

**University of West Georgia
Faculty Senate Meeting
Minutes
Approved March 18, 2011**

February 22, 2011

1. Call to Order

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

2. Present:

Aanstoos, Anderson, Ashford, Austin, Barnhart, Orsega, (substitute for Baumstark), Baylen, Burton, Carter, Cook, Cox, DeFoor, Zachary (substitute for Deng), Donohoe, Gordon, Hasbun, Hatfield, Hodges, Chibbaro (substitute for Hooper), Jenks, Khan, Lane, Peralta, (substitute for Mbaye), Morris, Ponder (substitute for Ogletree), Penco, Johnson (substitute for Ringlaben), Rollins, Rutledge, Smith, Thomas

Absent:

Bucholz, Chowns, Crean, de Nie, Jackson, Kang, Payne, Williard

3. Approval of the minutes of the January 21, 2011 meeting

The minutes were approved by voice vote with no additions or corrections.

4. Committee Reports

Senate Chair Huff queried senators and standing committee chairs as to progress on SACS compliance.

Committee I: Undergraduate Academic Programs (Jean Cook for Chair, Tami Ogletree)

Action Items:

A) College of Arts and Humanities

1) Department of Foreign Languages and Literatures

a) Program – Initial Certification in Spanish Post Bac.

Request: Modify

Action: Approved

Action item approved by voice vote.

B) College of Education

1) Department of Leadership and Applied Instruction

a) Program: BS in Geology

Request: Modify

Action: Approved

Item withdrawn.

Committee VI: University Matters: (Chair, Mina Rollins)

Action Item:

A) Proposal for Volunteer Policy

Matt Jordan of Risk Management presented the Voluntary Policy and forms that would be used in the implementation of the policy. Concerns and questions included: 1) documentation process including where documents would be housed, deadlines for submitting forms, and the need for a UWG representative to sign receipt of form; 2) confusion as to who would be required to meet policy requirements, e.g., guest lecturers, performers; and, 3) policy's potential to have a negative impact on guests. Chair Huff stated that it was not in the Senate's purview to approve forms but rather the Policy proposed.

Proposal returned to committee for clarification.

Committee VII: Institutional Studies and Planning (Interim Chair, Tommy Cox)

Information item:

A) Update on the Quality Enhancement Plan (QEP)/SACS Compliance

Cox said that faculty input on the QEP has been requested and response has been positive but limited in numbers. The hope is to present an item for approval in the next meeting. Pres. Sethna emphasized the importance of faculty engagement with the process and plan.

Committee IX: Graduate Studies (Chair, David Jenks)

Action Items:

A) College of Social Sciences

1) Department of Political Science

a) Program – Master of Science in Rural and Small Town Planning

b) Request: Modify
Action: Approved

c) Course: PLAN 5721
Request: Add
Action: Approved

d) Course: PLAN 5722
Request: Add
Action: Approved

e) Course: PLAN 5723
Request: Add
Action: Approved

f) Course: PLAN 5724
Request: Add
Action: Approved

- g) Course: PLAN 6702
Request: Add
Action: Approved
- h) Course: POLS 5721
Request: Add
Action: Approved
- i) Course: POLS 5722
Request: Add
Action: Approved
- j) Course: POLS 5723
Request: Add
Action: Approved
- k) Course: POLS 5724
Request: Add
Action: Approved

Action items A.1.a-k approved by voice vote.

B) College of Education

- 1) Department of Education Innovation
 - a) Program: Online Teaching Endorsement – Plan H
Request: Add
Action: Approved

Action item B.1.a approved by voice vote.

- b) Program: M.Ed in Media – Instructional Technology Track – Plan B (M.Ed. in IT)
Request: Modify
Action: Approved
- c) Course: MEDT 6402
Request: Add
Action: Approved
- d) Course: MEDT 7475
Request: Add
Action: Approved
- e) Course: MEDT 7476
Request: Add
Action: Approved

Action items B.1.b-e approved by voice vote.

- 2) Department of Leadership and Applied Instruction
 - a) Program – Master of Arts in Teaching

Request: Add
Action: Approved

- b) Course: SEED 7261L
Request: Add
Action: Approved

Action items B.2.a and b approved by voice vote.

- C) School of Nursing
 - a) Course: NURS 6989
Request: Modify
Action: Approved

Action item C.a approved by voice vote.

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action items:

- A) Revision of the allocation of Senator

Motion to replace Article IV, Section 2,A,5 of the Policies and Procedures with the following:

Duly elected senators, apportioned to each college, the School of Nursing and the Library, such that the number of senators allocated to each unit shall equal 10% of their full-time faculty. The Library and the School of Nursing shall elect their senators at large. For the colleges, each department within a college elects one senator and the remaining senators allocated to that college are elected at-large by the college. Should any department fail to elect a senator in an election cycle for which it has a vacancy, that vacancy will be added to the at-large pool for its college for that election.

Motion approved by voice vote.

- B) To revise the standing committees

Motion to amend Article IV, Section 2,I of the *Policies and Procedures Manual* with the following changes (highlighted material are additions, strikethroughs are deletions; Aanstoos noted that some of the organizational numbers are not correct due to *Word* formatting):

Standing Committee, Membership and Purpose - Each Faculty Senate Committee shall be assigned ~~three (3)~~ senators to its membership. ~~Such assignments will be made~~ by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

- 1.(1) Undergraduate Academic Programs Committee. Purposes: to recommend policy and procedures concerning undergraduate degrees and academic programs (including majors, concentrations, and minors), continuing education, extended degree programs, international

programs, core curriculum, and individual undergraduate courses; and to approve all undergraduate course additions or deletions from the curriculum and any reorientation of existing programs. Membership: ~~Senate 3; Faculty 10 (4 Arts and Sciences, 1 Nursing, 2 Business, 2 Education, 1 Library); Students 2 (their majors representing different colleges); Administration 1 ex-officio, non-voting (Registrar). Total membership: 16. College Deans and their representatives are excluded from membership.~~ five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar, and one appointed by the Provost; one student, appointed by SGA. (Total: 15)

2.(4) Academic Policies and Procedures Committee. Purpose: to recommend policy and procedures concerning advising, undergraduate admissions and retention, progression and graduation, registration, University calendar, class scheduling, final examinations and examination scheduling, testing, advanced placement, commencement, and catalogs--including catalog content; to ~~hear~~ consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support and Testing, Registrar, Registration and Records. Membership: ~~Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library) Administration 3; student 1. Total membership: 17.~~ four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar and one appointed by the Provost; one student, appointed by SGA. (Total: 14)

3.(5) Faculty and Administrative Staff Personnel Development Committee. Purpose: to recommend policy concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; ~~to hear and make recommendations in grievance, discipline and dismissal cases~~ to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to review pedagogy for distance and classroom learning; to determine the allocation of UWG funded grant support; and to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored operations, and other faculty development issues as may be requested by administration. Membership: ~~Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library); Administration 2; students 0. Total Membership: 15~~ three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; one administrator, appointed by the Provost. (Total: 11 or 12)

4. ~~Learning Resources~~. Purpose: to recommend policy, make procedural recommendations and organizational and developmental recommendations for library, faculty and institutional research. Membership: Senate 3; Faculty 9 (5 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 2, students 2. Total membership: 16.
5. (10) University Relations Committee. Purpose: To serve in an advisory capacity to the Vice President for University Advancement and to recommend policy and procedures and concerning continuing education, university public relations, alumni relations, marketing, university events and convocations, priorities for fund raising. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for University Advancement; one student representative, appointed by SGA. (Total: 13)
6. (7) ~~Student Life~~ Affairs Committee. Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and to recommend policy and procedures concerning financial aid, orientation, housing, health and food services, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, multicultural opportunities, international students, and other student matters referred to the committee. Membership: ~~Senate 3, Faculty 7 (3 Arts & Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library), Administration 2, (Assistant Dean of Students and 1 administrative designee). Students 4 (3 undergraduate, 1 graduate). Total membership: 16.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 14)
7. (9) ~~General University Matters~~ Environment Committee. Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and to recommend policy and procedures for concerning campus planning and development, auxiliary services, ~~public relations, convocations,~~ campus security and safety, campus facilities, such as telephone services, mail services, parking and traffic control, physical plant, and environmental and sustainability issues. ~~problems, etc.~~ Membership: ~~Senate 3; Faculty 5 (3 Arts and Sciences, 1 Nursing, 1 Education, 0 Library); Administration 2; Students 3. Total membership: 13.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one

- appointed by the Provost and one by the Vice-President of Business and Finance; one student representative, appointed by SGA. (Total: 13)
8. ~~(6) Institutional Studies and Strategic Planning Committee.~~ Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, SACS and specialized accreditations, the Quality Enhancement Plan (QEP), and campus development and to monitor the implementation of the campus University's strategic plan. Membership: ~~Senate 3; Faculty 7 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 4; Students 2. Total membership: 16.~~ three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Director of Institutional Research and Planning and one appointed by the Provost; one student, appointed by SGA. (Total: 13 or 14)
9. ~~(11) Intercollegiate Athletics Committee.~~ Purpose: To recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association, and accreditation rules and regulations. Membership: ~~Senate 3; Faculty 3 (1 Arts and Sciences, 1 Business, 1 Education); Administration 2; Students 4; Ex officio (Non Voting) The Director of Athletics and the NCAA Representative. Total Membership: 14 (Approved by Faculty Senate, Fall '91)~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Director of Athletics; the NCAA representative; one appointed by the Provost, and one by the Vice-President for University Advancement; two students, appointed by SGA. (Total: 16)
10. ~~(2) Committee on Graduate Studies Programs Committee.~~ Purpose: to recommend policy and formulate procedures concerning graduate programs, curriculum, admissions, graduate transfers, admission to candidacy, eligibility for graduation, petitions and appeals, and graduate faculty membership to recommend proposals for graduate degree programs and other graduate curricula matters to the Senate through the Provost and Vice President for Academic Affairs; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs. Membership: ~~Senate 3; Dean of the Graduate School (ex officio, non voting), the department chair or coordinator of each graduate program, and one graduate student selected by the Committee on Graduate Studies.~~ five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School, and one

appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

11. (3) Honors College Programs Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission and retention criteria, Honors College advising and curriculum matters, petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence; and to make recommendations concerning honorary degrees to the Senate through the Provost and Vice President for Academic Affairs. Membership: Senate 3; Faculty 6 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education); Students 1; Administration 4 ex-officio, non-voting (Dean of the Honors College, Director of Advanced Academy, Director of Admissions, Director of Residence Life). Total membership: 14. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Dean of the Honors College, the Director of the Advanced Academy, and one appointed by the Provost; one student, appointed by the Student Honors Council. (Total: 14)
12. (8) Technology Planning Committee. Purpose: To recommend policy and procedures concerning the integration of information technology into the academic mission, including distance and online learning; to compile an annual evaluation of the state of information technology at the University; and to advise with respect to the campus computer centers, and the Office of Information Technology; assess and recommend policy and procedures that contribute to the fulfillment of UWG's technology vision. That vision is "... to integrate information technology into West Georgia's academic and administrative mission to ensure that students, faculty, staff, and the community are well prepared for life in a knowledge-based and technologically dynamic society."— The Technology Planning Committee will produce a Yearly Evaluation of Campus IT as a summation of the state of information technology at UWG over the previous academic year. This report, to be completed by the end of the fall semester, will include:
 1. An assessment of annual reports from IT units, evaluations from the Technology Coordination Council, user surveys, and other documents that provide evidence that the university is actively participating in the strategies articulated in the UWG IT Strategic Plan.
 2. An evaluation of existing campus policies related to the allocation and use of technology to ensure that academic and administrative needs are adequately addressed.

3. ~~A summary of the committee's findings and any recommendations for increased activity to fulfill participation in the IT Strategic Plan and/or recommendations for changes, additions or other improvements to the UWG IT Strategic Plan and accompanying process. Membership: Senate 3; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Education, 1 Business, 1 Library); Administration 4; Students 3. Total membership: 16. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Chief Information Officer; and one appointed by the Provost; one student representative, appointed by SGA. (Total: 13)~~
13. (12) Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University. Membership: ~~Senate 3; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 5 (Academic Affairs, Business and Finance, Auxiliary Services, Student Affairs, University Advancement) and 1 ex-officio, non-voting (Director of Budget Services). Total membership: 16~~ three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the director of Budget Services and one each appointed by the Provost, the Vice-President for Student Affairs, the Vice President of Business and Finance, the Vice President for University Advancement; one student representative, appointed by SGA. (Total: 16 or 17)
14. (13) Rules Committee. Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees; to recommend clear, transparent, efficient and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the *UWG Faculty Handbook, Statutes, Bylaws, Policies and Procedures*, and any operating protocols the Senate establishes. Membership: ~~Senate 3; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney). Total membership 9.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 12)

Motion approved by voice vote.

C) To mandate elected chairs of Senate committees

MOTION: To revise the current statement in Art. III, Section D of the Bylaws with the following changes:

Each Senate committee shall annually elect one (1) faculty member of the Senate as chair..., The newly elected chair shall take office at the beginning of the summer semester.

Motion approved by voice vote.

D) To change the amendment process for the Policies and Procedures

While discussing this item, the proposal under item F was also brought into the discussion. During discussion a quorum ceased to exist and no vote was taken.

E) To change the amendment process for the Bylaws

Chair Aanstoos presented this as an information item.

F) To change voting at General Faculty meetings

As a quorum was no longer present, Senate Chair Huff adjourned the meeting. Due to the time-sensitive business, the next Senate meeting may be rescheduled.