include a reduced course load, meeting with an academic advisor, attending student success seminars, and/or other academic support interventions. There are three possible outcomes from a semester on Academic Probation:*

~~A student on probation who makes satisfactory progress toward reaching the retention standard will be continued on probation. Satisfactory progress in this context means that the student earns a grade point average of 2.0 or better for all semesters on probation.~~

*(1) A student who raises his/her institutional grade point average to meet the Academic Standards outlined above, will be removed from Academic Probation. (2) A student who receives a term GPA of 2.0 but does not raise the institutional GPA enough to meet above standards, will remain on Academic Probation. (3) A student who fails to achieve a semester grade point average of 2.0 while on Academic Probation will be placed on Academic Suspension. Once on Probation, a student will not return to Academic Warning, but will remain on Academic Probation unless he/she meets outcome 1 or 3.*

**Academic Suspension** - Students who do not earn a minimum semester grade point average of 2.0 while on *Academic* Probation regardless of the institutional GPA will be suspended for one semester. ~~An appeal is possible only if plausible evidence is provided that an error has been made or that a course grade was unjustly assigned.~~ Readmission on Probation will be automatically allowed after one semester of suspension. Students on probation who do not make satisfactory progress after returning from an initial suspension will again be suspended, this time for one calendar year. An appeal is possible only if plausible evidence is provided that an error has been made or that a course grade was unjustly assigned. A student who is suspended for the second time may apply for readmission on probation one calendar year from the date of suspension.

**Academic Dismissal** - Students on probation after a second suspension who do not make a 2.0 on all work attempted in each subsequent semester of enrollment regardless of the cumulative GPA will be dismissed. Dismissed students are eligible to return only when they have earned an associate degree or are granted Academic Renewal after a five-year absence from any post-secondary institution.

Addendum II. Committee IX: Graduate Studies

**Addendum II**  
**Committee IX: Graduate Studies**

### Course Update Request (Add, Delete, Modify)

<b>Originator</b>		
Biology Department	College of Arts and Sciences College	Zot, Henry Originator

<b>Action</b> <input checked="" type="radio"/> Add <input type="radio"/> Modify <input type="radio"/> Delete	<b>Modifications</b> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Description <input type="checkbox"/> Title <input type="checkbox"/> Credit <input type="checkbox"/> See Comments
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<b>Course Details</b>						
BIOL	5266	Molecular Ecology				
Prefix	Number	Course Title				
<p>This course examines the use of molecular genetic data to the understanding of ecological and evolutionary processes in natural populations such as genetic diversity, dispersal, gene flow and phylogeography. This course will also examine how molecular genetic data is utilized to study behavioral mechanism such as mate selection and foraging. Application of molecular ecology principles to conservation will also be explored.</p> <p>Course Catalog Description</p>						
3	0	3	Fall - 2009	Yearly	Letter Grade	
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading	

<b>Prerequisites</b> BIOL 2108	<b>Corequisites</b>
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<b>Rationale</b> this has been a popular Special Topics course among Biology Graduate Students. The topic area serves students who require a foundation course in the rapidly expanding area that crosses the disciplines of genomics and systematics.
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<b>Planning Info</b> <input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement Present or Projected Annual Enrollment: 5	<b>Comments</b> <input type="checkbox"/> TEAC Approval Required
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<b>College Approvals</b>
Zot, Henry [ APPROVED ]
Chair, Course Department
Overfield, Denise [ APPROVED ]
Associate Dean, College of Arts and Sciences

<b>Cross Listing Approvals</b>
N/A
Chair, Cross Listed Department
N/A
Associate Dean, Cross Listed College

<b>Other Approvals</b>
Clark, Charles [ APPROVED ]
Chair, Committee on Graduate Studies
N/A
Chair, TEAC

<b>FINAL APPROVAL</b>
Aldrich, Michael [ PENDING ]
Chair, Faculty Senate

**Biology 5xxx: Molecular Ecology****Fall 2009**

## Syllabus

**Lecture:** Days, Time, Location**Instructor:** Dr. Leos Kral (office: Rm. 145A Biology Building)  
email address lkral@westga.edu  
**Note:** Best way to contact me is by email.**Office Hrs:** Monday:  
Tuesday:  
Wednesday:  
Thursday  
Friday:**Text:** **Molecular Ecology**  
by Joanna R. Freeland**Web Site:** <http://www.westga.edu/~lkral/>  
This web site contains links to this syllabus and the WebCT site which contains additional course content, a course calendar, study guides, grade book, announcements area and discussion area.

**Note:** Should any changes be made to this syllabus during the semester (such as changes in due dates, exam dates, or topics), these will be posted on the web site calendar, announcements and/or discussion area. It is your responsibility to log in at least once every other day.

**Objectives:** At the completion of this course students will be able to

1. describe and explain the types of molecular techniques utilized in ecology research.
2. explain how molecular genetics is used to study population genetics of individual and multiple populations.
3. explain how molecular techniques are used to characterize historical and current gene flow within and among populations in relation to geographic distribution of those populations.
4. explain how molecular techniques are used to study behaviors - particularly mating behavior.
5. describe and explain the concepts of conservation genetics.
6. know the practical applications of molecular ecology to law enforcement, agriculture and fishing.
7. apply principles learned to the analysis of relevant data sets.

Graduate student will also critically review assigned passages in text and enhance those passages using primary research papers cited as sources for those passages.

**Lecture Topics:** Sequential listing topics.

1. Molecular genetics in ecology (Chapter 1)
2. Molecular markers in ecology (Chapter 2)
3. Genetic analysis of single populations (Chapter 3)
4. Genetic analysis of multiple populations (Chapter 4)
5. Phylogeography (Chapter 5)
6. Molecular approaches to behavioral ecology (Chapter 6)
7. Conservation genetics (Chapter 7)
8. Molecular ecology in a wider context (Chapter 8)
9. If time permits: Examination of some current research papers and utilization of some software packages to analyze genetic population data

**Exam Schedule:** Exam 1:  
Exam 2:  
Final Exam:

**Writing Assignments:** 1) Lab report  
Enhanced data set than that for 4xxx-W lab report. Graduate students must attend and participate in the "undergraduate lab" and an additional time will be arranged for a "graduate student lab".  
(not part of WAC) 2) Enhancements to text based on data and interpretation of research papers.

Due dates will be given at the time these exercises are assigned.

**Grading:** Two hourly exams will be given during assigned class times during the semester and one final exam will be given during finals week. These exams will cover lecture material from the text and other sources that may be provided by the instructor. These exams will be of a "short answer/essay" type format. Students are expected to take all exams. All exams will only be given at the scheduled times on the scheduled days. Missed exams will be assigned a score of 0 points. It is recognized that emergency situations can occur where missing an exam is unavoidable. What constitutes an emergency situation is at the discretion of the instructor. Therefore, check with the instructor ahead of time to see if your situation qualifies. With proper documentation of the instructor approved emergency situation, a makeup exam can be taken. This option only pertains to the two hourly exams. The final exam can only be made up if the student qualifies for a grade of I (incomplete) under the university guidelines.

Each hourly exam (including the final exam) is worth 100 points.

Commenting on study question answer sets will be worth 50 points.

Lab report will be worth 100 points.

Text enhancements will be worth 150 points.

Note that you will not be able to write the lab report if you were not in class for the "lab exercise" during which the experiment will be simulated (explained) and the data provided. Attendance for the lab exercise is mandatory and this exercise can

not be made up.

Your final grade in this course will be calculated from the exam scores and all writing/commenting assignments according to the following formula:

$$\%grade = (\text{Exam1} + \text{Exam2} + \text{Final Exam} + \text{Commenting points} + \text{Lab report points} + \text{Text enhancement points})/600$$

Cheating will **not** be tolerated. Any student caught cheating will receive a grade of 0 points on that exam/assignment and that exam/assignment grade will not be dropped from the calculation of the course average. An F grade for the course may also be assigned at the instructor's discretion.

There will be **no** extra credit assignments so **don't ask**.

**Please Note:** Grades are assigned on the basis of what you know as evaluated by exams and for writing assignments completed. If you have personal issues which prevent you from coming to class or studying, and subsequently, you do poorly on the exams and/or can not complete writing assignments, you are not entitled to a higher grade than your scores warrant due to hardship. If you can not devote the necessary time to this course, you should reduce your course load. It is better to do well over a longer period of time rather than badly in a shorter period of time.

**Grading Scale:** Percentage of all possible points:

A = 90% - 100%  
 B = 80% - 89%  
 C = 70% - 79%  
 D = 60% - 69%  
 F = less than 60%.

### How to Approach this Course:

1. Come to class and pay attention. Listen for what is being emphasized.
2. Read the text book and PowerPoint slides. While these are informative they do not always provide sufficient explanatory detail. This detail will be provide during lecture. Be sure to take careful notes.
3. Don't just memorize but strive to **understand**. As much as possible ask yourself questions such as "why does this work ", "how does this work", "what are the relationships between x and y", etc. Visualize processes understanding their purpose and mode of action. Basically, just keep in mind that "knowing" something means "understanding and comprehending". It does not mean memorizing a bunch of words.
4. Ask questions. If something is not clear, **ask**. Utilize office hours, ask during, and/or outside of class (but not before class), utilize the web based discussion area, or send me email ([lkral@westga.edu](mailto:lkral@westga.edu)).
5. Form study groups to explore the material.

6. Spend time studying and **keep up**. For best effect you should study **at least 2 hours** for each class period within a day of the class period. Studying for a few hours or even all night just before an exam is not sufficient to do well, or perhaps, even to pass the course.

#### **Etiquette Rules:**

1. Do not carry on a conversation while lecturing is in progress. This is both rude and disruptive to others.
2. Do not eat during class - the rustling of wrappers is disruptive to others.
3. Come to class and lab on time.
4. Turn off or silence your beepers and cell phones.
5. Do not bring children to class.

#### **Communication:**

- All official communications from the University and from this instructor will be sent to your MyUWG email address. It is expected that you will access your email through the MyUWG portal on a daily basis. If I need to communicate with you personally about this course, I will do so by sending you email to your MyUWG account. Failure to read my emails will not be an excuse if a lack of response from you results in a lower grade in this course.

### Course Update Request (Add, Delete, Modify)

<b>Originator</b>		
Biology Department	College of Arts and Sciences College	Zot, Henry Originator

<b>Action</b> <input checked="" type="radio"/> Add <input type="radio"/> Modify <input type="radio"/> Delete	<b>Modifications</b> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Description <input type="checkbox"/> Title <input type="checkbox"/> Credit <input type="checkbox"/> See Comments
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<b>Course Details</b>					
BIOL	5424	Wildlife Habitat Ecology			
Prefix	Number	Course Title			
<p>This course is designed to familiarize biology graduate students with the ecology and management of terrestrial wildlife habitats. Ecological concepts and principles relevant to wildlife habitat structure and function will be evaluated from the individual, population, community, ecosystem, and landscape levels of organization. Management practices that affect the structure and function of wildlife habitats will be evaluated for agricultural and forest ecosystems. Concepts will be synthesized and reinforced by investigating the habitat requirements for a variety of wildlife species in the southeastern United States.</p> <p>Course Catalog Description</p>					
3	3	3	Fall - 2009	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

<b>Prerequisites</b> BIOL 2108 and BIOL 2108L	<b>Corequisites</b>
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<b>Rationale</b> This course will serve graduate students who require a course in wildlife biology, which is often a course expected of students pursuing advanced degrees or technical positions in the area of Environmental Sciences. Biology currently has no offerings to address student demand.
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<b>Planning Info</b> <input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement Present or Projected Annual Enrollment: 5	<b>Comments</b> <input type="checkbox"/> TEAC Approval Required
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<b>College Approvals</b>
Zot, Henry [ APPROVED ]
_____ Chair, Course Department
Overfield, Denise [ APPROVED ]
_____ Associate Dean, College of Arts and Sciences

<b>Cross Listing Approvals</b>
N/A
_____ Chair, Cross Listed Department
N/A
_____ Associate Dean, Cross Listed College

<b>Other Approvals</b>
Clark, Charles [ APPROVED ]
_____ Chair, Committee on Graduate Studies
N/A
_____ Chair, TEAC

<b>FINAL APPROVAL</b>
Aldrich, Michael [ PENDING ]
_____ Chair, Faculty Senate

**Syllabus**  
**BIOL 6424: Wildlife Habitat Ecology**  
**Fall Semester 2009\***

**Description:** This course is designed to familiarize biology graduate students with the ecology and management of terrestrial wildlife habitats. Ecological concepts and principles relevant to wildlife habitat structure and function will be evaluated from the individual, population, community, ecosystem, and landscape levels of organization. Management practices that affect the structure and function of wildlife habitats will be evaluated for agricultural and forest ecosystems. Concepts will be synthesized and reinforced by investigating the habitat requirements for a variety of wildlife species in the southeastern United States.

**Learning Outcomes:** After successfully completing this course, the student should be able to:

- describe the history of wildlife habitat manipulation and management in the southeastern United States,
- describe the basic factors affecting the structure and function of wildlife habitats from the different levels (i.e., individual, population, community, ecosystem, and landscape) of ecological organization,
- describe how management practices may alter the structure and function of wildlife habitats,
- describe the habitat requirements for a variety of wildlife species in the southeastern United States, and
- develop sound hypotheses regarding the mechanisms by which anthropogenic and natural disturbances impact the structure and function of wildlife habitats.

**Ultimate Goal:** The ultimate goal of this course is to promote an understanding of the structure and function of wildlife habitats, promote critical thinking and communications skills, and foster a continuous interest in learning about wildlife species and their habitats.

**Instructor:** Dr. Joseph J. Hendricks, Professor of Biology  
Office: Room 230, Biology Building  
Phone: (678) 839-4037  
E-mail: [jhendric@westga.edu](mailto:jhendric@westga.edu)

**Office Hours:** TBD

**Class Hours:** TBD

**Readings:** There is no assigned text for this course. However, readings from various texts and scientific literature will be assigned in association with most lecture topics. These readings will be available for short-term checkout from the UWG Ingram Library circulation desk.

### **Course Management:**

- It is important to maintain a classroom environment that is conducive to learning. In this effort, please: i.) come to class on time, ii.) do not carry on personal conversations during lectures, iii.) do not eat during lectures and exams, and iv.) silence cell phones during class.
- **If you have any special needs, please meet with me soon in my office.**
- **The official mode of communication (outside of class) for this course is campus email.**
- **Course information, announcements, and grades may be accessed via WebCT Vista.**

### **Course Approach Tips:**

- Come to class and pay attention – simple suggestions, but they work!!!
- Review lecture material early and often. Study your class notes soon after each lecture to clarify potential points of confusion, expand coverage of scant sections, and reinforce the basic points and concepts. Also, review the assigned readings pertinent to the lecture notes paying particular attention to the tables and figures used in lectures. As a general guide, for each lecture, you should study the notes and associated text sections for at least 2 hours within a day of the lecture.
- Strive to understand the material and topics covered in lecture and the associated text sections. Simple memorization of notes is not the formula for success in this class. Critical thinking when reviewing lecture notes and text sections (e.g., ask yourself questions such as “how does this work?”, “why does it work this way?”, “what are the patterns and controls of this process?”, and “what are the relationships between x and y?”, etc.) will enhance your ability to understand concepts, apply knowledge, question formulae, and formulate solutions.
- Contact me if you have any questions or concerns. Please feel free to ask questions before, during, and/or after class. Also, feel free to utilize my office hours or other times by arrangement to meet with me. I am here to help, but you have to meet me half way!

**Grading:**

- Final grades for this course will be based on four exams, two lab practicals, lab reports, and one literature research project.
- The exams will be administered only on the scheduled dates and time periods. Make-up exams will be considered only in the most extreme of circumstances and will be administered on the last day of classes.
- The two lab practicals will be administered only on the scheduled date and time periods. Make-ups will be considered only in the most extreme of circumstances and will be administered on the last day of classes.
- Lab reports will be due at the beginning of the following lab period. Late reports will be penalized 10% for each late day.
- The literature research project topic must be approved by the instructor. Guidelines will be described in a supplemental handout.
- Final averages will be calculated as follows:
  - 4 exams @ 15 % per exam = 60 %
  - 2 lab practicals @ 10 % = 20 %
  - Lab reports (averaged) = 10%
  - 1 literature research project @ 10% = 10%
  - Potential Total = 100 %
- Final letter grades will be determined using the grading scale:
  - 90-100 % = A
  - 80-89 % = B
  - 70-79 % = C
  - 60-69 % = D
  - Below 60 % = F
- Extra credit and generalized curving of grades will not be considered in this course.
- Electronic devices of any type (calculators, cell phones, CD players, etc.) may not be used during exams.
- Cheating will not be tolerated. Any student who is caught cheating will receive a grade of "0" for the exam and this grade may not be dropped from the calculation of the final average.

## Lecture Schedule

### Part I: Introduction

- 1 Course Approach and Overview
- 2 History of Wildlife Habitat Management

### Part II: Concepts and Principles Relevant to Wildlife Habitat Ecology

- 3 Wildlife Needs and Adaptations
- 4 Wildlife Needs and Adaptations
- 5 Population Dynamics
- 6 Population Dynamics
- 7 Population Dynamics
- 8 **Exam #1**
- 9 Exam #1 Review
- 10 Community Dynamics
- 11 Ecosystem Dynamics
- 12 Ecosystem Dynamics
- 13 Ecosystem Dynamics
- 14 Landscape Dynamics
- 15 **Exam #2**

### Part III: Applications to Wildlife Habitat Management

- 16 Approaches to Wildlife Habitat Management
- 17 Pine-Hardwood Forests: Harvest Operations and Impacts
- 18 Pine-Hardwood Forests: Regeneration Operations and Impacts
- 19 Pine-Hardwood Forests: Mid-Rotation Operations and Impacts
- 20 Hardwood Forests and Streamside Management Zones
- 21 Agricultural Ecosystems
- 22 **Exam #3**

### Part IV: Species Surveys

- 23 White-tailed Deer
- 24 Wild Turkey
- 25 Bobwhite Quail
- 26 Amphibians and Reptiles
- 27 Endangered Species and Endangered Habitats
- 28 Habitat Alteration: Ozone Disturbances
- 29 Thanksgiving Recess, No Classes
- 30 Habitat Alteration: Atmospheric Deposition
- 31 Habitat Alteration: Global Climate Change

### 32 **FINAL EXAM (Exam #4)**

\*The contents of this syllabus may be altered during the course as deemed necessary by the Instructor.

**Lab Schedule**

<b><u>Week #</u></b>	<b><u>Topic</u></b>
1	Wildlife Foods – Preferred and Staple Species in the Southeastern U.S.
2	Community Diversity Assessment – Simpson and Shannon Wiener Diversity Indices
3	Ecosystem (Soil) – Texture, Water Holding Capacity, and Fertility Assessments
4	Ecosystem (Nutrient Cycling) – Nitrogen Mineralization Assessment
5	Ecosystem (Productivity) - NPP and Standing Biomass Assessments
6	Landscape – Edge, Fragmentation, and Connectivity Assessments
<b>7</b>	<b>Lab Practical #1</b>
8	Review Lab Practical #1 Habitat Quality – Site Index Assessments
9	Food Resources – Nutrition Assessments (Part I)
10	Food Resources – Nutrition Assessments (Part II)
11	Cover Resources – Vegetation Structure Assessments (Part I)
12	Cover Resources – Vegetation Structure Assessments (Part II)
13	Water Resources – Quality and Quantity Assessments
14	Synthesis - Habitat Suitability Index Models Assessments
<b>15</b>	<b>Lab Practical #2</b>

## **BIOL 6424: Wildlife Habitat Ecology**

### **Literature Research Project Guidelines**

The primary goal of this course is to investigate the ecology and management of terrestrial wildlife habitats. In this effort, Part I of this course has been designed to provide a historical perspective of wildlife habitat management in the southeastern United States, emphasizing the current and pressing need to develop and use sound ecologically-based regimes in the management of wildlife habitats. Part II of the course surveys the basic ecological concepts and principles relevant to wildlife habitats from the individual, population, community, ecosystem, and landscape perspectives. Parts I and II will serve as a foundation of Part III which will focus on the dominant terrestrial ecosystems in the southeastern United States, the management techniques commonly used to alter the structure and function of these ecosystems, and the corresponding impacts on wildlife habitat and species. Part IV is designed to synthesize and reinforce these topics by examining the biology and habitat requirements for a variety of important wildlife species in the southeastern United States such as traditional game species, non-game species, and species of special interest. The literature-based research projects should relate to Parts III and/or IV of this course.

#### **Basic Guidelines**

- Each graduate student will conduct one literature-based research project.
- The project topic must be approved by the instructor. I will try to minimize topical overlap between and among students. If this is not possible, I will assign topics on first-come, first-serve basis.
- Students may base their topic on a specific ecosystem and associated management regimes (i.e., Part III)
  - Potential Ecosystems - Inland Wetlands, Coastal Wetlands, Hardwood Forests, and Riparian Forests
  - Possible Questions -
    - What is the management history of this system?
    - What is the current status (i.e., extent and health) of this system?
    - What are the inherent values and functions of this system?
    - What are the various wildlife species that utilize this system?
    - What are management techniques are commonly used to modify the structure and function of this system for wildlife habitat management?
- Students may base their topic on a wildlife species or guild of species (i.e., Part IV)
  - Potential Species or Guilds - Squirrels and Rabbits, Waterfowl, Non-Game Wildlife, Backyard Wildlife, and Reptiles and Amphibians
  - Potential Questions -
    - What are the basic biological characteristics and features of this species or guild?
    - What are the specific habitat requirements of this species or guild on a spatial basis?
    - What are the specific habitat requirements of this species or guild on a temporal basis?
    - Is there a habitat suitability index (HIS) model for this species or guild, and, if so, what are the key parameters?
    - How does habitat management for this species or guild affect other wildlife species?
- Students are encouraged to use a wide variety of resources (e.g., books, scientific journal articles, government documents, etc.), however, the sources must be rigorous (preferably from the primary and secondary scientific literature) and well documented.

## **Results**

Each student will give a presentation of their literature-based research project to the class. Presentations may last from 30-60 minutes and provide a clear, comprehensive, and rigorous review of the topic. Charts, figures, and tables should be employed for the most effective dissemination of information. In addition, you should identify one or two key references that may be designated as “assigned readings” to accompany your lecture.

## **Grading**

The environmental case study will comprise 20% of your final grade in this course. Presentations will be graded based on organization, clarity of expression, and thoroughness of the assessments.

## **Scheduled Due Dates**

Note: The following due dates are denoted by an asterisk (\*) on the class schedule.

TBD Topic Selection (submit the topic for the literature-based research project)

TBD Literature Base  
(submit the citations for at least 10 literature references that directly pertain to your topic)

TBD Abstract  
(submit an abstract or outline of your project)

TBD Rough “version” (submit a rough version of the lecture in a PowerPoint file)

After my review, revise and finalize the lecture

The exact date and time of the class presentations will be determined based on topic selections.

Failure to meet the scheduled deadlines will result in a 5% reduction in the total score for the literature-based research projects (20% of your total grade) for each day that the assignment is late!!! Please stay up to date on this project!

### Course Update Request (Add, Delete, Modify)

<b>Originator</b>	College of Arts and Sciences	Zot, Henry
Biology Department	College	Originator

<b>Action</b>	<b>Modifications</b>
<input checked="" type="radio"/> Add <input type="radio"/> Modify <input type="radio"/> Delete	<input type="checkbox"/> Prerequisites <input type="checkbox"/> Description <input type="checkbox"/> Title <input type="checkbox"/> Credit <input type="checkbox"/> See Comments

<b>Course Details</b>						
BIOL	5666	Evolutionary Genomics				
Prefix	Number	Course Title				
<p>This course covers the techniques by which genome sequences and genome functions are analyzed. This course also examines topics in evolutionary genomics such as comparative genomics, evolution of duplicate genes, evolution of genome structure and organization, evolution of protein function, and evolution of gene expression.</p> <p>Course Catalog Description</p>						
3	0	3	Fall - 2009	Yearly	Letter Grade	
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading	

<b>Prerequisites</b>	<b>Corequisites</b>
BIOL 3621	

<b>Rationale</b>
<p>This has been a popular Special Topics course for MS in Biology students. The Biology Department requires additional advanced courses in emerging fields to replace courses to be retired, which had surveyed areas of biology that have, over time, become well-established in introductory texts. BIOL 5666 will serve students who require a foundational course in the rapidly growing sub-discipline of genomics. This course would alternate with Molecular Ecology (BIOL 5266) to address special interests among advanced students.</p>

<b>Planning Info</b>	<b>Comments</b>
<input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement  Present or Projected Annual Enrollment: 10	<input type="checkbox"/> TEAC Approval Required

<b>College Approvals</b>
_____ Zot, Henry [ APPROVED ] _____ Chair, Course Department
_____ Overfield, Denise [ APPROVED ] _____ Associate Dean, College of Arts and Sciences

<b>Cross Listing Approvals</b>
_____ N/A _____ Chair, Cross Listed Department
_____ N/A _____ Associate Dean, Cross Listed College

<b>Other Approvals</b>
_____ Clark, Charles [ APPROVED ] _____ Chair, Committee on Graduate Studies
_____ N/A _____ Chair, TEAC

<b>FINAL APPROVAL</b>
_____ Aldrich, Michael [ PENDING ] _____ Chair, Faculty Senate

**Biology 5666: Evolutionary Genomics****Fall 2010****Syllabus****Lecture:** Days, Time, Location**Instructor:** Dr. Leos Kral (office: Rm. 145A Biology Building)  
email address lkral@westga.edu  
**Note:** Best way to contact me is by email.**Office Hrs:** Monday:  
Tuesday:  
Wednesday:  
Thursday  
Friday:**Text:** **Evolutionary Genomics and Proteomics**  
by Mark Pagel and Andrew Pomiankowski (editors)**Web Site:** <http://www.westga.edu/~lkral/>  
This web site contains links to this syllabus and the WebCT site which contains additional course content, a course calendar, study guides, grade book and discussion area.

**Note:** Should any changes be made to this syllabus during the semester (such as changes in due dates, exam dates, or topics), these will be posted on the web site calendar, announcements and/or discussion area. It is your responsibility to log in at least once every other day.

**Objectives:** At the completion of this course students will be able to

1. understand how genomics research is carried out.
2. apply relevant laboratory/computational methodologies to answer questions about various aspects of genome evolution.
3. list and describe the various processes by which genomes evolve.
4. demonstrate knowledge and understanding of principles of neutral and adaptive evolution of genomic sequences.

Graduate student will demonstrate sufficient mastery of subject to apply learned principles of Evolutionary Genomics to a research question of interest by preparing a research proposal.

**Lecture Topics:** Sequential topic listing of text based material for first portion of course.

1. Introduction (Chapter1)
2. Technical Foundations of Genomics (handouts)
3. Origins of New Genes (Chapter 3)
4. Lateral Gene Transfer (Chapter 4)

5. Evolution of Genomic Expression (Chapter 5)
6. Evolution of Proteome Complexity and Diversity (Chapter 6)
7. Genomic Redundancy and Dispensability (Chapter 7)
8. Genome Defense (Chapter 7)
9. Sex-Biased Genomic Expression (Chapter 9)
10. Sex Chromosome Origins and Evolution (Chapter 10)
11. Molecular Signatures of Adaptive Evolution (Chapter 11)
12. Human Evolutionary Genomics (Chapter 13)

The remainder of the course (if time permits) will be based on discussion of research articles dealing with evolutionary genomics. Copies of articles will be provided as pdf files on WebCT.

Software will also be utilized for the evolutionary analysis of DNA sequence information obtained from the instructor as well as publicly accessible databases.

**Exam Schedule:** Exam 1:  
Exam 2:  
Final Exam:

**Writing Assignments:** 1) Lab report (analysis of genomic DNA sequence data)  
Different data set than that for 4666 lab report. Graduate students must attend and participate in the "undergraduate lab" and an additional time will be arranged for a "graduate student lab".  
(not part of WAC) 2) Research Proposal

Due dates will be given at the time these exercises are assigned.

**Grading:** Two hourly exams will be given during assigned class times during the semester and one final exam will be given during finals week. All three exams will cover lecture material from the text, lecture, and any research papers we may discuss. The final exam will only cover material presented after the second exam, but note that material is cumulative in nature. These exams will be of a "short answer/essay" type format. Students are expected to take all exams. All exams will only be given at the scheduled times on the scheduled days. Missed exams will be assigned a score of 0 points. It is recognized that emergency situations can occur where missing an exam is unavoidable. What constitutes an emergency situation is at the discretion of the instructor. Therefore, check with the instructor ahead of time to see if your situation qualifies. With proper **documentation** of the instructor approved emergency situation, a makeup exam can be taken. This option only pertains to the two hourly exams. The final exam can only be made up if the student qualifies for a grade of I (incomplete) under the university guidelines.

Each hourly exam (including the final exam) is worth 100 points.

DNA sequence analysis lab report will be worth 100 points.

Research proposal will be worth 100 points.

Note that you will not be able to write the lab report if you were not in class for the lab exercise. Attendance for the lab exercise is mandatory and this exercise can not be made up.

Your final grade in this course will be calculated from the exam scores and all writing assignments according to the following formula:

$$\%grade = (\text{Exam1} + \text{Exam2} + \text{Final Exam} + \text{Lab report points} + \text{Research proposal points})/500$$

Cheating will not be tolerated. Any student caught cheating will receive a grade of 0 points on that exam/assignment and that exam/assignment grade will not be dropped from the calculation of the course average. An F grade for the course may also be assigned at the instructor's discretion.

There will be no extra credit assignments so don't ask.

Please Note: Grades are assigned on the basis of what you know as evaluated by exams and for writing assignments completed. If you have personal issues which prevent you from coming to class or studying, and subsequently, you do poorly on the exams and/or can not complete writing assignments, you are not entitled to a higher grade than your scores warrant due to hardship. If you can not devote the necessary time to this course, you should reduce your course load. It is better to do well over a longer period of time rather than badly in a shorter period of time.

**Grading Scale:** Percentage of all possible points:

A = 90% - 100%  
 B = 80% - 89%  
 C = 70% - 79%  
 D = 60% - 69%  
 F = less than 60%.

**How to Approach this Course:**

1. Come to class and pay attention. Listen for what is being emphasized.
2. Read the text book and PowerPoint slides. While these are informative they do not always provide sufficient explanatory detail. This detail will be provide during lecture. Be sure to take careful notes.
3. Don't just memorize but strive to **understand**. As much as possible ask yourself questions such as "why does this work ", "how does this work", "what are the relationships between x and y", etc. Visualize processes understanding their purpose and mode of action. Basically, just keep in mind that "knowing" something means "understanding and comprehending". It does not mean memorizing a bunch of words.
4. Ask questions. If something is not clear, **ask**. Utilize office hours, ask during, and/or outside of class (but not before class), utilize the web based discussion area, or send me email ([lkral@westga.edu](mailto:lkral@westga.edu)).

5. Form study groups to explore the material.
6. Spend time studying and **keep up**. For best effect you should study **at least 2 hours** for each class period within a day of the class period. Studying for a few hours or even all night just before an exam is not sufficient to do well, or perhaps, even to pass the course.

**Etiquette Rules:**

1. Do not carry on a conversation while lecturing is in progress. This is both rude and disruptive to others.
2. Do not eat during class - the rustling of wrappers is disruptive to others.
3. Come to class and lab on time.
4. Turn off or silence your beepers and cell phones.
5. Do not bring children to class.

**Communication:**

- All official communications from the University and from this instructor will be sent to your MyUWG email address. It is expected that you will access your email through the MyUWG portal on a daily basis. If I need to communicate with you personally about this course, I will do so by sending you email to your MyUWG account. Failure to read my emails will not be an excuse if a lack of response from you results in a lower grade in this course.

State University of West Georgia

**RECEIVED**

**Course or Program Addition, Deletion or Modification Request**

Department: Nursing

College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

UNIVERSITY OF WEST GEORGIA  
GRADUATE SCHOOL

Prefix Course Title

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

Credit
<input type="checkbox"/> Undergraduate
<input checked="" 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)

NURS 6989 Evidence-Based Project 3 / 0 / 3  
 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):**

This scholarly project provides an opportunity for students to address problems in health systems leadership or nursing education using evidence-based approaches.

Prerequisite(s) NURS 6400

Present or Projected Enrollment: 15 (Students per year)

Effective Date\*: Fall / 2009  
 Term/Year

Grading System:  Letter Grade       Pass/Fail       Other

Approval:

Department Chair	Date	Department Chair (if cross listed)	Date
<i>Kathryn Giam</i>	<i>2/25/09</i>		
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	Date	<i>Charles W. Clark</i>	Chair, Committee on Graduate Studies	<i>4-21-09</i>
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Vice President for Academic Affairs Date

**NURS 6989 – Evidence Based Project**

**Rationale:** This course provides students the opportunity to continue work on a scholarly project or complete a project that began in NURS 6400.

**University of West Georgia  
Department of Nursing**

**NURS 6989 – Evidence-Based Project**

**Description:** This scholarly project provides an opportunity for students to address problems in health systems leadership or nursing education using evidence-based approaches.

**Pre-requisite:** Graduate Statistics  
NURS 6400 Scholarly Inquiry in Nursing

**Credit:** 3 credits

**Faculty:**

**Office Hours:**

**Learning Goals:** (Program objectives are noted in parentheses after each learning goal)

1. Utilize theoretical models in the management of health systems and the implementation of educational curricula and teaching strategies. (1)
2. Apply critical thinking skills in implementing changes in health systems or nursing education. (2,3,4,5)
3. Utilize a collaborative approach to improve nursing education, the quality of professional nursing practice, and the health care system. (7)
4. Develop evidence-based approaches to address problems in health systems or nursing education. (2,4)
5. Complete a scholarly investigation culminating in a presentation and/or publication. (2,4,8)
6. Apply new ideas to improve health systems or nursing education. (4,5,6,9,10)

**Textbook:** Graduate level nursing research textbook  
APA Manual (5<sup>th</sup> edition)

**Learning Activities:**

This three credit course provides students the opportunity to continue work on a scholarly project that was begun in NURS 6400. Students are expected to refine the proposal for a scholarly project begun in 6400 and carry it through to completion this semester.

Students may work together in small groups to propose and develop a scholarly project. The scholarly project results in an evidence-based paper. Types of projects include but are not limited to the following (as described in the *MSN Handbook*)

- Development of an innovative clinical/teaching program

- Evaluation of a clinical/teaching program
- Participation with a faculty member on a research project resulting in a scholarly paper suitable for publication.
- Development of evidence-based systematic review of literature in specific area
- Development of an evidence-based clinical protocol
- Development of a detailed teaching project

**Learning activities will include:**

Weekly communication/work with course faculty or faculty researcher

Forecast Assignment for Project

Application for IRB Approval (if warranted by the project)

Institutional Review Board – University of West Georgia

<http://www.westga.edu/~vpaa/irb/>

Implementation of Scholarly Project

Scholarly Project Paper

Presentation of Scholarly Project in class

Abstract submission to UWG Graduate Research Day

Abstract submission to a regional or national professional conference

(e.g. SNRS, GANE, STTI)

**Methods of Evaluation:**

Course grades (A, B, C or F) will be assigned based on methods that may include, but are not limited to:

Weekly updates (electronic communication) regarding progress on project.

Abstract for submission to a professional meeting

Scholarly Project Paper

Presentation of Project in Class

*Revised Feb. 16, 2009*

Course or Program Addition, Deletion or Modification Request

Department: Sociology and Criminology

College: College of Arts & Sciences

RECEIVED

Current course catalog listing: (for modifications or deletions)

JAN 23 2009

Prefix Course Title 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 type="checkbox"/> Undergraduate
<input checked="" 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)

Accelerated Masters Program-Criminology /

Prefix Course Title Hours: Lecture/Lab/Total

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

Prerequisite(s) \_\_\_\_\_

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

Grading System:  Letter Grade  Pass/Fail  Other

Approval:

<u>[Signature]</u> Department Chair	<u>3 Dec 08</u> Date	Department Chair (if cross listed)	Date
<u>[Signature]</u> Dean of College	<u>1/22/09</u> Date	Dean of College (if cross listed)	Date

Chair of TEAC (if teacher prep. program) \_\_\_\_\_ Date \_\_\_\_\_

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

Chair, Undergraduate Academic Programs Committee	Date	<u>[Signature]</u> Chair, Committee on Graduate Studies	<u>4-21-09</u> Date
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Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Add: Accelerated Master's Program for Criminology**

The Department of Sociology and Criminology is proposing an accelerated Master's Program for the degree program in Criminology. Students in the accelerated Master's Program may double count up to 18 hours of coursework. This program is designed to allow academically superior undergraduate students the opportunity to complete both a Bachelor's and a Master's degree after completing 138 credits, as opposed to 156 credits currently required. Thus, students can receive their BS and MA degrees in five years.

**Rationale:**

1. Many students who succeed easily in undergraduate work choose to pursue higher degrees. With the number of schools within our state and around the country offering graduate degrees in criminology, this program will create for us a niche. In effect, we will allow academically superior students to achieve their objective to earn both degrees in less time than earning these degrees separately.
2. This proposed program meets important goals set by the University. As found in the Vision Statement for the University of West Georgia, Year 2000 and Beyond, "The University of West Georgia will seek to create for students from various backgrounds every possible avenue to intellectual achievement, personal development, and leadership potential without compromising academic excellence." Specifically, "the University of West Georgia will be characterized by Educational Opportunities for a Wide Range of Academically-Prepared Students." Too, this proposed program meets one of the University's "Bread and Butter Goals," in that we are "developing (another) focused recruitment plan for our graduate education programs."
3. The job outlook for the Criminology major, particularly those with advanced degrees, is excellent. With the passage of the Crime Control Act, opportunities in the field of criminology are rapidly expanding. Employment of police and detectives is expected to grow about as fast as the average for all occupations through 2014 (Bureau of Labor Statistics, 2006) and, according to the Bureau of Labor Statistics (2006), it is predicted that the employment rate of correctional officers and jailers will increase 4.8 % by the year 2014. The growing emphasis on homeland security has created an unprecedented demand for criminal justice and security professionals. The field of cyber-security continues to push the bounds of prepared individuals. And, due to the proliferation of criminal activity on the Internet (identity theft, e-mail harassment, industrial spying, and financial theft), it is predicted that employment of investigators will grow faster than the average for all occupations through 2014 (Bureau of Labor Statistics, 2006). Furthermore, there are a number of federal jobs that require Master's degrees (CJRA, 2006). Nearly every cabinet level department (Small Business Association, the Drug Enforcement Administration, and various branches of the Department of Justice) has enforcement divisions and people with graduate degrees in criminal justice will fit into many of them (CJRA, 2006).

4. The undergraduate criminology program has always been a strong program. Today, the undergraduate program in criminology is one of only three majors requiring that students have earned a 2.5 grade point average upon completion of the core area of study. In addition, the criminology program was named as the College of Arts and Sciences' evening program – the only major to guarantee that a student can complete her or his program of study in the evenings within four years.

For these and many other reasons, the number of majors in the criminology program remains consistently high – averaging over 75 majors and 27 graduates per year in the past six years. Furthermore, the graduation rate from the criminology program is third highest among all departments offering a Bachelor of Science degree.

5. Hastening the degree granting process is not new to the University System of Georgia. In fact, the joint enrollment and early admission programs do just that. These programs are available to select, college-bound high school students whose academic accomplishments indicate that they merit special consideration, and the programs allow these students to get a head start on their baccalaureate degrees.

The accelerated Master's degree program in Criminology is similar to the joint enrollment and early admission programs in that it will only be offered to University of West Georgia criminology majors whose scholarly records indicate that they are likely to be successful in the program.

#### **Admission Requirements:**

Students typically apply for the Accelerated program in the last semester of their junior year and complete courses during the final two semesters of their senior year.

1. Prior to submission of an application for admission to the Graduate School, all prospective students must meet the following prerequisites:
  1. Criminology major
  2. Must have earned a 3.2 grade point average overall
  3. Must have earned a 3.5 grade point average in the field of criminology
  4. Must have completed a minimum 60 hours of undergraduate coursework, with at least three courses (9 hours) in the major
  5. Transfer students must have completed a minimum of fifteen (15) hours in the program
2. In addition to the application for admission to the Graduate School, all students
  1. Must have two letters of recommendation from faculty in the program.
  2. Must have a letter of interest.

#### **To Maintain Eligibility:**

1. Students must maintain a 3.0 grade point average in all coursework. Students who fail to maintain the 3.0 grade point average will not be eligible for the joint degree.
2. Students must receive a grade of B or better in the double counted courses.
3. Completion of all requirements for Plan 1 or Plan 2 of the Master's program.

**Additional Information:**

1. Up to 18 hours of graduate credit may be counted for both the undergraduate and graduate degrees.
2. Students not completing the Master's degree may apply earned credit toward the Bachelor's degree. Earned credit may not be applied towards the core curriculum.
3. Senior Capstone is not required for students in the Accelerated program.

Course or Program Addition, Deletion or Modification Request

RECEIVED

Department: Sociology and Criminology

College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

JAN 23 2009

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

UNIVERSITY OF WEST GEORGIA GRADUATE SCHOOL	
<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  
Accelerated Master's Program - Sociology / /

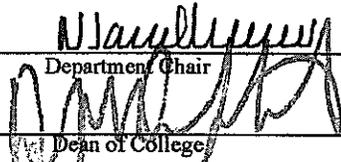
Catalog Description (New courses must attach: course objectives/outcomes; text(s) and/or other resources used; grading policy; and a brief class schedule. For 5XXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):

Prerequisite(s) \_\_\_\_\_

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

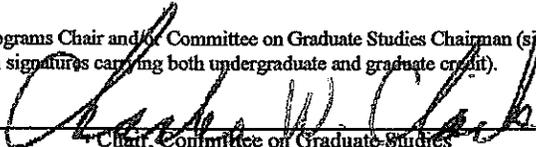
Grading System:  Letter Grade  Pass/Fail  Other

Approval:

	3/11/08	_____	_____
Department Chair	Date	Department Chair (if cross listed)	Date
	1/22/09	_____	_____
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).

_____	_____		4-21-09
Chair, Undergraduate Academic Programs Committee	Date	Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Add: Accelerated Master's Program for Sociology**

The Department of Sociology and Criminology is proposing an accelerated Master's Program for the degree program in Sociology. Students in the accelerated Master's Program may double count up to 18 hours of coursework. This program is designed to allow academically superior undergraduate students the opportunity to complete both a Bachelor's and a Master's degree after completing 138 credits, as opposed to 156 credits currently required. Thus, students can receive their BS and MA degrees in five years.

**Rationale:**

1. Many students who succeed easily in undergraduate work choose to pursue higher degrees. With the number of schools within our state and around the country offering graduate degrees in sociology, this program will create for us a niche. In effect, we will allow academically superior students to achieve their objective to earn both degrees in less time than earning these degrees separately.
2. This proposed program meets important goals set by the University. As found in the Vision Statement for the University of West Georgia, Year 2000 and Beyond, "The University of West Georgia will seek to create for students from various backgrounds every possible avenue to intellectual achievement, personal development, and leadership potential without compromising academic excellence." Specifically, "the University of West Georgia will be characterized by Educational Opportunities for a Wide Range of Academically-Prepared Students." Too, this proposed program meets one of the University's "Bread and Butter Goals," in that we are "developing (another) focused recruitment plan for our graduate education programs."
3. The job outlook for the Sociology major, particularly those with advanced degrees, is excellent. Opportunities in social services are rapidly expanding. Furthermore, there are a number of federal jobs that require Master's degrees.
4. The undergraduate sociology program has always been a strong program. The number of majors in the sociology program remains consistently high – averaging over 130 majors and 47 graduates per year in the past five years. Furthermore, the graduation rate from the sociology program is in constant competition with biology for graduating the most students with a Bachelor of Science degree.
5. Hastening the degree granting process is not new to the University System of Georgia. In fact, the joint enrollment and early admission programs do just that. These programs are available to select, college-bound high school students whose academic accomplishments indicate that they merit special consideration, and the programs allow these students to get a head start on their baccalaureate degrees.

The accelerated Master's degree program in Sociology is similar to the joint enrollment and early admission programs in that it will only be offered to University of West Georgia sociology majors whose scholarly records indicate that they are likely to be successful in the program.

**Admission Requirements:**

Students typically apply for the Accelerated program in the last semester of their junior year and complete courses during the final two semesters of their senior year.

1. Prior to submission of an application for admission to the Graduate School, all prospective students must meet the following prerequisites:
  1. Sociology major
  2. Must have earned a 3.2 grade point average overall
  3. Must have earned a 3.5 grade point average in the field of sociology
  4. Must have completed a minimum 60 hours of undergraduate coursework, with at least three courses (9 hours) in the major
  5. Transfer students must have completed a minimum of fifteen (15) hours in the program
  
2. In addition to the application for admission to the Graduate School, all students:
  1. Must have two letters of recommendation from faculty in the program
  2. Must have a letter of interest

**To Maintain Eligibility:**

1. Students must maintain a 3.0 grade point average in all coursework. Students who fail to maintain the 3.0 grade point average will not be eligible for the joint degree.
2. Students must receive a grade of B or better in the double counted courses.
3. Completion of all requirements for Plan 1 or Plan 2 of the Master's program.

**Additional Information:**

1. Up to 18 hours of graduate credit may be counted for both the undergraduate and graduate degrees.
2. Students not completing the Master's degree may apply earned credit toward the Bachelor's degree. Earned credit may not be applied towards the core curriculum.
3. Senior Seminar is not required for students in the Accelerated program.

**Course or Program Addition, Deletion or Modification Request**

Department: Sociology and Criminology

College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

Prefix Course Title MA in Criminology Hours:      /      /      Lecture/Lab/Total

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

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

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

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

Library resources are adequate       Library resources need enhancement

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

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

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

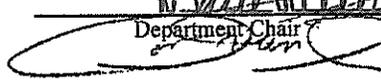
See Attached

Prerequisite(s) \_\_\_\_\_

Present or Projected Enrollment: 15 (Students per year)      Effective Date\*: Fall / 2009  
\*For a new course, one full term must pass between approval and effective date.      Term/Year

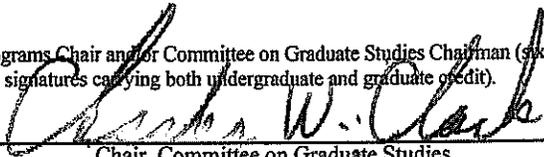
Grading System:       Letter Grade       Pass/Fail       Other

Approval:

	<u>8/11/09</u>	Department Chair (if cross listed)	Date
	<u>4/10/09</u>	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>4-21-09</u>	Chair, Committee on Graduate Studies	Date
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Vice President for Academic Affairs      Date

## Modifications to the MA Degree Program in Criminology

**Overall Rationale:** Changes are proposed for the MA degree program in Criminology. These changes are designed to provide more flexibility in the program, to adjust to the fact that Criminology is now a separate degree and no longer a concentration within Sociology, to better meet the needs of our students, to strengthen the program and make the degree more valuable, and to clarify the requirements for admission and graduation.

**Specific modifications and the rationales for each. The modifications are in bold type.**

1. Simplifying and clarifying the admissions procedure by aligning the Criminology Program's minimum requirement with those of the Graduate School. **Eliminate the repetition of stating the requirement for an 800 on the GRE as a separate departmental requirement.**

2. Eliminating the confusion between the Thesis (Plan I) and Position Paper Options (Plan II); Providing students with an integrative, rigorous and comprehensive criminology program under Plan II that is compatible with programs at other universities and that will make our graduates more appealing to PhD programs. Currently Plan I requires 30 hours for the degree and Plan II requires 36 hours. This change will make both plans require 36 units, which is in line with other programs in the department and around the country. The Position Paper is also very difficult to distinguish from the thesis for students as both require three member committees and an oral defense. **Replace the Position Paper Option with a Comprehensive Exam Option. Change the Plan I to a 36 hour program for uniformity within the department and similar criminology programs. Program sheets for both plans are attached.**

UNIVERSITY OF WEST GEORGIA

**PROGRAM FOR THE M.A. DEGREE IN CRIMINOLOGY**

*Effective Fall 2009*

Name \_\_\_\_\_ Home ( ) \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Last First MI Work ( ) \_\_\_\_\_

Address

Street City Zip  
 Code

Date of Advisement \_\_\_\_\_ Email \_\_\_\_\_

Course Number, Title	Course number	Units	Met	Semester Completed	Grade	Needs
<b>CORE (12 units)</b>						
<b>Crim 6000: Principles of Criminology</b>						
<b>Crim 6010: Theories of Crime and Justice</b>						
<b>Soci 6013: Social Research</b>						
<b>Crim 6015: Managing Data - or- Soci 5003: Statistics...Social Sciences**</b>						

\*\*CRIM/SOCI 5003 cannot be counted for the core AND the language requirement.

**MAJOR COURSES (24 Units) either 18 course units including a thesis OR 24 units and a comprehensive exam**

1.	(3)					
2.	(3)					
3.	(3)					
4.	(3)					
5.	(3)					
6.	(3)					
AND						
7.	(3)					
8.	(3)					
OR						
9. Thesis	(6)					

**TOTAL UNITS REQUIRED FOR THE DEGREE = 36 hours**

## Criminology catalog copy

**Program Description**

The Master of Arts degree in Criminology is offered by the Department of Sociology and Criminology with two tracts: a Criminal Justice Administration tract and a Crime and Social Justice tract. The program leading to the Master of Arts in Criminology, Criminal Justice Administration track, addresses issues of crime and criminal justice within a framework that emphasizes theory and research and their implications for criminal justice policy and practice. The Crime and Social Justice track trains students in understanding and applying theory and research in an academic settings, with an emphasis on preparing students for doctoral work. Both curricula are grounded in the social, behavioral and natural sciences. The Master of Arts in Criminology is designed to provide the background necessary for administrative, practice, and research positions in criminal justice, and to prepare students for doctoral study in criminology and related fields. The department recognizes the value of diverse methodological and theoretical approaches and encourages their complementary use and integration. The Criminology program is widely conceived to include not only the study of crime and the social reaction to crime, but also the areas of crime and justice that traditionally make up the disciplines of criminology and legal studies. The faculty members who specialize in criminology represent broad and varied backgrounds in working with the criminal justice system, dealing with offenders and victims, and conducting research on a wide range of criminal justice issues.

**Admission**

For admission to the program, a student is expected to have a degree in criminology or another social or behavioral science. Students can, however, be admitted without such a degree, and, where necessary, the department could stipulate that selected undergraduate and/or graduate-level courses be completed to compensate for their deficiencies. In addition to fulfilling the requirements for admission to the Graduate School, admission requirements for regular status include:

- 1) taken the GRE (see Graduate School admission guidelines for score requirements), and
- 2) 750 - word intellectual autobiography that includes reasons for seeking a Master's degree in Criminology.

**Program Requirements**

The Master's program offers the following areas of concentration: Criminal Justice Administration and Social Justice. Both concentrations require a core of four courses: CRIM 6000, CRIM 6010, CRIM 6013, CRIM 6015. Any student not having successfully completed an undergraduate methods course must enroll in CRIM 5000 prior to enrolling in the core courses listed above. All concentrations have a list of approved courses for completion of the degree and substitutions can be made by the Director of Graduate Studies. Students accepted into the program may choose either Track 1(Thesis) or Track 2 (Comprehensive Exam). Under Track 1(See Tracks 1A and 1B), a student must complete a minimum of 30 hours of coursework and 6 hours of thesis. Under Track 2 (See Tracks 2A and 2B), a student must complete a minimum of 36 hours of coursework and a

comprehensive exam is required. In addition to either plan, a student must satisfy the Graduate School's foreign language requirement. SOCI 5003 may be used to satisfy this requirement.

**Course or Program Addition, Deletion or Modification Request**

Department: Sociology and Criminology

College: College of Arts & Sciences

Current course catalog listing: (for modifications or deletions)

Prefix Course Title MA in Sociology Hours: Lecture/Lab/Total

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

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

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

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

Library resources are adequate       Library resources need enhancement

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

Prefix Course Title Hours: Lecture/Lab/Total

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

See Attached

Prerequisite(s) \_\_\_\_\_

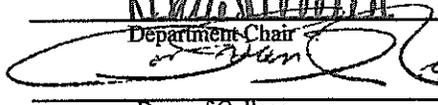
Present or Projected Enrollment: 5 (Students per year)

Effective Date\*: Fall /2009  
Term/Year

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

Grading System:       Letter Grade       Pass/Fail       Other

Approval:

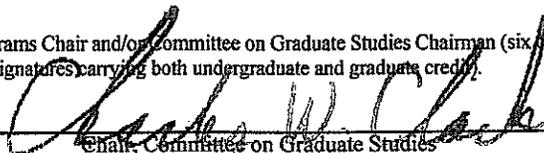
	<u>9/11/09</u>	Department Chair (if cross listed)	Date
	<u>4/10/09</u>	Dean of College (if cross listed)	Date

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 Date

Date

 4-21-09  
Chair, Committee on Graduate Studies Date

Vice President for Academic Affairs

Date

## **Modifications to the MA Degree Program in Sociology**

**Overall Rationale:** Changes are proposed for the MA degree program in Sociology. These changes are designed to provide more flexibility in the program, to adjust to the fact that Criminology is now a separate degree and no longer a concentration within Sociology, to better meet the needs of our students, to strengthen the program and make the degree more valuable, and to clarify the requirements for admission and graduation.

**Specific modifications and the rationales for each. The modifications are in bold type.**

1. Simplifying and clarifying the admissions procedure by aligning the Sociology Program's minimum requirement with those of the Graduate School. **Eliminate the repetition of stating the requirement for an 800 on the GRE as a separate departmental requirement.**
2. Strengthening the program and increasing the value of the degree by adding the requirement of a graduate level statistics course to the program's core. **Students are required to take SOCI 5003 or another graduate level statistics course approved by the program's director of graduate studies.**
3. Allowing for more options in meeting the theory requirement in the core. **Students may take SOCI 6305 or another 6000-level theory course approved by the program's director of graduate studies.**
4. Simplifying the research methodology requirement while providing a solid grounding in either quantitative methodologies or qualitative methodologies. **Instead of taking SOCI 6013 and one of SOCI 5373, 5613, or 5913, students will take SOCI 6013 or SOCI 6613.**
5. Clarifying the course work requirements under Plan I (Thesis Option). **Students are required to take 9 hours of core classes, 21 hours of elective courses, 3 hours of Thesis Preparation, and 3 hours of Thesis, for a total of 36 hours.**
6. Better preparing students to produce MA theses of high quality. **Students under Plan I (Thesis Option) are required to take the course Thesis Preparation.**
7. Eliminating the confusion between the Thesis (Plan I) and Position Paper Options (Plan II); Providing students with an integrative, rigorous and comprehensive sociology program under Plan II that is compatible with programs at other universities and that will make our graduates more appealing to PhD programs. **Replace the Position paper Option with a Comprehensive Exam Option. Students selecting this option will be required to take six hours of Comprehensive Exam Preparation and pass the Comprehensive Exam in the areas of (1) Sociological Theory and (2) Sociological Research Methodology/Statistics. Students must also take 9 hours of core classes and 21 hours of elective courses, for a total of 36 hours.**

The table below depicts the revised degree options:

<u>Requirements</u>	<u>Plan I</u>	<u>Plan II</u>
Core Courses	9 hours	9 hours
Elective Courses	21 hours	21 hours
Thesis Preparation	3 hours	n/a
Thesis	3 hours	n/a
Comprehensive		
Exam Preparation	n/a	6 hours
Total hours	36 hours	36 hours
Final Project	Thesis	Comprehensive Exam

## Sociology ---- M.A. (Catalog copy)

For admission to the program, a student is ordinarily expected to have a degree in sociology or a related discipline. Applicants for graduate study in sociology must meet the requirements outlined by the Graduate School and must have:

- 1) taken the GRE (see Graduate School admission guidelines for score requirements), and
- 2) a 750-word intellectual autobiography that includes reasons for seeking the degree,

The core courses for the Master's program consist of nine hours in theory, research methodology and statistics. To satisfy the theory requirement students must take SOCI 6305 or another 6000-level theory course approved by the department's director of graduate studies. To satisfy the research methodology requirement, students must take SOCI 6013 or SOCI 6613. To satisfy the statistics requirement, students must take SOCI 5003 or another graduate level statistics course approved by the department's director of graduate studies. Students who have not had a theory course in sociology must enroll in SOCI 5053 prior to enrolling in the core courses that satisfy the theory requirement. Students who have not had a research methodology course in sociology must enroll in SOCI 5000 prior to enrolling in SOCI 6013 or SOCI 6613.

Students accepted into the program may choose either Plan I (Thesis) or Plan II (Comprehensive Exam). Under Plans I and II students must complete 21 hours of elective course work beyond the core requirements. Under Plan I students must also take three hours of Thesis Preparation (SOCI 6882), and three hours of thesis work (SOCI 6999). A thesis is required. Under Plan II students must also take six hours of Comprehensive Exam Preparation (SOCI 6782). A comprehensive exam is required. Under either plan students must complete a minimum of 36 hours, one-half of which must be at the 6000-level. A total of six hours may be selected from courses outside the Sociology Master's program.

<u>Requirements</u>	<u>Plan I</u>	<u>Plan II</u>
Core Courses	9 hours	9 hours
Elective Courses	21 hours	21 hours
Thesis Preparation	3 hoursn/a	
Thesis	3 hoursn/a	
Comprehensive Exam Preparation		6 hours
Total hours	36 hours	36 hours
Final Project	Thesis	Comprehensive Exam

In addition, all students must satisfy the Graduate School's foreign language requirement. SOCI 5003 may be used to satisfy this requirement with a grade of "B" or better.

### Course Update Request (Add, Delete, Modify)

<b>Originator</b> Sociology and Criminology Department	College of Arts and Sciences College	Luken, Paul Originator
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<b>Action</b> <input checked="" type="radio"/> Add <input type="radio"/> Modify <input type="radio"/> Delete	<b>Modifications</b> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Description <input type="checkbox"/> Title <input type="checkbox"/> Credit <input type="checkbox"/> See Comments
---	--

<b>Course Details</b>					
SOCI	6782	Comprehensive Exam Preparation			
Prefix	Number	Course Title			
Directed study of sociological readings leading to the comprehensive exam. Students should enroll in this course the same semester that the comprehensive exam will be taken.					
Course Catalog Description					
0	0	6	Fall - 2009	Spring and Fall	S/U/I
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

<b>Prerequisites</b> Enrollment in the Sociology MA program and successful completion of 24 graduate-level hours.	<b>Corequisites</b>
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<b>Rationale</b> This course supports the proposed changes in Option II from a position paper to a comprehensive exam.
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<b>Planning Info</b> <input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement Present or Projected Annual Enrollment: 5	<b>Comments</b> <input type="checkbox"/> TEAC Approval Required
--	--

<b>College Approvals</b>
<u>McCandless, N. Jane (Dr.) [ APPROVED ]</u> Chair, Course Department
<u>Overfield, Denise [ APPROVED ]</u> Associate Dean, College of Arts and Sciences

<b>Cross Listing Approvals</b>
N/A <hr/> Chair, Cross Listed Department
N/A <hr/> Associate Dean, Cross Listed College

<b>Other Approvals</b>
<u>Clark, Charles [ APPROVED ]</u> Chair, Committee on Graduate Studies
N/A <hr/> Chair, TEAC

<b>FINAL APPROVAL</b>
<u>Aldrich, Michael [ REQUIRED ]</u> Chair, Faculty Senate

### Course Update Request (Add, Delete, Modify)

<b>Originator</b> Sociology and Criminology Department	College of Arts and Sciences College	Luken, Paul Originator
--	---	---------------------------

<b>Action</b> <input checked="" type="radio"/> Add <input type="radio"/> Modify <input type="radio"/> Delete	<b>Modifications</b> <input type="checkbox"/> Prerequisites <input type="checkbox"/> Description <input type="checkbox"/> Title <input type="checkbox"/> Credit <input type="checkbox"/> See Comments
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<b>Course Details</b>						
SOI	6882	Thesis Preparation				
Prefix	Number	Course Title				
Directed individual guidance in the steps leading to the completion of a thesis research proposal and the beginning of thesis research. Areas covered may include selection of a topic, literature review, formation of research questions, selecting research methods, protection of human subjects.						
Course Catalog Description						
0	0	3	Fall - 2009	Every Term	S/U/I	
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading	

<b>Prerequisites</b> Graduate standing in the sociology program and successful completion of 24 hours of graduate course work. Consent of the instructor is required.	<b>Corequisites</b>
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<b>Rationale</b> This course is designed to prepare students to produce MA theses of high quality and to reduce the numbers of pitfalls that students encounter while doing thesis research.
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<b>Planning Info</b> <input checked="" type="radio"/> Library Resources are Adequate <input type="radio"/> Library Resources Need Enhancement Present or Projected Annual Enrollment: 5	<b>Comments</b> <input type="checkbox"/> TEAC Approval Required
--	--

<b>College Approvals</b>
McCandless, N. Jane (Dr.) [ APPROVED ]
_____ Chair, Course Department
Overfield, Denise [ APPROVED ]
_____ Associate Dean, College of Arts and Sciences

<b>Cross Listing Approvals</b>
N/A
_____ Chair, Cross Listed Department
N/A
_____ Associate Dean, Cross Listed College

<b>Other Approvals</b>
Clark, Charles [ APPROVED ]
_____ Chair, Committee on Graduate Studies
N/A
_____ Chair, TEAC

<b>FINAL APPROVAL</b>
Aldrich, Michael [ REQUIRED ]
_____ Chair, Faculty Senate

State University of West Georgia

**Course or Program Addition, Deletion or Modification Request**

Department: Curriculum and Instruction College: College of Education

**Current course catalog listing: (for modifications or deletions)**

Prefix Course Title Online MAT in Mathematics and Science Education 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 type="checkbox"/> Undergraduate
<input checked="" 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 SXXX/4XXX courses please highlight the additional work required for graduate credit and the differences in grading policies):**

Prerequisite(s) \_\_\_\_\_

Present or Projected Enrollment: 50 (Students per year) Effective Date\*: Fall / 2009  
\*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>Donna M. Harkis</u>	<u>1-30-09</u>		
Department Chair	Date	Department Chair (if cross listed)	Date
<u>Lynne P. Gaskin</u>	<u>1/30/2009</u>		
Dean of College	Date	Dean of College (if cross listed)	Date
<u>Stephanie Donath</u>	<u>3/9/09</u>		
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>Charles W. Clark</u>	<u>4-21-09</u>
Chair, Undergraduate Academic Programs Committee	Date
<u>Charles W. Clark</u>	<u>4-21-09</u>
Chair, Committee on Graduate Studies	Date

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Master of Arts in Teaching  
with Teacher Certification in Mathematics and Science Education**

In his book, *The World Is Flat: A Brief History of the 21st Century*, Thomas Friedman adds to the cacophony of voices warning that America is in the midst of a “quiet” crisis. “We are not producing, in this country, in America, enough young people going into science, technology, and engineering— the fields that are going to be essential for entrepreneurship and innovation in the 21st century.” Observations of the performance of U.S. students on tests comparing them with non-U.S. students indicate that our competitive edge may be slipping. To stem the tide of this “quiet” crisis, and to begin to change our course, will require resolution of educational pipeline problems in each state in the nation, especially in Georgia.

Georgia has two pipeline problems: 1) **From schools to college:** Too few students are taking rigorous science and mathematics courses in high school; too few are succeeding in introductory science and mathematics courses in college; too few are majoring in Science, Technology, Engineering, and Mathematics (STEM) in college; and too few are graduating college in STEM fields; and 2) **From college to schools:** Too few of the traditional-aged college students who major in STEM fields choose to prepare for teaching mathematics, biology, chemistry, earth science, and especially physics, in the public schools; too few recent college graduates, mid-career professionals, and recent retirees in STEM fields choose to redirect their careers toward science and mathematics teaching in the public schools; and, nationally, of those who begin teaching in the public schools, science and mathematics teachers have the highest teacher attrition rates.<sup>1</sup>

This proposal focuses on the second pipeline problem: To prepare more teachers in mathematics and in the sciences.

There are three target groups for this program:

- Those who already hold a BS/BA degree “In-Field” or in a “Related Field” as approved by the PSC and Recent Graduate or Recent Content Experience.
- Those who already hold a BS/BA degree “In-Field” or in a “Related Field” (as defined above) but are “Out-of-Date” or “Out of Practice”.
  - i. Provide asynchronous online courses to allow the individual to regain content knowledge as necessary to pass the GACE Content Assessment
  - ii. Upon passing the GACE Content Assessment test, the individual will be allowed to enter the MAT Degree Program, with Teacher Certification Options in Mathematics, Biology, Chemistry, Physics, and Earth/Space Science (secondary level).

The Master of Arts in Teaching (MAT) Program with Teacher Certification in Mathematics and Science has been collaboratively developed by faculty members from Colleges of Arts and Sciences and Education from five USG institutions: Columbus State University, Georgia Southern University, Kennesaw State University, University of West Georgia, and Valdosta State University. Working as the MAT Consortium, cross-institutional groups of faculty from

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<sup>1</sup> Ingersoll, R. (January 2006). *Is there really a shortage of mathematics and science teachers?* Mathematics and Science Partnership, MSPnet.

these institutions worked on program development. The Consortium made decisions as to which institution would provide what courses based on institutional strengths. Because the program was collaboratively developed, the courses in the degree program received a level of peer review that is not possible when a single institution proposes a new program.

The admissions criteria agreed to by the MAT Consortium are as follows: All participating institutions will accept the following admissions criteria:

- A bachelor's degree in a related field, as defined by PSC.
- Passing score on the GACE Content Assessment (Georgia's content-based test required for teacher certification) in the intended teacher certification field.
- A minimum GPA of 2.5.
- Passing score on GACE Basic Skills Assessment or exempt this requirement through meeting threshold specified for SAT, ACT, or GRE scores.
- Submit a criminal background check.
- Each institution will determine suitability for teaching through admissions process.

All five institutions in the MAT Consortium will charge the same tuition for all courses in the Degree Program—the level agreed to for the M. Ed. Franchise--\$350 per credit hour. In order to attract military men and women into this program, the MAT Consortium has agreed that any member of the Armed Services currently on active duty is eligible to receive a differential tuition waiver on all distance learning credit courses leading to, or in support of, the degree Master of Arts in Teaching delivered online by any institution within the University System of Georgia. The waiver will be for the difference between the tuition charges for the course and the tuition assistance provided by the individual's particular branch of service.

This program will target career changers who are interested in entering the teaching profession and who possess the prerequisite educational background in science, technology, engineering, mathematics or a related field. Many career changers prefer to receive formal preparation prior to entering the classroom or while concurrently teaching. The online setting would accommodate the flexibility of a career-changers' need to continue employment to earn an income. Often as career-changers explore the teaching profession they are challenged to find programs that would accommodate their need to be convenient and flexible. While there are avenues for career changers to go directly into the classroom without any formal preparation most adults prefer being prepared in order to minimize the chance of failure.

An additional consideration is that an online setting will address the challenges that prospective candidates who reside in rural areas of Georgia encounter. Residents in rural areas are limited by proximity to reputable universities that offer traditional face-to-face MAT programs. By not having access in many cases the teaching profession may lose some viable candidates to recruit into the profession.

**Online MAT in Mathematics and Science Education  
Cooperative Degree  
Columbus State University – Georgia Southern University – Kennesaw State University –  
University of West Georgia – Valdosta State University**

Course Requirements	Taught By	Course # and Title	Credit Hours	Field Exp. Hours
<b>Transition to Teaching (9 hrs)</b>				
Transition to Teaching	CSU	EDMS 6105 Transition to Teaching	3	60
Classroom Management	UWG	EDMS 6272 Classroom Management	3	60
Knowledge of Students	KSU	EDMS 6115 Knowledge of Students	3	60
<b>Enhancing Student Learning (12 hrs)</b>				
Content Methods	CSU KSU	EDMS 6*** Methods in Teaching Secondary Mathematics	5	
Practicum	All	EDMS 6216W Practicum	2	90
Assessment	VSU	EDMS 6001 Assessment for Instruction	3	30
Technology as a Teaching and Learning Tool	UWG	EDMS 6474 Technology as a Teaching and Learning Tool	2	
<b>Emerging Teacher (9 hrs)</b>				
Student Teaching	Home Institution	EDMS 6485W Student Teaching	9	600
<b>Advanced Teacher (9 hrs)</b>				
Guided Elective *	CSU/KSU/ UWG		3	
Guided Elective *	CSU/KSU/ UWG		3	
Becoming an Advanced Teacher	GSU	Becoming an Advanced Teacher	3	
			39	

\* To be determined by home institution.

**Effective Fall 2009**

**Course or Program Addition, Deletion or Modification Request**

Department: Curriculum and Instruction College: College of Education

Current course catalog listing: (for modifications or deletions)

Prefix Course Title Hours: Lecture/Lab/Total

Action	
<input type="checkbox"/> Course	<input checked="" type="checkbox"/> Program
<input 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 type="checkbox"/> Undergraduate
<input checked="" 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)

Initial Certification/Post-Baccalaureate-Secondary Political Science

Prefix Course Title Hours: Lecture/Lab/Total

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

Prerequisite(s) Bachelor's Degree

Present or Projected Enrollment: 10 (Students per year) Effective Date\*: Fall /2010  
\*For a new course, one full term must pass between approval and effective date. Term/Year

Grading System:  Letter Grade  Pass/Fail  Other

Approval:

James M. Harkis 3-11-09  
 Department Chair Date Department Chair (if cross listed) Date  
Lynne P. Gaskin 3/12/2009  
 Dean of College Date Dean of College (if cross listed) Date  
Stephanie Wright 4/6/2009  
 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).

Charles W. Clark 4-21-09  
 Chair, Undergraduate Academic Programs Committee Date Chair, Committee on Graduate Studies Date  
 Vice President for Academic Affairs Date

Add program:

Initial Certification/Post-Baccalaureate---Political Science

Rationale:

With the elimination of the Initial certification/Post-Baccalaureate in social studies, students may major in the specific disciplines that comprise the social studies, of which government is one. The new testing system in the state of Georgia requires a separate test in government. To be highly qualified, individuals need a degree in political science, or the equivalency, and to complete a program in teacher education. This proposal meets that qualification for political science for people who already have a degree and want to teach, such as provisionally-certified teachers. This program complements the similar existing programs in history and economics.



**Department of Political Science  
and Planning**  
Carrollton, Georgia 30118-2100  
*College of Arts and Sciences*

TO: College of Education

FROM: Robert M. Schaefer  
Chair, Dept. of Political Science

RE: Initial Certification Program - Political Science

DATE: February 25, 2009

As Chair of the Political Science department I lend my support to the Initial Certification program. Prospective students with political science or related degrees have no other way to obtain a certificate to teach at the secondary level. This proposed program gives them an avenue to become certified to teach.

Should a student not have a degree and need to take courses to gain an equivalency to a degree, our department teaches the courses outlined in the proposed program.

<b>University of West Georgia</b> <b>Initial Certification/Post-Baccalaureate - Secondary Political Science</b>					
<b>Name (Please Print):</b>					
<b>A. Prerequisites to Admission to Teacher Program (TE):</b>					
1. Overall cumulative GPA of 2.7 <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> GPA:					
2. Passing scores on the GACE Basic Skills Assessment (or SAT/ACT exemption)    R <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/>					
<b>B. Professional Education Courses*</b>					
a.	SEED 4271 Understanding the Secondary School Curriculum Through Integrative Technology** <sup>4</sup> (spring only)	3			
b.	SEED 4243 Instructional Strategies for Secondary Social Studies Education** <sup>4</sup> (fall only)	4			
c.	CEPD 4101 Educational Psychology	3			
d.	SPED 3715 Inclusive Classrooms or 6706 Special Education	3			
e.	MEDT 3401 Integrating Technology or 6401 Instructional Technology <sup>3</sup> <i>May need to take a prerequisite. See advisor.</i>	0-3			
<b>Total</b>		<b>13-16</b>			
*Requires a 2.7 GPA and admission to Teacher Education..					
**Requires placement in a field experience in the public schools. Field placement applications must be filed by posted deadlines.					
<b>C. Internship*<sup>4</sup></b>					
a.	SEED 4286 Teaching Internship** or SEED 4287 and 4288 Teaching Internship I and II (for provisionally certified students)**	6-9			
b.	SEED 4289 Teaching Internship Seminar	3			
<i>GACE Content Assessment</i> <b>Total</b>		<b>9-12</b>			
*Requires a 2.7 GPA and admission to Teacher Education.					
**Requires placement in a full semester or year-long internship in the public schools. Field placement applications must be filed by the posted deadlines. See advisor.					
<b>D. Content Field Requirements for Political Science – BA or BS in political science or the equivalent (10 political science courses).</b>					
<u>Required Courses</u>	<u>Grade</u>	<u>Equivalency</u>	<u>Grade</u>		
BA or BS in political science	_____	1 course of American government (1xxx/2xxx) 9 courses (3xxx or higher) to include: American government comparative or international politics political theory	_____	_____	_____
1. Candidates must earn grades of "C" or better on all undergraduate courses. Candidates must earn grades of "B" or better, or an overall average of 3.0 on all graduate level course work attempted applicable to the field of certification.					
2. This agreement reflects analysis of unofficial transcripts and may be rendered invalid should discrepancies be found in official transcripts submitted to the university.					
3. Candidates must meet the Special Georgia Technology Requirement before they can be recommended for clear renewable certification. This may be completed at UWG by taking MEDT 3401 or 6401 or through any PSC-approved option found at <a href="http://www.gapsc.com/ApprovedPrograms/EducationProgram.asp">http://www.gapsc.com/ApprovedPrograms/EducationProgram.asp</a> Must provide documentation. AssessOnline and GACE Computer Skill Competency assessment are not acceptable.					
4. Must be taken at UWG.					
<b>Student Signature &amp; Date:</b>			<b>Evaluator/Advisor Signature &amp; Date:</b>		
<b>Revised: 2-25-09    Effective Fall 2010</b>			<b>Expiration Date:</b>		