University of West Georgia
Faculty Senate Meeting
Minutes

March 9, 2012
Approved April 13, 2012

1. The meeting was convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff at 3:05 pm.

2. Roll Call
   Present
   Barnhart, Bucholz, Deng, Goldstein (substitute for DeNie), Doyle, Gant, Snipes (substitute for Gezon), Halonen-Rollins, Hannaford, Hasbun, Hatfield, Hodges, J. Johnson, Jenks, Boldt (substitute for Kassis), Kilpatrick, Kramer, Leach, Lloyd, M. Johnson, Mayer, Mitchell, Moffeit, Morris, Noori, Packard, DeVita (substitute for Parrish), Pencoe, Pitzulo, Ponder, Pope, Popov, Ringlaben, Rutledge, Samples, Sanders, Schmidt, Smith, Thomas, Hazari (substitute for Thompson), Williard

   Absent
   Ashford, Banford, Blair, Chesnut, Hansen, Snaith, Yeong

3. Approval of the minutes of the February 17th meeting

Minutes approved by voice vote

4. Committee Reports

Committee I: Undergraduate Programs Committee (Chair, Dr. Camilla Gant)

Action Items:

A) College of Education
   1) Department of Leadership and Applied Instruction
      a) Bachelor of Science in Recreation
         Request: Terminate
         Action: Approved

      b) Bachelor of Science in Secondary Teacher Education
         Request: Terminate
         Action: Approved

      c) UTCH 2001 - Inquiry Approaches to Teaching
         Request: Add; See attachment
         Action: Approved

d) UTCH 2002 - Inquiry Based Lesson Design
   Request: Add; See attachment
   Action: Approved

e) UTCH 3001 - Knowing and Learning in Mathematics and Science Education
   Request: Add; See attachment
   Action: Approved

f) UTCH 3002 - Classroom Interactions
   Request: Add; See attachment
   Action: Approved

g) UTCH 3003 - Project Based Instruction
   Request: Add; See attachment
   Action: Approved

h) UTCH 3004 - Inclusive Secondary Mathematics and Science Classrooms
   Request: Add; See attachment
    Action: Approved

i) UTCH 4000 - Apprentice Teaching
   Request: Add; See attachment
   Action: Approved

B) College of Science and Mathematics
   1) Department of Chemistry
      a) Bachelor of Arts in Chemistry/Secondary Education
         Request: Modify; align program with UTeach requirements; See attachment
         Action: Approved

   2) Department of Geosciences
      a) Bachelor of Science in Earth Science/Secondary Education
         Request: Modify; align program with UTeach requirements; See attachment
         Action: Approved

      b) Bachelor of Science in Geography
         Request: Modify Area F, learning outcomes, concentrations; See attachment
         Action: Approved

      c) Bachelor of Arts in Geography
         Request: Terminate; See attachment
         Action: Suspend; current majors may complete program; new majors cannot enroll

      d) GEOG 3405 - Geographies of Sustainability
         Request: Add; See attachment
         Action: Approved

      e) GEOG 4253 - Seminar in Economic Geography

Request: Add; See attachment
Action: Approved

f) GEOG 4500 - Moral Geographies
Request: Add; See attachment
Action: Approved

g) GEOG 4643 - Seminar in Urban Geography
Request: Add; See attachment
Action: Approved

h) GEOG 4755 - GIS Database Design
Request: Add; See attachment
Action: Approved

i) GEOG 4757 - Programming and Customization in GIS
Request: Add; See attachment
Action: Approved

j) GEOG 4893 - Practicum in GIS
Request: Add; See attachment
Action: Approved

k) GEOL 3825 - Research Methods
Request: Add; See attachment
Action: Approved

3) Department of Mathematics
a) Bachelor of Science in Mathematics/Secondary Education
Request: Modify; align program with UTeach requirements; See attachment
Action: Approved

4) Department of Physics
a) Bachelor of Science in Physics/Plan D
Request: Modify; align program with UTeach requirements; See attachment
Action: Approved

C) College of Social Sciences
1) Department of Criminology
a) Bachelor of Science in Criminology
Request: Modify; delete pre-major criteria
Action: Approved

2) Department of Mass Communications
a) Bachelor of Arts in Mass Communications
Request: Modify pre-major criteria, FMA track, electives, degree type; See attachment
Action: Approved

3) Department of Political Science & Planning
   a) Minor in Public Administration
      Request: Add; See attachment
      Action: Approved

   b) POLS 4407 - European Environmental Policy
      Request: Add; See attachment
      Action: Approved

   c) POLS 4408 - EU Science and Technology Policy
      Request: Add; See attachment
      Action: Approved

   d) POLS 4411 - Federalism and Multilevel Governance in the EU
      Request: Add; See attachment
      Action: Approved

   e) POLS 4412 - Democracy and the EU
      Request: Add; See attachment
      Action: Approved

   f) POLS 4413 - Social Policy in Europe
      Request: Add; See attachment
      Action: Approved

   g) POLS 4414 - History of European Integration
      Request: Add; See attachment
      Action: Approved

   h) POLS 4507 - US-EU Relations
      Request: Add; See attachment
      Action: Approved

   i) POLS 4508 - European Economic and Monetary Union
      Request: Add; See attachment
      Action: Approved

   j) POLS 4509 - EU Law and Legal Systems
      Request: Add; See attachment
      Action: Approved

   k) POLS 4510 - Foreign Policy and the EU
      Request: Add; See attachment
      Action: Approved

4) Department of Sociology
   a) Bachelor of Science in Sociology

Request: Modify; expand capstone options
Action: Approved

b) SOCI 4982 - Capstone: Internship
Request: Add
Action: Approved

Items approved by voice vote.

Information Items:

A) College of Education
   1) Department of Leadership and Applied Instruction
      a) PWLA 1600 - Personal Wellness
         Request: Modify description; See attachment
         Action: Approved

B) College of Sciences and Mathematics
   1) Department of Geosciences
      a) GEOG 2503 - Cultural Geography
         Request: Modify description
         Action: Approved

C) College of Social Sciences
   1) Department of Mass Communications
      a) COMM 2110 - Intercultural Communication
         Request: Add
         Action: Forwarded to Gen Ed Subcommittee

   2) Department of Sociology
      a) SOCI 4983 - Capstone: Senior Thesis
         Request: Modify prerequisites, title
         Action: Approved

      b) SOCI 4984 - Capstone: Senior Seminar
         Request: Modify prerequisites, title
         Action: Approved

Committee II: Graduate Programs Committee (Alan Pope for Chair, Susan Ashford)

Action Items:

The Graduate Programs Committee requests Faculty Senate approval for the following graduate policy changes/revisions/additions:

A) Motion: Graduate Programs requests approval of revised graduate course load expectations.

Motion approved by voice vote.

The following is an edit and revision of the course load expectations previously found in the 2010-2011 graduate handbook.

Graduate Course Loads

Minimum Course Load for Financial Aid Eligibility

To be eligible for Federal Student Aid (FSA), a student must be enrolled at least half time. To be enrolled half time, a student must be taking at least half of the course load of a full-time student. The UWG Office of Financial Aid defines full-time enrollment for a graduate student as 9 credit hours, or the equivalent, each term. Half-time enrollment is defined as 5 credit hours, or the equivalent, each term.

Students must register for and attend 5 credit hours, or the equivalent, to be eligible for Financial Aid each term.

	Fall	Spring	Summer
Full Time	9	9	9
Half Time	5	5	5

Minimum Course Load for Graduate Assistantship Eligibility

Graduate Assistantships are classified by function or purpose and include Graduate Teaching Assistantships (GTAs), Graduate Research Assistantships (GRAs), and Graduate Assistantships (GAs). GTAs, GRAs, and GAs must register for and earn 9 credit hours, or the equivalent, to be eligible for a Graduate Assistantship each term.

Maximum Course Load for All Graduate Students

Graduate students who do not hold one of the three types of assistantships may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the Director of their graduate program and from the Director of Graduate Studies for their college or school. Some programs may require additional levels of approval.

Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.

B) Graduate Faculty Appointment – Revision of previous COGS policy.
   The new policy replaces the previous COGS Appointment and Reappointment Guidelines.
   The new policy moves the approval process to the Colleges/School since faculty are vetted at

this level; it details the requisites for appointment/reappointment to Regular, Limited-Term, and Permission-to-Teach categories and the process for approval.

Concern was raised on the requirement listed as, "Full-time tenured/tenure track faculty status in a department offering graduate course work with a rank of at least assistant professor." Departments without a graduate program or smaller departments would be prevented from participation in academically appropriate activities. There is already precedent for qualified faculty assuming graduate faculty responsibilities without acceptance to the graduate faculty. Committee was requested to consider this issue.

Pope withdrew the motion and will take it back to the committee to consider requested revision.

C) The Graduate Programs Committee requests Faculty Senate approval for the following graduate course additions

1) School of Nursing
   EdD in Nursing Education Program
   The following course additions are the first level courses in the new EdD in Nursing Education program.
   a) Course: NURS-9001 Current Trends and Issues in Nursing
      Request: Add
      Action: Approved

   b) Course: NURS-9002 Quantitative Research in Nursing
      Request: Add
      Action: Approved

   c) Course: NURS-9003 Principles of Qualitative Inquiry
      Request: Add
      Action: Approved

   d) Course: NURS-9004 Teaching the Adult Learner
      Request: Add
      Action: Approved

   e) Course: NURS-9005 Nursing Theory in Nursing Education
      Request: Add
      Action: Approved

   f) Course: NURS-9006 Educational and Healthcare Policy
      Request: Add
      Action: Approved

   g) Course: NURS-9007 Applied Statistical Methods in Nursing

Request: Add
Action: Approved

Motion approved by voice vote.

Information Items:

A) College of Education
   1) Educational Innovation
      a) Course: MEDT-7487: Practicum
         Request: Modify
         Action: Approved

B) College of Sciences and Mathematics
   1) Geosciences Department
      a) Course: GEOG-6086 Internship
         Request: Modify
         Action: Approved

Committee V: Faculty Development Committee (Chair, Gary Schmidt)

Action Items:

A) The Faculty Development Committee requests approval of the attached amendments to the Promotion and Tenure Revisions passed in the Faculty Senate on December 9, 2011. (**See Attachment I**).

   Editorial corrections were requested.

Motion as corrected was approved by voice vote with one vote of opposition.

Committee XI: Intercollegiate Athletics Committee (Chair, Robert Morris)

Information Items:

A) Minutes from the Athletic Committee's 2/13/2012 meeting

B) Committee approved SACS Compliance Statement

C) Approved Scope and Mission Statement developed by the Athletics Department as required by NCAA regulations

D) Every sporting event has a "faculty coach" and it has turned out to be a very successful program and volunteers are encouraged to apply to increase faculty Involvement in sporting events.

Committee XI: Rules Committee (Chair, John Ponder)

Action Item:

A) Preamble:
The FS Rules Committee submits the attached document for consideration by the general body. The document sets forth guidelines for modification of academic programs. The guidelines were developed in consultation with the Provost's Office, the Graduate Programs Committee, the Undergraduate Programs Committee, and the Chair of the Senate and represent an attempt to streamline and clarify what does and does not need to go before the general body of the Faculty Senate.

Editorial changes from the floor:
- Paragraph 2 "Dean and Chief Academic Officer" should be Dean as the chief academic officer"
- On following line change "their" to "his/her" area of appointment

Motion approved by voice vote

UWG Shared Governance Procedures for Modifications to Academic Programs
Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation.
This document only addresses the UWG internal approval process.

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean as the chief academic officer of the college or school to manage the curriculum creation/modification process within his/her area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are *actions items* by the Senate and appropriate Senate Subcommittees:

- New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc…)
- Changes to a course level (i.e. changing from 3000 to 4000 level)
- Adding to or removing a course from the Core Curriculum
- Changes to course prerequisites that span across colleges
- Modifying the requirements to complete an academic program, including core curriculum
- New or modified concentrations within a degree program

2. The following are *information items* for the Senate:
   - Modifications to XIDS courses (Action Item by the Committee)
   - Changes in admission standards for an academic program
   - Suspending (deactivating) or eliminating (terminating) academic programs
   - Offering an existing academic program more than 95% online
   - Offering an approved academic program more than 50%, but less than 95% online

3. The following are *reviewed by the Senate graduate and undergraduate programs* committees to assure quality of academic programs
   - Comprehensive Program Reviews
   - Academic program and core curriculum learning outcome assessments

4. The following are *not items considered* by the Senate and should be reported directly to office of the Provost:
   - Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
   - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
   - Minor modifications to courses including : course name, description, course learning outcomes, and prerequisites within a college or school
   - Creation or modifications of assessment artifacts
   - Moving an approved course to online delivery (including both "D" and "N" sections)

5. Old Business

A) Nominations for Senate Chair, 2012-2014.

Policies and Procedures, Article IV Section 2

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 the representative of the University of West Georgia to the University System of Georgia Faculty Council; 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 for 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.

Chair Huff raised the concern of limiting the Senate Chair term to 2 years. Issues raised from chair and floor included that of experience, the fact that senators can serve longer terms, and that senators can succeed themselves. Along with term parameters, a concern was raised on the timing of the election. With the election occurring in April, service as Chair-Elect is limited with little time to prepare for the role as Chair.

   1. *Senate requested that the rules committee look at the current term limit for the Senate Chair and the possibility of moving the election to earlier in the year.*
   2. *Dawn McCord, Secretary, will send out a call for nominations.*

6. The meeting was adjourned.

Attachment I

103.02 Procedures

By the end of the first week of fall semester classes, the Provost and Vice President for
Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit a dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified.

Each dossier shall include, at a minimum, the following:
- a curriculum vitae;
- the three evaluations of teaching effectiveness and performance of allied duties specified in Section 103.05 and 103.06;
- any letters of recommendation which the department chair has received;
- reprints of scholarly publications or other evidence of scholarly or creative work.

The promotion/tenure process shall include reviews at the levels of both the Department and the College or School, except in those units without academic departments, which may choose a single-level process. Given the diverse nature of academic disciplines and the rigorous professional standards associated with each, departments may formulate specific criteria appropriate to their discipline. If a department specifies unique criteria, such criteria must be in written form and approved by the governing body of the College, the
Dean, and the Provost. Such approved department criteria must be made available to candidates at their point of entry into UWG, and reinforced during periodic pre-tenure / promotion reviews; they must also be included as part of a candidate's dossier at each subsequent level of review. Departmental criteria must not conflict with University criteria. Each subsequent level of review must consider the dossier in terms of these stated criteria, thus ensuring that candidates are considered in the professional contexts of both their discipline and of the University.

[...]

103.0201 Formation and Operation of Faculty Promotion and Tenure Evaluation Committees

A. Departmental Evaluation (for units with academic departments)

1. Faculty Committee

A faculty promotion and tenure evaluation committee, consisting exclusively of no less than three tenured faculty members selected by the voting members of the department, shall formally review dossiers submitted to the department chair. In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee.

The departmental committee (or other review body of academic units that do not have departments) shall be guided by all of the specific university, college/school, and, for academic units that contain departments, departmental criteria for promotion or tenure in their formal review of dossiers submitted to the department chair and shall make are commendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding each case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the department (or Dean in the case of a unit that does not have departments) shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

2. Department Chair

The department chair shall include the faculty committee's written evaluation along with his or her own written evaluation in the dossier of the candidate. Formal written evaluations shall include a discussion of the candidate's strengths and shall identify areas where the candidate failed to meet the criteria.

3. Evaluation of a Department Chair

When a department chair is under consideration for promotion and/or tenure, the faculty committee (see above) shall review the candidate's dossier submitted to the Dean. The committee shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding the case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the Committee shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

4. Evaluations of other faculty holding administrative positions

Faculty above the level of department chair (e.g., deans, vice presidents) shall be evaluated in accordance with the same promotion and/or tenure criteria and procedures outlined in this Handbook including an independent evaluation by the candidate's immediate supervisor.

5. Appeals
Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

B. College Evaluation
1. A Faculty Promotion and Tenure Evaluation Committee shall be established in each of the following: The College of Arts and Humanities, the College of Business, the College of Education, the College of Science and Mathematics, and the College of Social Sciences. Each committee shall be composed exclusively of tenured faculty members selected by the voting members of the academic unit and shall formally review dossiers submitted to the Dean. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. Each department shall have representation on the committee, but no department shall have more than two members.. Deans shall be responsible for calling the initial meeting of this committee. At the initial meeting, the members of each committee shall elect one of the members as chair, who will be a voting member of the committee.

2. Each committee shall meet at the call of its committee chair. At the initial meeting, the committee chair shall review the qualifications for each rank so that members will be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure.

3. Dossiers submitted shall be reviewed by committee members prior to committee meetings.

4. The merits of each candidate for promotion or tenure shall be discussed to the extent desired by a simple majority of committee members. Department members serving on the Promotion and Tenure Evaluation Committee are to serve as resource persons to the committee rather than advocates for or adversaries against members of their department under consideration for promotion and/or tenure. Any supervisor may be called to discuss with the committee the qualifications of each person nominated from his or her department.

5. Voting on promotion and tenure shall be by separate secret ballots and according to the following procedures: all candidates for promotion to each academic rank shall be voted on at the same time, and all candidates for tenure shall be voted on at the same time. Each candidate shall receive a vote of approval or disapproval. The committee chair shall total the votes awarded each candidate. A simple majority vote of the committee is required for a positive recommendation. It will be the responsibility of the Dean to preserve the original ballots and to keep these on file for a period of ten years.

6. Each committee chair shall submit a list of the names of those recommended for promotion and/or tenure to the appropriate Dean. The committee chair shall report to the Dean the number of approval/disapproval votes that each candidate received in the voting. The dossiers of those considered by the committee will be submitted with the report.

The committee chair shall prepare a written evaluation for each candidate that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation, including vote totals, shall be forwarded in the dossier of the candidate to the appropriate Dean. If a candidate is not recommended for promotion and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

6. Appeals
Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

C. Promotion and Tenure Committee Formation for Units without Departments (e.g. School of Nursing and Library)

Units without departments shall have the option of forming a single, unit-level promotion and tenure committee instead of two committees as described in 103.0201 A and B. Such a committee must be composed exclusively of tenured faculty and must include a minimum of three (3) members. In the event that the unit does not have a sufficient number of eligible tenured faculty, the committee must be populated by inviting tenured faculty from other units of the university, emeriti faculty, or tenured faculty from appropriate academic units at other universities. Any units that plan to populate promotion and tenure committees with emeriti or non-UWG faculty must establish a written policy for the selection of these committee members

Units choosing the option of single-level review for promotion and tenure must develop their own written procedures for promotion and tenure committee formation and review and obtain approval from the governing body of the unit and the Provost/VPAA. These procedures must be otherwise consistent with the procedures outlined in section 103.0201.