

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

**December 4, 2015
Approved January 29, 2016
Revised February 26, 2016**

1. Call to order: the meeting convened in room 1-203 of the Technology-enhanced Learning Center and was called to order by Elizabeth Kramer, Chair, at 3:04 p.m.

2. Roll Call

Present

Blair, Boldt, J. Butler, Connell, L. Crafton (substituting for L. Miller), DeFoor, Elman, Farran, Fujita, Chris Berg (substituting for Gerhardt), C. Johnson, Chris Bounds (substituting for Lee), Lopez, Mbaye, McCord, McCullers, McKendry-Smith, Mindrila, Ogletree, J. Roberts, Li Yang (substituting for Remshagen), C. Samples, Schoon, C. Schroer, Seay, M. Snipes, Stanfield, Sterling, D. Stuart, Tefend, Trotman Scott, Varga, S. Welch, D. Williams, Willox, Xu, Yates

Absent

Banford, Faucette, Insenga, McGuire, D. Neely, L. Robinson, Self, Velez-Castrillon, S. Webb

3. Minutes: a motion was made and seconded to approve the minutes of November 13, 2015.

Item approved unanimously by voice vote.

4. Committee reports

Committee I: Undergraduate Programs Committee (Cale Self, Chair)

Action Items:

A) College of Arts and Humanities

1) Theater Department

a) THEA 3394
Request: Modify

Item approved unanimously by voice vote.

B) Richards College of Business

1) Management

a) CISM 3335
Request: Modify

- b) MGNT 3633
Request: Add

These two items were taken together and approved unanimously by voice vote.

- 2) Marketing and Real Estate
 - a) Bachelor of Business Administration with a Major in Marketing
Request: Modify
 - b) Minor in Marketing for Non-Business Majors
Request: Modify

These two items were taken together and approved unanimously by voice vote.

- C) College of Education
 - 1) Leadership and Instruction
 - a) Bachelor of Science with a Major in Sport Management
Request: Modify

Item approved unanimously by voice vote.

Information Items:

- A) Richards College of Business
 - 1) XIDS 2002
Request: Modify
 - 2) Bachelor of Science with a Major in Economics/Secondary Education
Request: Deactivate
 - 3) Bachelor of Business Administration with a Major in Accounting
Request: Modify
 - 4) Bachelor of Business Administration with a Major in Economics
Request: Modify
 - 5) Bachelor of Business Administration with a Major in Finance
Request: Modify
 - 6) Bachelor of Business Administration with a Major in Management
Request: Modify
 - 7) Bachelor of Business Administration with a Major in Management Information Systems
Request: Modify
 - 8) Bachelor of Business Administration with a Major in Marketing
Request: Modify

- 9) Bachelor of Business Administration with a Major in Real Estate
Request: Modify

Committee II: Graduate Programs Committee (Dawn McCord, Chair)

Action Items:

A) College of Education

1) Learning and Teaching

- a) SPED 6705 Comprehensive Exam for the Master of Arts in Teaching: Special Education
Request: Add
- b) SPED 6795 Comprehensive Exam for the Master of Education: Special Education Request: Add
- c) SPED 8795 Comprehensive Exam for the Specialist of Education: Special Education
Request: Add

These three items were taken together and approved unanimously by voice vote.

B) Richards College of Business

1) Marketing and Real Estate

- a) MKTG 5868 Marketing Metrics
Request: Add

Item approved unanimously by voice vote.

C) College of Social Sciences

1) Psychology

- a) Ph.D. in Psychology: Consciousness and Society
Request: Modify

Item approved unanimously by voice vote.

Information Items:

A) College of Social Sciences

- 1) Master of Public Administration
Request: Modify
- 2) Master of Urban and Regional Planning
Request: Terminate
- 3) Criminology
Request: Modify

- 4) Master of Arts with a Major in Criminology
Request: Modify

Committee IV: Academic Policies Committee (Shelly Elman, Chair)

Action Items:

- A) Hardship Withdrawal changes to the Faculty Handbook (205.01, p. 88)

This item was withdrawn by the Committee without discussion.

Information Item:

- A) Summer Session Grades Due policy

The dates for Summer 2016 Grades due are the following:

1. Maymester: May, 27, 2016 by noon.
2. June Session: July 2, 2016 by noon.
3. July & June/July Sessions: August 1, 2016 by noon
4. This does not affect study abroad.

- B) Academic calendar (Myrna Gantner)

Dr. Gantner distributed a two-sided handout (below). The process for the development of the academic calendar is on one side, and the reverse lists the committees that worked on it.

Faculty Senate - December 4, 2015

DATE	GROUP	ACTION
2011-12	Academic Policies Committee	Gathered feedback on new 15-week calendar. Surveyed faculty and met with Department Chairs.
2012-13	Academic Policies Committee	Gathered feedback from faculty on the 15-weeks vs. 16-weeks question.
2013-14	Academic Policies Committee	Collected calendars from peer institutions and several aspirants. Gathered feedback on the 15-weeks vs. 16-weeks question.
Sept. 22, 2014	Barriers Calendar Subcommittee	First meeting of new subcommittee was assembled under the direction of Chair John Head.
2015	GROUP	ACTION
January 21	Barriers Calendar Subcommittee	Subcommittee membership was expanded to include representatives from additional units. New Co-chair Myrna Gantner joined Co-chair John Head.
March 13	Academic Policies Committee	APC reviewed the two draft calendar options and added a third option.
March 23	Provost's Administrative Council	Calendar options were presented to Administrative Council for discussion and feedback.
March 30	Email invitation to All-Faculty and All-Staff listservs	Invitation to 2 Town Hall Meetings for discussion and feedback. The calendar options spreadsheet was attached to the email. Electronic feedback by April 15 was requested. Seventeen emailed responses received.
April 6	Town Hall Meeting	Town Hall was open to all faculty and all staff for discussion and feedback. Approximately 20 people attended.
April 7	President's Advisory Council	Calendar options were presented to PAC for discussion and feedback.
April 8	Town Hall Meeting	Town Hall was open to all faculty and all staff for discussion and feedback. Approximately 15 people attended.
April 16	Barriers Calendar Subcommittee	Subcommittee met to rank order the calendar options based on campus-wide feedback.
April 17	Barriers Team	Subcommittee Co-Chairs with with the Barriers Team to discuss the suggested ranking of the calendar options based on campus-wide feedback.
April 24	Faculty Senate	The ranked calendar options were presented to the Faculty Senate as an information item. The Calendar spreadsheet with all options was included in the April 24 Senate agenda as Addendum VII.
April 29	Barriers Team	The Barriers Team submitted its recommendation to the Provost and President.
April 30	Provost	The Provost accepted the recommendation of the Barriers Team as the calendar for 2016-2017 (option 1b) and the pattern for years 2016-2017.
June 10	Ad-Hoc Calendar Committee	Ad-Hoc Calendar Committee formed to develop calendars for years 2017-2021 using the approved pattern for 2016-2017.
October 21	Ad-Hoc Calendar Committee	The Ad-Hoc Calendar Committee finalized the calendars for years 2017-2021.
November 6	Board of Regents	The Registrar submitted UWG's calendar dates to the Board of Regents.

ACADEMIC CALENDAR PRESENTATION TO THE FACULTY SENATE

December 4, 2015

BARRIERS CALENDAR SUBCOMMITTEE (January through April, 2015)

Academic Affairs

1. Myrna Gantner, Calendar Co-Chair and AVP for Academic Affairs
2. Denise Overfield, Barriers Team Chair and Interim AVP for Academic Affairs
3. Amber Smallwood, COSS Associate Dean
4. Diane Williamson, RCOB Assistant Dean
5. Vickie Geisler, COSM (Chemistry)
6. Julie Dobbs, Ingram Library
7. Susana Velez-Castrillon, Academic Policies Committee Chair, (RCOB Management)
8. Brett Miles, eCore
9. Becky Stanard, COE Associate Dean

Student Affairs and Enrollment Management

1. John Head, Calendar Co-Chair and AVP for Enrollment Management
2. Philip Hawkins, Director of Financial Aid
3. Donna Haley, Registrar
4. Stephen Whitlock, Director of Housing and Residence Life
5. Keri Burns, Director of Career Services

Business and Finance

1. Mark Reeves, AVP for Auxiliary Services
2. Rick Sears, Controller and AVP for Finance
3. Pat Murphy, Bursar
4. Juanita Hicks, AVP for Human Resources

Student

1. Sandra Santiago, President, Student Government Association

AD HOC CALENDAR COMMITTEE (June through October, 2015)

Academic Affairs

2. AVP for Academic Affairs, Co-Chair (Myrna Gantner)
3. Chair of Academic Policies Committee (Shelly Elman)
4. Associate Dean (Amber Smallwood)
5. Department Chair (Meg Pearson)
6. Faculty Member (Matt Varga)

Student Affairs and Enrollment Management

1. AVP for Enrollment Management, Co-Chair (John Head)
2. Registrar (Donna Haley)
3. Director of Financial Aid (Philip Hawkins)

Business and Finance

1. AVP for Auxiliary Services (Mark Reeves)
2. Bursar (Pat Murphy)

NEW CALENDAR MUST HAVES

1. 15 weeks of instruction to fulfill BOR required instructional time (750 minutes per credit hour) with 16th week for optional final exams at the discretion of the Instructor
2. 15 minutes between classes
3. Wednesday start date for Fall term to provide programming time for incoming Freshman class
4. Reasonable End-of-Term processing time for Fall term to complete tasks for placing Academic Standings on transcripts and mailing those notices to students, verifying financial aid eligibility for spring term, etc. Avoid staff having to work on Christmas Eve.
5. Reading Day and/or weekend break during final exams
6. No one unit's preferences would drive any of the choices
7. Commencement on Saturday whenever possible

Dr. Gantner explained the process for the calendar's development. The calendar changed from 16-week to 15-week five years ago (2011-12). The most pushback was received from three areas: sciences, mathematics, and foreign languages, who needed the extra time; so, the Academic Policies Committee (APC) took up the question. They did surveys, met with department chairs, etc. They saw the split need, so nothing happened. In 2012-13, the APC looked at it again, getting information, and reaching the same conclusions. In 2013-14, the APC looked at peers and aspirant institutions. UWG has the shortest calendar in the USG. The APC gathered feedback, but again, nothing happened. There was no calendar for 2016, so the question went to the Barriers Team. They formed a subcommittee in Fall 2014, chaired by John Head. He found that the subcommittee did not have wide enough representation, so they reconvened in Jan. 2015 with a greatly expanded group, with Myrna co-chairing. The work in the Spring was intense. The group found that everybody could not be accommodated, so they worked on the "must haves" and decided that in order for an item to be a "must have," it had to have more than one unit wanting it. They were still at an impasse.

At that point in the process Micheal Crafton proposed an elegant solution: make the instruction weeks 15 required, and the 16th week optional at the discretion of the instructor for finals, presentations, etc. Other "must haves" included: 15 minutes between classes; a Wednesday start in the Fall, as Student Affairs needs days to do programming; and that end of term processing finish early enough in Dec. so that processing is completed before Jan. The calendar got put together at this point. Adding the 16th week and some expansion of the summer schedule made the calendar very tight. The committee tried to put graduation on Sat. when they could. Spring finals end on Tues., so students would stay four more days for a Sat. commencement, so the Spring ceremonies were placed on Thurs. afternoon and evening, when there are no classes and parking is not a problem. Dr. Gantner stated that it was worth trying.

Faculty are not required to use a 16th week. If one chooses not to use it, 10-month faculty have a month off between Dec.-Jan.; a month off between Spring-Summer; one week off between Summer-Fall. It was recognized that when new faculty come in at Fall, classes start very soon afterwards.

International programs and Maymester were discussed. There are flexible dates in Maymester for international students; Dr. Gantner mentioned that "you can go past those days when the Maymester ends. You must, though, pay attention to the financial aid dates and fee payment deadlines." The Summer is starting earlier. The College of Education used to have its own Summer session. It was dropped when this calendar started, but the COE can go back to it.

Dr. Gantner stated that Article IV, Section 1.B.3(c) of the *Policies and Procedures of the University of West Georgia* specifies that faculty participate with administration in the preparation of the academic calendar, including the setting of dates for commencement exercises. The Faculty Senate does not have to vote on the calendar; it participates in the process. Dr. Gantner commented that the academic calendar is actually spread across three divisions: Academic Affairs, Student Affairs, and Business Affairs; faculty do not own the calendar.

Dr. Gantner said that UWG needs a standing university committee to develop a fifth year's calendar when the previous one ends, and apply it to the next four years, so we always have five years planned out. Saturday graduations and Summer sessions are especially difficult issues, and we must keep looking at how well they work.

Dr. Yates talked about individual college graduations. In addition to the main graduation ceremony, the hope is that conversations will continue about college/school ceremonies in the future. Shelley Rogers (Ingram Library) commented about the desirability of continuing to have graduates walk individually across the stage with their names read aloud, and not merely stand to be recognized as a group.

Committee VI: Strategic Planning Committee (Heather Mbaye, Chair)

Action Item:

- A) The Strategic Planning Committee recommends the adoption of the following definition, created by a committee under the guidance of Tami Ogletree and Melanie McClellan.

Service Learning

Service Learning is a structured teaching and learning strategy within a course that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and address community priorities.

The Instructor is equipped with knowledge and resources to ensure that:

- The need is identified by the community being served.
- Students engage in critical reflection.
- The service is aligned with student learning outcomes for which the student receives academic credit.
- It is a mutually beneficial partnership that balances student learning with service to the community.

In the discussion on this item, Dr. Ogletree explained that having a University definition of service learning is a necessary first step before applying to be a Service Learning institution (Community Engagement Classification, administered by Carnegie). After this, they will plug courses in, have a database, etc. Students get certification if they take enough courses. It was noted that service learning is tied to a course, not a program. This initiative is intended to help with RPG (retention, progression, graduation).

Item approved unanimously by voice vote.

Committee VIII: Technology Committee (Craig Schroer, Chair)

Information Item:

- A) New UWG website

Mr. Schroer and Jami Bower (UCM) provided an introduction to the new UWG website that is being planned via a seven-slide PowerPoint presentation and sample website pages. The following are slides 3-6 of Ms. Bower's presentation:

Web Backstory.

Fall 2014

- Web Advisory Committee
 - Blake Adams, Jami Bower, Denny Chasteen, John Head, Kevin Hemphill, Kathy Kral, Julie Lineback, April Saunders, Craig Schroer
- Committee Charge
 - Develop an overarching web strategy, blueprint, and action plan tied to institutional imperatives and steeped in research for evolving and elevating the UWG (.edu) site
 - Transform and simplify the UWG end-user experience and enhance our reputation

Winter-Summer 2015

- Conducted research and development, improvement initiatives for feedback, metrics for measurement, and review/assessment
- Conducted site testing with key constituencies during development phases
- Performed CMS analyses, internal assessment, and development/support agreements
- Created and completed an RFP process for awarding external web development partners

Fall 2015

- Created wireframes/concepts for developing a final site design



Objectives.

- Enhance the visual identity and appearance
 - New theme, fonts, colors, and other graphical branding elements
- Improve the layout, navigation and overall functionality of the site
- Establish and maintain consistency (theme, layout, navigation and content standards)
- Implement a new CMS that's easy to use, to update and that's compliant (ADA)
- Update and migrate current content to the new CMS
- Improve accuracy, currency, and consistency of information
- Improve timeliness of information for and about our degrees, programs, courses, faculty, staff, students, admissions, events, schedules, deadlines, etc.
- Improve our presence in ranking in organic web searches
- Improve our integration and presence across all social media platforms
- Incorporate mobile responsive design
- Implement mandatory visual and web usage guidelines
- Realign staff and resources
- Identify certified content owners/editors and provide ongoing training and support

Timeline.

- Complete Site Design: February 2016
- Implement Design: April 2016
- Migrate Content: May 2016 - August 2016
- First 40 Sites Migrated = 90% of Web Traffic

Migration Plan.

Phase 1

- UWG main
- business, nursing, education, coss, cosm, coah, honors
- admissions, careerservices, counseling, csi, financialaid, health, housing, orientation, registrar, urec
- ecore, newnan, uwgonline
- advancedacad, advising, gradstudies
- library, coliseum, ucm, alumni, its
- aux, bursar, hrpay, parking, police, wolvescard
- president, engagewest

Ms. Bower explained that the Web Advisory Committee has been meeting weekly since Fall 2014 and has used “a wealth of analytics” to inform their decision-making. They want to satisfy a wide range of objectives and to transform the user experience. After Ewa Hallman was hired as Web Developer, an RFP went out. At this point, the Committee has come in under budget and right on time. A complete site design is expected Feb., 2016, with implementation in April. Content will be migrated beginning in May, under a three-phase plan.

Mr. Schroer showed 10 wireframes (images of the redesign). The “Go West” and UWG shield are key branding marks and always stay on top of a webpage; so does a banner. To see the images, go to: westga.edu/webrevolution and use the password: revolution. Please contact Mr. Schroer if you have questions. Also, please don't share this information beyond the University for now.

Committee XII: Budget Committee (Andrea Stanfield, Chair)

Information Item:

A) President Marrero's update on the budget prioritization process for FY17

Dr. Marrero discussed the budget prioritization process in conjunction with slides and a double-sided handout. You may view the budget documents online via the Budget Services webpages at:

[http://www.westga.edu/assetsDept/budget/UWG_FY_2017_Budget_Hearing_Packet_Final\(1\).pdf](http://www.westga.edu/assetsDept/budget/UWG_FY_2017_Budget_Hearing_Packet_Final(1).pdf).

Dr. Marrero's notes for these Minutes are the following:

FACULTY SENATE - FY2017 BUDGET REQUEST PRESENTATION: All of these efforts are integral to UWG's new strategic plan – aligning the strategic plan with strategic budgeting - and its four imperatives: Student Success, Academic Success, Partnership Success and Operational Success. The new funds request are a direct outcome of the UWG Engage West transformative initiative, where all individuals are involved in the setting of institutional goals and objectives and are measured in their progress of attainment. The budget development process was taken into every unit on campus and was a complete grass roots developmental endeavor. It reflects the energy and enthusiasm of the entire community not only in direction but also in priority. **Focus of prioritization – student success and completion, high impact growth and market aligned programs, compliance/risk/safety, rewarding performance.**

When you review the "New Funds" tab of the complete budget narrative and spreadsheets you will see color coding indicating the potential source of funding: green for state appropriation, blue for graduate tuition, and yellow for undergraduate tuition. Without knowing what the final result will be regarding tuition increases, we have provided a single list of specific priorities but coded them in the recognition that there may be more than one source of new funds. In addition, as presented today to the Faculty Senate, you have a spreadsheet identifying Tier 1, 2, 3 and 4 line items. **The total request is \$4,699,907, all from state appropriations if that is the only source of new funds.** If tuition increases of 9% at the graduate level (Tier 2) and 2.5% at the undergraduate level (Tier 3) are authorized, the state appropriation request would be reduced by \$350,000 for the graduate tuition increase and \$1,150,000 for the undergraduate tuition increase. Growth revenue (Tier 4), approximately \$1.15M will be invested in P&T recurring costs, faculty/staff salary equity, annual operating, and campus center and coliseum support.

- **Focusing specific priorities, needs, challenges & opportunities – CCG/RPG #1, Shortening Time to Degree, Strategic Enrollment Growth – core faculty (bottlenecks), QEP implementation, high growth and market based programs (health sciences), Articulation Agreements & Satellite Campus Growth, Investment in Services (Advising) and Instruction, New Innovation and Models of Delivery (eCore/online), Compliance Reporting, HR support, Financial Aid, Student Services and Compliance, Technology and ITS support, Campus Safety and Risk Management**
- **Total amount requested = \$4,699,907 in three tiers:**
 - New Funds Priorities - Tier 1 (\$3.2M – refer to spreadsheet - green) –** Tight synergy between faculty positions, instructional technology and lab support, strengthening of advising, student services, financial aid, compliance and safety – all to enhance the student experience, shorten time to degree relieving bottleneck in popular core seats with record freshman class and next phase implementation of the QEP (Essential Writing Skills in areas D and E)
 - Tier 2 (\$350,000 - blue) –** source from grad tuition increase critical to grad instructional/service growth – currently cannibalizing undergrad resources to fulfill need = Grad Faculty in Sociology, Nursing, College of Education; expanding graduate student research; expand Nursing Program; History admin support.
 - Tier 3 (\$1,150,000 - yellow) –** funding from undergrad tuition increase critical to operation effectiveness, accountability, financial services, public safety/Police, ITS support and expansion in Newnan) - refer to excel spreadsheet

Argument for Tuition increases - undergraduate 2.5% (imperative to fund critical needs in Tier 3 see above), graduate 9% (imperative to fund critical needs in Tier 2 see above) – argument - sector inequities – with increase will be equal to Valdosta, and be still 14% and 17% below GSouthern and KSU – see chart) - reasoning and outcomes – market elasticity, further deterioration of undergraduate program funding. Have largest graduate enrollment in our history.

Summary:

Each prioritized item identifies the strategic plan focus based on the expected outcome. These requests will serve our students through ensuring that our SACS COC Quality Enhancement Plan, “Writing Across the Curriculum,” is strongly supported and that the “Complete College Georgia” initiative is continued aggressively. UWG is also committed to students in all co-curricular areas but especially those that overlap the arenas of campus safety and student intervention. Although the majority of our request is purposefully directed at student and academic success, we also need to support external partnership success and organizational success in order to have the proper balance that fosters continued growth. [End of Dr. Marrero’s provided notes.]

Dr. Marrero commented that the Chancellor will be lobbying for a 1-3% increase for salaries. This amount is approximately \$150M per percentage point, thus 3% would be \$450M (recurring) if all state employees got it. Dr. Marrero said that \$4M in totality went to faculty and staff salary increases in the last two years—one of the largest increases in the USG. The President also commented that 40+ positions were added in the last two years at UWG, but no departmental operation budget funding, so we have included \$310K from our growth revenue (Tier 4). The budget presentation to the BOR went well; now we wait to hear the results in April. He added that our budget process is likely the most transparent in the USG.

Faculty are encouraged to express opinions to Ms. Stanfield, Chair of the Budget Committee.

5. Old business

- A) Dr. Willox reported on the search for a Senior Diversity Officer. The first meeting of the search committee will be next week, with the position posted before the Winter Break. They plan to bring candidates hear in the Spring and have the hiree start in Summer.

6. New business: none

7. Announcements

- A) Dr. Farmer reminded everyone that this is Elizabeth Kramer’s last meeting as Chair, and Dr. Farmer thanked Dr. Kramer on behalf of the Faculty Senate for her service.

Dr. Kramer responded that she had a long list of people to thank: Julia Farmer, the Executive Committee, Jeff Johnson, Shelley Rogers, Committee chairs, the Provost, the President, the administrative staff, the administrators who served on committees, the students, and all Faculty Senators. She commented that faculty governance is alive and well here at UWG, and she looks forward to seeing it continue in the years ahead.

She received a standing ovation from those present.

8. Adjournment

The meeting adjourned at 4:55 p.m.

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