

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

**April 24, 2015
Approved May 20, 2015**

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. Dr. Kramer gave a special welcome to new senators.

2. Roll Call

Present

Basu-Dutt, Butler, Connell, DeFoor, Elman, Erben, Farmer, Farran, Griffith, L. Haynes, Insenga, C. Johnson, Keim, James Yoder (substituting for Lopez), Mbaye, McCord, McCullers, Anne Hunter (substituting for McKendry-Smith), L. Miller, Mindrila, Neely, Ogletree, Remshagen, J. Roberts, C. Schroer, Seay, Skott-Myhre, Stanfield, Steere, Velez-Castrillon, Webb, Welch, N. Williams, Willox, Christopher Bounds (substituting for Woodward), Yates

Absent

Banford, Blair, Boldt, DeSilva, Faucette, Geisler, Gerhardt, McGuire, L. Robinson, Tekippe, Xu

3. Minutes: a motion was made and seconded to approve the minutes of March 27, 2015.

Item approved unanimously by voice vote.

4. Committee reports

Committee I: Undergraduate Programs Committee (Julia Farmer, Chair)

Action Items:

A) College of Science and Mathematics

1) Department of Chemistry

- a) Bachelor of Science with a Major in Chemistry (Chemical/Bioengineering Option)
Request: Modify
- b) Bachelor of Science with a Major in Chemistry (ACS Certified Option)
Request: Modify
- c) Bachelor of Science with a Major in Chemistry (Biochemistry Option)
Request: Modify
- d) Bachelor of Science with a Major in Chemistry (Preprofessional Option)
Request: Modify

- e) Bachelor of Science with a Major in Chemistry (All options except Chemistry Option A and Biochemistry Option B)
Request: Modify

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

- f) CHEM 1151K
Request: Modify

Item approved unanimously by voice vote.

- 2) Department of Geosciences
 - a) Bachelor of Science with a Major in Geology
Request: Modify

Item approved unanimously by voice vote.

- B) College of Social Sciences
 - 1) Department of Political Science
 - a) Bachelor of Science with a Major in Political Science
Request: Modify
 - b) Bachelor of Arts with a Major in Political Science
Request: Modify

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

- c) EURO 3234 Introduction to the EU
Request: Add
- d) EURO 4130 EU Law and Legal Systems
Request: Add
- e) EURO 4160 Federalism and Multilevel Governance
Request: Add
- f) EURO 4230 Doing Business in the EU
Request: Add
- g) EURO 4260 European Monetary Union
Request: Add
- h) EURO 4330 EU Science and Technology Policy
Request: Add

These six items were taken together and approved by voice vote.

- i) EURO 4430 European Environmental Policy
Request: Add
- j) EURO 4530 European Social Policy
Request: Add
- k) EURO 4630 Communications and Media
Request: Add
- l) EURO 4730 EU Foreign Policy
Request: Add
- m) EURO 4760 US-EU Relations
Request: Add
- n) EURO 4830 EU Studies Capstone
Request: Add

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

Committee II: Graduate Programs Committee (Susan Welch, Chair)

Action Items:

A) College of Social Sciences

1) Psychology Department

- a) PSYC 7004 Historical Foundations of Psychology
Request: Add

Item approved unanimously by voice vote.

2) Criminology Department

- a) CRIM 5001 Survey Research Methods
Request: Add

Item approved unanimously by voice vote.

3) Political Science Department

- a) POLS 5515 Terrorism and Counterterrorism
Request: Add
- b) POLS 5516 American National Security Policy
Request: Add
- c) POLS 5518 Arab-Israeli Conflict
Request: Add

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

- d) POLS 6209 Management of Non-Profit Organizations
Request: Delete

This item was withdrawn as an action item by the committee chair and presented as an information item because course deletions go directly to the Provost's Office, without requiring Faculty Senate approval.

B) College of Arts and Humanities

- 1) English and Philosophy Department
 - a) ENGL 5188 Studies in Individual Authors
Request: Modify

Item approved unanimously by voice vote.

C) School of Nursing

- 1) EdD in Nursing Education
Request: Modify
- 2) NURS 9006 Policy Analysis
Request: Modify
- 3) NURS 9016 Distance Education in Nursing
Request: Add
- 4) NURS 9018 Advanced Research Methods
Request: Add

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

D) College of Education

- 1) Clinical and Professional Studies
 - a) Master of Education with a Major in Professional Counseling (College Student Affairs)
Request: Modify

Item approved unanimously by voice vote.

- 2) Learning and Teaching
 - a) Master of Education with a Major in Special Education and Teaching (General Curriculum)_program
Request: Modify

- b) Master of Education with a Major in Special Education and Teaching (General Curriculum)_admission requirements
Request: Modify
- c) Specialist in Education with a Major in Special Education
Request: Modify

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

- d) SPED 6706 Special Education in the Regular Classroom
Request: Modify
- e) SPED 6761 Classroom Behavior Management
Request: Modify

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

- 3) Leadership and Instruction
 - a) SEED 7266 Advanced Instructional Strategies for the 21st Century Classroom
Request: Add

Item approved unanimously by voice vote.

- E) College of Science and Mathematics
 - 1) Geosciences Department
 - a) Post-Baccalaureate Certificate in Geographic Information Systems
Request: Modify

Item approved unanimously by voice vote.

- F) Unfinished business from 2013-14 GPC
 - 1) Graduate Student Summer Library Privileges language

For graduate student eligibility for library privileges, “currently enrolled students,” “current students,” and “active students” must meet the following criteria for continuous enrollment:

- 1) be enrolled in at least one credit hour during the semester in which library privileges are used, or
- 2) maintain enrollment totaling 3 hours (or more) over all consecutive three semester periods (including summers). In other words, the total enrollment of the current term plus the two terms preceding it must add to 3 hours or more at all times. For the purposes of library privileges eligibility, the combined summer sessions constitute the summer semester.

GPC approved 4/16/15

This subcommittee of GPC was chaired by Dr. Lynn Anderson and made a recommendation in June, 2014. Its purpose is to allow graduate students to have access to the Library over the summer. This language was approved by Jane Simpson, University Counsel.

Senator Craig Schroer made a motion to amend it as follows (omitting the Library references):

1) Graduate Student ~~Summer Library Privileges~~ language

For graduate students ~~eligibility for library privileges~~, “currently enrolled students,” “current students,” and “active students” must meet the following criteria for continuous enrollment:

1) be enrolled in at least one credit hour during the semester ~~in which library privileges are used~~, or

2) maintain enrollment totaling 3 hours (or more) over all consecutive three semester periods (including summers). In other words, the total enrollment of the current term plus the two terms preceding it must add to 3 hours or more at all times. For the purposes of ~~this policy library privileges eligibility~~, the combined summer sessions constitute the summer semester.

This amendment was seconded.

In the discussion, it was noted that a continuous enrollment policy, as implemented by Georgia State University, has implications beyond the Graduate Programs Committee, as it would have university-wide repercussions, including undergraduate students, the Registrar’s Office, Student Enrollment, etc. Chris Huff, Associate Dean of Ingram Library, made the following points: 1) the original policy above by the GPC would make the Library unable to fulfill contractual/legal obligations regarding the use of remote databases; and 2) the Library would be asked to do something the employees cannot do, as they do not populate the system; and 3) a continuous enrollment policy would be applicable to any semester, not just summer. He stated that it is not a **Library** system, but a **University** system, that should be referenced. In other discussion, it was noted by Michael Richardson (ITS) that when in Banner, they can do what makes it work. There was also discussion about departments giving lists of students so that there would be a zero credit provision. This idea did not receive strong support.

The outcome of a voice vote on the amendment was not convincingly clear, so Dr. Kramer called for a show of hands, counted separately by both her and Past-Chair Dr. Jeff Johnson. The vote was: aye: 7; nay: 23, so the amendment was defeated.

The Faculty Senate then discussed the motion as originally proposed by the GPC. It was noted that there are implementation issues if it passed. Mr. Huff stated that the “Library is powerless to implement this policy.”

The Chair again asked for a show of hands, counted by both the Chair and the Past-Chair. The vote was: aye: 9; nay: 19, so the motion was defeated.

It was noted that the existing policy is that a student must be registered in a particular semester in order to have privileges.

Information Item:

A) Dawn McCord will chair the committee for 2015-16.

Committee IV: Academic Policies Committee (Susana Velez-Castrillon, Chair)

Action Items:

- A) Proposed changes to the *Faculty Handbook* in the following section:
Grade Appeal Policy -208.04
Section F. Procedures
1. Procedural Summary
d. Grade Appeals Subcommittee

It has been brought to the attention of the AP committee that the Grade Appeal Policy lacks a procedure to follow if the Grade Appeals Subcommittee has a mixed vote on a student's appeal.

The Academic Policies Committee proposes to change the *Faculty Handbook* as follows:

Section 208.04

D.1.d. Add: “The Chair shall only vote to break a tie.”

d. Grade Appeals Subcommittee. At the conclusion of the hearing of the Grade Appeals Subcommittee, the chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. Ultimately, final authority for all student appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

The current policy in the *Faculty Handbook* was presented in Addendum IV.

Item approved unanimously by voice vote.

- B) Proposed changes to the *Faculty Handbook* in the following section:
Grade Appeal Policy -208.04
D. Membership of the Grade Appeals Subcommittee.
2. Faculty Members

The committee discussed the difficulty in reaching the quorum required for a vote of the Grade Appeals Subcommittee. In order to address this and the potential problem of having a mixed vote by the Grade Appeals Subcommittee, the Academic Policies Committee proposes the following changes to the *Faculty Handbook*:

Section 208.04

D.2: Strike last sentence: “One faculty member must be a member of the Academic Policies Committee.”

D.2.A. Length of Service: Change: “The length of service on this subcommittee shall be for one full year (12 calendar months) starting with summer semester.”

To: “The length of service on this subcommittee shall be for one full year (12 calendar months) starting with fall semester.”

D.3 Quorum. Change: “Any five members of the subcommittee, at least three of whom are faculty, shall constitute a quorum.”

To: “Any four members of the subcommittee, not including the chair, and at least three of whom are faculty, shall constitute a quorum.”

D. Membership of the Grade Appeals Subcommittee. The subcommittee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library), one University official, and one student.

1. Chairperson. The University official shall serve as the chairperson of the Grade Appeals Subcommittee.

2. Faculty Members. Each Dean, in consultation with the chairperson of the Grade Appeals Subcommittee, will appoint a faculty member to the committee each year. ~~One faculty member must be a member of the Academic Policies Committee.~~

A. Length of Service. The length of service on this subcommittee shall be for one full year (12 calendar months) starting with fall ~~summer~~ semester.

B. Timing of Appointment. Deans shall make appointments in May to fill expired terms. An appointment to fill a vacancy shall be made when the vacancy occurs.

3. Quorum. Any four ~~five~~ members of the subcommittee, not including the chair, and at least three of whom are faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost appoint substitutes to serve on a temporary basis.

The section would read:

D. Membership of the Grade Appeals Subcommittee. The subcommittee shall consist of seven faculty members (one from each college, the School of Nursing, and the Library), one University official, and one student.

1. Chairperson. The University official shall serve as the chairperson of the Grade Appeals Subcommittee.

2. Faculty Members. Each Dean, in consultation with the chairperson of the Grade Appeals Subcommittee, will appoint a faculty member to the committee each year.

A. Length of Service. The length of service on this subcommittee shall be for one full year (12 calendar months) starting with fall semester.

B. Timing of Appointment. Deans shall make appointments in May to fill expired terms. An appointment to fill a vacancy shall be made when the vacancy occurs.

3. Quorum. Any four members of the subcommittee, not including the chair, and at least three of whom are faculty, shall constitute a quorum. In the case where a quorum is not available and the appeal(s) hearing cannot be delayed, the chairperson may request that the Provost appoint substitutes to serve on a temporary basis.

The current *Faculty Handbook* policy was presented as Addendum V.

Item approved unanimously by voice vote.

C) Credit by Prior Learning (CPL)

Dr. Christopher Bounds, Assistant Professor of Criminology, and Adult Learning Coordinator at UWG, presented the proposed policy for Credit for Prior Learning to the Academic Policies Committee on April 10th, 2015.

- a. CPL will start in the COSS
- b. There are three ways to assess for CPL:
 - i. CLEP Exams
 - ii. Department Challenge Exams
 - iii. Portfolios
- c. Portfolios are only available if the other two exams are not.
- d. A subcommittee was formed to create the Portfolio policy that is closely connected to the USG Consortium on CPL (presented as Addendum VI)
 - i. AP Committee needs to vote on this policy so that it can be in place by the summer. The Committee voted to approve the proposed policy.
 - ii. The CPL will fully launch in the Fall and a Pilot Program will happen in the summer

The Academic Policies Committee recommends that the Faculty Senate supports the adoption of the proposed policy on Credit by Prior Learning.

Item approved unanimously by voice vote.

Information Items:

A) New Academic Calendar

Myrna Gantner, co-chair of the Academic Calendar Subcommittee of the Barriers Committee, presented the proposed options for the new academic calendar starting in the fall of 2016 to the Academic Policies committee.

The Academic Policies committee suggested adding a third option (option 1c) to the two options put forward by the Academic Calendar Subcommittee. (Presented as Addendum VII.)

Dr. Velez-Castrillon discussed the options. It was noted that a Saturday graduation costs more because certain employees must be paid time-and-a-half.

B) Shelly Elman will be the committee chair for 2015-16.

Committee V: Faculty Development Committee (Michael Keim, Chair)

Action Items:

A) Grievance policies and procedures:

- 1) Current document, Section 107 (presented as Addendum VIII)
- 2) Section 107 with the revision responses to the Senate (presented as Addendum IX)

Item approved unanimously by voice vote.

- 3) Section 107 with Ombuds and ADR (presented as Addendum X)

Item approved unanimously by voice vote.

- 4) Section 107.03 Grievance procedures from Addendum IX

Two friendly amendments were proposed. In section 107.0304: Provost and Vice President for Academic Affairs, it was suggested to add the following language in red:

- A) The Provost and Vice President **of Academic Affairs** shall review all statements

and in section 107.0305: The Formation and Work of a Subcommittee on Faculty Grievances, it was suggested to add the following language in red:

- B. 1. . . . and one from **the Ingram** Library.

These amendments were accepted by Chair Keim and the grievance procedures were approved unanimously by voice vote.

Information Item:

- A) David Boldt will be the committee chair for 2015-16.

Committee IX: Facilities and Services Committee (Ben Steere, Chair)

Action Item:

- A) UWG Parking Code revisions (presented as Addendum XI for revisions, and Addendum XII for the “clean” copy)

The changes were not very substantive. The proposed language changes added clarity and provisions for electric vehicles.

Item approved unanimously by voice vote.

Information Item:

- A) Molly McCullers will be the committee chair for 2015-16.

Committee X: University Relations Committee (Salvador Lopez, Chair)

Information Item:

- A) Sal Lopez will continue to serve as the committee chair for 2015-16.

Committee XII: Budget Committee (Andrea Stanfield, Chair)

Information Item:

- A) Andrea Stanfield will continue to serve as the committee chair for 2015-16.
- B) Kyle Marrero provided an update on the budget.

President Marrero stated that the \$1.52M for Tier 1 was granted, so all those items will be funded July 1, 2015. We received the 9% graduate tuition increase and 2.5% undergraduate tuition increase, which relates to Tiers 2 and 3. The bad news is that about \$339K has to come out of existing ongoing money for health benefits and other recurring operational increases. There is typically a 7% decrease in revenue from fall to spring terms; this academic year had a 9.9% decrease due to students electing alternative options for core curriculum. The USG provided \$311K for the merit/retention increase based on a single snapshot of salaries on June 30, 2014. This reflects a .44% increase from FY15 salaries. It will take approximately \$400K in additional recurring revenue to do merit raises at 1%. Moving faculty to 86% of the CUPA study will take \$72K; at the very least we are committed to moving that needle. Dr. Marrero remarked that Tiers 2 and 3 can't be fully funded given the estimates of recurring revenue for the graduate and undergraduate tuition increases. He will send the details out for full transparency and may do a Town Hall meeting this summer.

Committee XIII: Rules Committee (Patrick Erben, Chair)

Action Item:

- A) Revised Changes to Shared Governance Document (presented as Addendum XIII)
At the March 27, 2015 Faculty Meeting, a revision to the UWG Shared Governance Document was presented. The Senate “*noted that there may be SACS requirements for Shared Governance and credit hours. The item was withdrawn by the committee chair to investigate that and possibly make revisions.*” According to the SACS 2012 edition of The Principles of Accreditation: Foundations for Quality Enhancement, section 3.7.5, (www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf):

“The institution publishes policies on the responsibility and authority of faculty in academic and governance matters.”

In other words, SACS asks for the kind of provisions we are making in this document. In addition, Myrna Gantner asked that we include a bullet point under action items, “modifying the total hours required to complete a course.” The attached revised document incorporates this suggestion.

Dr. Gantner proposed a friendly amendment:

in the second red bullet, change from **Modifying the total hours required to complete a course**

to:

Changes in semester credit hours for an existing course.

The friendly amendment was accepted and the item was approved by unanimous voice vote.

B) Review of Senate Composition

The Senate Rules Committee proposes the following date for collecting the data to determine the new composition of the Senate: October 7, 2015 (to coincide with the fall 2015 midterm ADM Census date set by the BOR).

The Policies and Procedures of University of West Georgia, Section 2: Faculty Organization, G.5 (www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf) states: "The composition of the Senate shall be reviewed at least every five (5) years by the Senate Rules Committee." This review will have to happen in the 2015/16 AY.

Item approved by unanimous voice vote.

Information Item:

A) Further Steps in Review of Senate Composition AY 2015/16

- 1) Senate discuss numbers (Senate meeting TBA)
- 2) Senate passes numbers (by February 1, 2016).
- 3) Election using new numbers in spring 2016
- 4) Senate meets using new numbers starting June 1, 2016 or Maymester

When the academic data are ready on October 7, it will go into effect as the composition in 2016.

B) The Rules Committee is waiting for new senators to join to choose a chair.

5. Old business: none

6. New business: none

7. Announcements

Dr. Sharmistha Basu-Dutt was warmly congratulated by the Faculty Senate for winning the "Faculty Member of the Year" award at the Best of the West celebration on April 23.

Dr. Julia Farmer has been elected as chair-elect of the Faculty Senate. Dr. Kramer, current chair and associate dean of COAH, prefers to serve as chair through the end of December, then hand over the Senate leadership to Dr. Farmer. There is no policy conflict with being the Faculty Senate chair while being an associate dean. Dr. Kramer added that she hopes this will be a smooth transition. Any faculty member with suggestions or concerns regarding this may contact the Rules Committee. All suggestions for making faculty governance stronger are welcome and encouraged.

Dr. Kramer will be contacting newly elected senators for their committee preferences.

Dr. Kramer thanked the senators for their service this year.

8. Adjournment

The meeting adjourned about 5:02 p.m.

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