

# Faculty Senate Meeting Minutes

January 21, 2022

Approved Electronically on January 27, 2022

1. Call to Order

*Chair Williams called the meeting to order at 1:02 pm.*

2. Roll Call

*Present:*

*Barbour, Barrett, Boumenir, Branyon, Brandenburg, Brown, Carmack, Chambless, Cheng, Corley, DeWeese, Edelman, Elman, Erben, Evans, Fuentes, Gault, Gordon, Graffius, Green, Hadley, Hester, Ivory, Jara-Pazmino, Kellison, Khan, Kimbrel, Kniess, Kramer, Lee, Ly (Sinkey sub.), MacKinnon, Mason, McClenny, McLean, Nickell, Olivieri, Pazzani (Lee sub.), Richter, Scullin, Self, Skott Myhre, Shoemake, Snipes, Swift, Sykes, Talbot, Towhidi, Weber, Wei, Williams, Wofford, and Yoder*

*Absent:*

*None*

3. Minutes

A) The December 3, 2021 Meeting Minutes were approved electronically on December 9, 2021.

4. Administrator Reports

A) Report from the Provost

- *Governor Kemp announced a proposed \$5,000 pay increase for eligible full-time employees. More information will be provided if this proposal comes to fruition.*
- *Retention from semester to semester remains strong, as it has from fall to spring at both the undergraduate and graduate levels. We maintain a 94 or 95% retention rate among graduate students fall to spring and a 90% retention rate among undergraduates fall to spring.*
- *24% of UWG undergraduate students in spring 2022 are fully online (compared to 28% in spring 2021, which was a 10% increase from the previous year). Graduate students continue to favor fully online delivery, with 85% of our graduate population fully online.*

- *One of the biggest challenges is meeting student needs in course waitlists. Since implementing a more robust waitlist process, we have successfully reduced the waitlists by 63% from November 2021 to the start of spring 2022. This was largely accomplished by the addition of new course sections and seats in order to meet student demand.*
- *We are aggressively marketing all of our programs, especially our new Nexus and Bachelor's degrees in Computing and the Master's degree in Digital and Social Media Communication. The Provost is looking forward to fall 22 to see increased enrollment from these efforts and those put forth by VP Scranage, our new Vice President in Strategic Enrollment Management.*
- *The Provost is excited about this weekend's Academic Showcase for prospective students and families who will be visiting campus to talk with our faculty about all of the amazing programs we offer.*
- *The Provost recognizes that we have had a shift in personnel and that has put a strain on the supportive research across institutions, and he appreciates everyone's patience during this time of transition. He deferred to Dr. Ila, who would discuss those efforts in greater detail later in the meeting.*
- *The Provost noted that there will be a new director for the Center for Teaching and Learning. He commended Rod McRae on his work at the Center and wished him well as he moved on to new opportunities.*
- *We are continuing to increase our international engagement, and the Provost commended Dr. Anne Gaquere-Parker on her leadership efforts with the Office of Education Abroad. Along those lines, the Provost also noted Paul Sargent's efforts to increase our international recruiting at both the undergraduate and graduate levels.*
- *The Provost mentioned the current searches for an Executive Director for Accreditation and Quality Enhancement and Executive Director for Institutional Effectiveness and Assessment, as well as our work on the SACSCOC reaffirmation process and the QEP. He deferred to Vice Provost Akins, who would discuss each of those efforts in greater detail later in the meeting.*
- *The Provost discussed recent research from Gallop and Purdue as it related to some of our strategic priorities as part of our strategic plan, with a specific focus on*

*belonging and connectedness leading to retention success and the experiences that students have that lead to post-graduate outcomes. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 24:31)*

- *The Provost highlighted a recent publication by Dr. Brad Deline, Interim Chair of the Department of Natural Sciences, that involved a number of student co-authors who have recently graduated from UWG, noting that this was an excellent example of the great work faculty do to connect students with research and creative scholarship opportunities both inside and outside of the classroom.*
- *Although the Provost was joining the meeting from another meeting off-campus and his time was limited, he did want to address a number of Senator concerns and questions that Chair Williams sent him in advance of the meeting*
  - *In response to the question concerning Comprehensive Analysis of Programs with regards to audience and whether this was initiated by the Board of Regents, the Provost stated that we ourselves are the audience, and this is a time for faculty to reflect upon the work we do in our programs. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 27:11) The genesis of this is for us to enhance our competitiveness and shine a light on the great things that we are doing, with the questions guiding more introspective questions on program changes that might be necessary. CAPs do not go to the BOR or the USG.*
  - *With regards to the survey that was distributed in September through a partnership with Message Factors, Inc and whether the results have been distributed, the Provost stated that this was not within his purview and he would have to defer to Dr. Kelly for more on that front.*
  - *In response to the question of whether Dr. Kelly had accepted a job offer at another institution, the Provost stated that both he and the President were deeply committed to the university and our students, faculty, and staff. He had not heard this rumor.*
  - *With regards to the high number of resignations on campus, the Provost stated that there were four and a half million resignations across the nation last year and we are seeing those national and statewide trends play out locally. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 30:08) He stated further that he remains interested in retaining and advocating for people across the*

*institution, in particular Academic Affairs, while celebrating those who move on to other positions. The Provost noted that there are a number of searches in progress on campus, and he discussed the process behind those searches and hiring recommendations in detail.*

- *In response to the question concerning recent administrative comments that faculty are hired by our students and that they are our customers, the Provost stated that faculty both serve our students and broader society and our duty is to both society and our taxpayers. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 32:07)*
- *Finally, with regards to a recent email sent by the President outlining the communication chain structure on campus, the Provost stated that he was in agreement that faculty and staff are best equipped to serve students and solve problems. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 33:11) In a follow-up, Chair Williams shared faculty concerns regarding possible breakdowns in communication and that important information is not always shared from level to level as intended, and asked the Provost if there was not a more efficient way to transmit information more directly to faculty and staff. The Provost stated that he was happy to redouble his messaging to the Deans to ensure that they are working with their Chairs and other leaders to disseminate information, and he noted the weekly Academic Affairs newsletter and Work West site as other information outlets.*

#### B) Q & A

- *When asked what percentage of faculty and staff have left the university in the past two years, the Provost stated that HR should be able to provide those details. He added that having 5-15% turnover any given year was normal, and discussed the various reasons why an individual may choose to leave UWG. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 40:02)*
- *In a follow-up to the previous question regarding UWG faculty being hired by our students, it was stated that many were taken aback at what seemed like a corporate model that commodified education. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 42:29) The Provost was then asked if faculty should*

*treat students like customers who ultimately want an A or if we should act as mentors and provide them with an education that will serve broader society. The Provost clarified that he in no way intended to suggest that faculty lower their standards. Instead, faculty should give students the grades they earn, and our job is to create a learning environment that fulfills the outcomes outlined in our programs and syllabi.*

C) Report from the Vice Provost

- *Dr. Akins shared the composition of the QEP Faculty Workgroup: SACSCOC faculty leadership team representative Dr. Robert Morris, a representative from the Faculty Senate's Institutional Planning Committee, college representatives from each academic unit including the Library, and a representative from the Office of Enrollment Management. Dr. Akins indicated that she is also participating by providing general guidance and oversight. Upon hire, the new Executive Director of Accreditation and Quality Enhancement will join and lead this team.*
- *The workgroup received six proposals, with topics relating to news media and information literacy, the language of leadership, empowering career and curricular confidence, career readiness, comprehensive internationalization, and experiential learning. The team will finalize the assessment rubric and begin reviewing these proposals in the coming weeks with expectations to deliver proposals to the general campus community and leadership for further review by mid-February.*
- *The three candidates for the position of Executive Director of Accreditation and Quality Enhancement have completed their campus interviews and feedback is being collected from community participants. It is expected that we will have an Executive Director in place by the beginning of March.*
- *Two candidates for the position of Executive Director of Institutional Effectiveness and Assessment will visit campus next week, and feedback is strongly encouraged. The application window is open until the end of January, and the committee is reviewing several more applications. Consequently, there is a possibility that another candidate could visit the campus after the application window closes.*
- *Dr. Akins shared updates on two more ongoing searches: Dr. Anne Gaquere-Parker is heading the search for coordinator of the Office of Education Abroad, and that search*

*is in its final stages. Also, the search for Dean of the College of Education has been reopened and Dr. Akins will chair that search committee.*

- *Our Douglasville and Newnan campuses have completed their five year plans for their class offerings, which is a first in each campus's history. The Douglasville plan will be presented at the January Provost Council Meeting, and Newnan should present theirs in February.*
- *The Vice Provost shared that 92% of all institutions receive citations related to faculty qualifications. In an effort to join the 8% who do not receive a citation, the Vice Provost is asking all faculty teaching classes in fall 2022 and spring 2023 to provide their qualifications for each class being taught during those two semesters. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 42:29) Discussion ensued on how faculty can do that, either through the mention of scholarly works and conference participation, holding a terminal degree within your field and/or program of study, certifications, and the like. Dr. Akins stated that she would be happy to discuss further at future meetings.*
- *In a follow up question later in the meeting, attendees expressed concerns over the SACSCOC reaffirmation process with regards to faculty credentials and qualifications for each class they teach, specifically mentioning courses taught by multiple professors and more interdisciplinary courses like Biochemistry, First-Year Seminars, and XIDS courses as examples. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 2:07:17) The Vice Provost explained that there may be some bigger scrutiny at the course level as was indicated at the SACSCOC orientation that she and other university administrators attended in December. She added that this is something that we are already doing when we propose new programs to the USG, and reiterated the ways in which someone can qualify their credentials as well as her offer to assist faculty with this process should the need arise. The mindset is based on inclusion rather than exclusion and the process is not meant disqualify, but to find a way to prove qualifications in the best way possible. Dr. Akins welcomed Dr. Khan's suggestion regarding the development of a computer program that could possibly match instructors with courses in order make this process more efficient.*

D) Discussion with Dr. Daryush Ila, Vice President for Innovation and Research

- *His office has received 41 proposals for a requested \$18 million in funding for the first seven months (that is til end of January 2022), which is more than has been requested over the past three years combined.*
- *He thanked everyone for their patience during this time of transition. They are in the process of filling the pre- and post-award service specialist positions, and he expects the pre-award position to be filled by February 1. Dr. Harry Nelson has joined the Office of Research and Sponsored Projects as a Post-Award Services Specialist, and Dr. Ila expects to be finished with the backlog of pending transactions in the next few weeks. He hopes to fill an additional pre- and post-award service specialist position soon. Furthermore, Dr. Ila has been in communication with the Deans and hopes to identify at least one faculty member per college by February as well to aid with proposal and grant writing support. These college fellows will receive release time. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 1:17:42)*
- *Dr. Ila discussed the Spring 2022 Innovations in Teaching Fellowships in great detail, which has also been outlined in the Academic Affairs Newsletter for the week of January 24, 2022. The fellowship includes a stipend of \$4750; the deadline to apply is February 7, 2022. (See [January 21, 2022 Faculty Senate Meeting Zoom Recording](#), beginning at 1:12:56)*

5. Committee Reports

**Committee I: Undergraduate Programs Committee (Karen Graffius, Chair)**

**Action Items:**

A) College of Arts, Culture, and Scientific Inquiry

1) Department of Anthropology, Sociology, and Psychology

a) [Social and Behavioral Health, B.S.](#)

Request: Modify

*Item unanimously approved.*

2) Department of Art, History, and Philosophy

a) [Art, Studio Option, B.A.](#)

Request: Modify

*Item unanimously approved.*

B) College of Education

1) Department of Early Childhood Through Secondary Education

- a) [ECED 4251–Assessment and Correction Mathematics Education](#)

Request: Modify

*Item unanimously approved.*

2) Department of Sport Management, Wellness, and Physical Education

- a) [PHED 2300–Positive Youth Development in Sport](#)

Request: Add

- b) [PHED 3401–Integrating Technology into Health and Physical Education](#)

Request: Modify

- c) [PHED 3671–Physical Education in Elementary Schools](#)

Request: Modify

- d) [PHED 3675–Physical Education in Middle and Secondary Schools](#)

Request: Modify

- e) [PHED 4686–Teaching Internship](#)

Request: Modify

*Items a-e were approved as a block with 45 in favor, 1 opposed, and 0 abstentions.*

- f) [Physical Education, B.S. Ed](#)

Request: Modify

*Item was approved with 45 in favor, 1 opposed, and 0 abstentions.*

C) University College

1) Center for Interdisciplinary Studies

- a) [XIDS 2300–Frida Kahlo’s World](#)

Request: Add New Topic

*Item was approved with 44 in favor, 1 opposed, and 0 abstentions.*

**Information Item:**

- A) Nancy Capponi will serve as the Chair of the Undergraduate Programs Committee for the 2022-2023 Academic Year.

**Committee II: Graduate Programs Committee (Dena Kniess, Chair)**

**Action Items:**

- A) College of Arts, Culture, and Scientific Inquiry



1) Department of Computing and Mathematics

a) [CS 6986 - Internship](#)

Request: Add

*Item unanimously approved.*

b) [Applied Computer Science, M.S.](#)

Request: Modify

*Item unanimously approved.*

B) College of Education

1) Department of Early Childhood through Secondary Education

a) [Teacher Education, M.A.T., Concentrations in Secondary Education: Biology, Broad Field Science, Business Education, Chemistry, Economics, English, History, Mathematics, Physics, and Political Science](#)

Request: Modify

*Item unanimously approved.*

2) Department of Leadership, Research, and School Improvement

a) [Educational Leadership Tier 1 Certification Program](#)

Request: Add

b) [Educational Leadership Tier 2 Certification Program](#)

Request: Add

*Items a-b were unanimously approved as a block.*

c) [School Improvement, Ed.D.](#)

Request: Modify

*Item unanimously approved.*

C) Graduate Faculty Policy Status (**Figure 1**)

*Item approved with 41 in favor, 1 opposed, and 0 abstentions.*

D) Graduate Catalog Changes for 2022-23 (**Figure 2**)

*Item approved with 36 in favor, 4 opposed, and 1 abstention.*

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

**Action Item: (Figure 3)**

A) *Policies and Procedures Manual*

1) Article III.A. Meetings

Request: Modify

*Two friendly amendments were proposed and were approved without opposition by the body. The first added a paragraph break before the sentence regarding Special Meetings, and the second changed the language from “his or her” to “their.”*

*Following these two amendments, the modifications to Article III.A were approved with 39 in favor, 0 opposed, and 1 abstention.*

*This item will be brought to the General Faculty for a vote in April 2022 according to Article IV, Section 3 of the UWG Policies and Procedures Manual.*

**Information Item: (Figure 4)**

A) Discussion of *Policies and Procedures Manual* Article III.F: Quorum

*While the UWG Policies and Procedures Manual defines quorum as “fifty (50) percent of the membership of the respective bodies,” the Rules committee was informed that quorum could mean 50% of those in attendance, 50% of elected members, or some other percentage entirely. As they will begin discussing this in their next meeting, Rules Chair Angela Branyon asked for feedback from the body regarding their thoughts on the definition of quorum at subcommittee meetings. While some took this statement to mean the inclusion of ex-officio members in that 50%, others in attendance felt that this statement concerned voting members only. Chair Branyon thanked the body for their feedback and hoped to present this as an action item at the next Faculty Senate Meeting.*

6. Old Business
7. New Business
8. Announcements
9. Adjournment

*The meeting adjourned at 3:29 pm.*

*Respectfully submitted by*

*Dr. Colleen Vasconcellos, Executive Secretary*

## Figure 1

### UWG Graduate Faculty

The Graduate Faculty shall consist of faculty and others recommended for appointment by their department/program heads or academic deans and approved by the Dean of the respective college/school. Individuals may be appointed to the graduate faculty as a tenure-track, associate, or adjunct member.

**Requisites for appointment shall normally be as follows:**

#### **Tenure-Track Graduate Faculty**

- Full-time tenured/tenure-track faculty status with a rank of at least assistant professor
- Earned doctorate or equivalent (terminal degree in the field)
- Published works and/or recognized accomplishments in research and/or teaching
- Recommendation for appointment by the appropriate department/program head or academic dean
- Approval of *Graduate Faculty* appointment is given by the Dean of the respective college/school with final approval given by the Provost and Vice President of Academic Affairs

#### **Associate Graduate Faculty**

- Full-time faculty with rank of at least clinical assistant professor, lecturer, visiting assistant professor, or equivalent status as designed by each college.
- Earned doctorate in the discipline/field or equivalent (terminal degree in the a closely-related discipline from an accredited institution with exceptions for specialized expertise needed)
- Published works and/or recognized accomplishments in research and/or teaching
- Recommendation for appointment by the appropriate department/program head or academic dean
- Approval of *Graduate Faculty* appointment is given by the Dean of the respective college/school with final approval given by the Provost and Vice President of Academic Affairs
- Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students

#### **Adjunct Member of Graduate Faculty**

- Part-time and adjunct graduate faculty are primarily responsible for teaching class(es) and additional responsibilities may be assigned by the respective dean of each college. Emerita or affiliate faculty may also be approved for adjunct member status.
- Earned doctorate or equivalent (terminal degree in a closely-related discipline from an accredited institution with exceptions for specialized expertise needed).
- Recommendation for appointment by the appropriate department/program head or

academic dean

- Approval of *Graduate Faculty* appointment is given by the Dean of the respective college/school with final approval given by the Provost and Vice President of Academic Affairs
- Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students.
- In-lieu-of a terminal degree the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, or 3) high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment.

## Process

### 1. Timeline

- A request for Tenure or Tenure-track Graduate Faculty status is submitted with appointment, and renewal is automatic upon award of tenure or successful completion of post-tenure review.
  - A request for Associate Graduate Faculty status is submitted with appointment and renewed at least every three years.
  - A request for Adjunct Graduate Faculty status is submitted with appointment and renewed every year.
  - Upon recommendation from the department/program head or academic dean, the Dean of the college/school holds authority to rescind graduate faculty status as appropriate.
2. A department/program head recommending a faculty member for any graduate faculty status must complete the standardized Request for Appointment to the Graduate Faculty form and supply appropriate supportive documents, including:
- Current/Up-to-Date curriculum vitae
  - Justification of special expertise or qualifications as indicated
  - Other information as requested above
3. The department/program head or academic dean forwards the request form and supporting documentation to the Dean of the appropriate college/school
4. Upon recommendation of the department/program head or academic dean, the Dean of the College/School considers each faculty member's materials and renders a decision for approval or disapproval for *Tenure or Tenure-track, Associate, or Adjunct graduate faculty status*. Final approval is given by the Provost and Vice President of Academic Affairs.
5. A faculty member wishing to appeal a decision for any level of graduate faculty status pursuant to these guidelines must notify the Dean or Department Chair of the college/school in writing with the submission of relevant information in support of their appeal within 10 working days. Upon receipt of the Dean or Department Chair 's response, both the faculty member's request for reconsideration and the Dean or Department Chair's response written

information are to be sent to the Provost & Vice President of Academic Affairs with a copy sent to the Dean of the Graduate School. The final determination is made by the Provost & Vice President of Academic Affairs and sent in writing to the faculty member within 10 working days with all others copied on this decision. If denied, the decision can include recommendations on how to remedy identified deficiencies, but is not a guarantee of acceptance.

## Figure 2

### Graduate Catalog Changes for 2022-23

Modifications have been approved for the following Items:

- Clarification of transfer credit policy for graduate students (pg. 54)
- Policy for completing the grade of Incomplete (pg. 48)
- Admission Policy regarding Transcripts (pg. 21)

#### ITEM 1

Clarification of transfer credit policy for graduate students.  
(found on pg. 54 of the *Graduate Catalog*):

#### APPROVED REVISED VERSION

A maximum of 6 semester credit hours of graduate credit, unless otherwise allowed, may be transferred from another accredited institution, subject to the following conditions:

- Work applied to a completed degree cannot be accepted (except when approved for the Ed.D. in School Improvement program).
- Work must have been completed within the six to eight-year period allowed for the completion of degree requirements. Refer to the Time Limits to Complete a Graduate Degree policy for more information. The period for transfer credit will be calculated from the first day of the first semester of the degree program at UWG.
- Work must have been applicable toward a graduate degree at the institution where the credit was earned.
- Only grades of B or better may be transferred.
- Work offered for transfer must be approved by the College/School Director of Graduate Studies, Graduate Program Director, and the Academic Advisor.
- Once approved, a completed Request for Graduate Transfer of Credit form should be sent to the Graduate School for processing.

#### ITEM 2

Policy for completing the grade of Incomplete  
(found on pg. 48 of the *Graduate Catalog*):

#### APPROVED REVISED VERSION

- I This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An "I" must be removed by the completion of work within the time frame set by the

professor, not to exceed one calendar year from the last day of classes, or the "I" will become an "F". The F grade will be calculated into the grade point average.

### ITEM 3

Admission Policy regarding Transcripts  
(found on pg. 21 of the *Graduate Catalog*)

#### APPROVED REVISED VERSION

##### How to Apply

The Graduate School admissions office receives all documents in the admissions process. This includes the online application, standardized test scores (e.g., GRE, GMAT), all official transcripts, citizen or immigration documents, letters of recommendation, personal statements, essays, or any other documents that are a part of the admission process for any graduate program. A degree from a regionally accredited institution is required.

Students applying for a post-master's degree (i.e. Ed.S., Ed.D. or Ph.D.) or post-master's certification only need to submit transcripts from degree-granting institutions.

### Figure 3

*UWG Policies and Procedures Manual*

Article III. By-Laws of the Faculties and Faculty Senate

Modification Proposal for Section A: Meetings

*This item will be brought to the General Faculty for a vote in April 2022 according to Article IV, Section 3 of the UWG Policies and Procedures Manual.*

#### APPROVED REVISED VERSION

- 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. Meetings may be held virtually if it is determined that modality to be the best venue for accomplishing the work assigned to the Senate and its committees. If a Senate member is unable to attend a Senate Meeting, a faculty proxy may be appointed by the Senator to attend the meeting as a voting member in their place. If a proxy is attending in the place of a Senator, then the Senator must notify the Executive Secretary that a proxy will be attending the scheduled Senate meeting.

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 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.



**Figure 4**

Discussion of possible modification of Section F: Quorum

*UWG Policies and Procedures Manual*

Article III. By-Laws of the Faculties and Faculty Senate

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