

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

**February 26, 2016  
Approved March 25, 2016**

1. Call to order: the meeting convened in room 1-203 of the Technology-enhanced Learning Center and was called to order by Julia Farmer, Chair, at 3:02 p.m.

2. Roll Call

*Present*

Nancy Penceo (substituting for Banford), Boldt, J. Butler, Connell, Elman, Farran, Faucette, Fujita, Gerhardt, Insenga, C. Johnson, Anthony Vito (substituting for Lee), Lopez, Mbaye, McCord, McCullers, McKendry-Smith, Matt Franks (substituting for L. Miller), R. Morris, Ogletree, Remshagen, J. Roberts, L. Robinson, C. Samples, C. Schroer, Seay, Self, M. Snipes, Angela Pashia (substituting for Stanfield), Sterling, D. Stuart, Varga, Velez-Castrillon, S. Webb, S. Welch, D. Williams, Willox, Xu, Yates

*Absent*

Blair, DeFoor, McGuire, Mindrila, R. Morris, D. Neely, Schoon, Tefend, Trotman Scott

3. Minutes: a motion was made and seconded to approve the minutes of January 29, 2016.

*Item approved unanimously by voice vote.*

4. Committee reports

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

**Action Items:**

A) College of Science and Mathematics

1) Biology Department

a) BIOL 2022 Human Anatomy and Physiology II

Request: Modify

b) BIOL 2022-L Human Anatomy and Physiology II Lab

Request: Modify

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

c) BIOL 2030 Medical Microbiology

Request: Modify

*Item approved unanimously by voice vote.*

B) College of Social Sciences

1) Sociology Department

- a) Bachelor of Science with a Major in Sociology  
Request: Modify

*Item approved unanimously by voice vote.*

C) Richards College of Business

1) Department of Economics

- a) Bachelor of Science with a Major in Economics/Secondary Education  
Request: to amend the December 4, 2015 minutes to show that this degree was approved as a deactivation; change 4-I-Information Item A-2 from “Terminate” to “Deactivate”

*Item approved unanimously by voice vote.*

**Information Item:**

A) College of Social Sciences

1) Sociology Department

- a) Bachelor of Arts with a Major in Sociology  
Request: Terminate

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

**Action Items:**

A) College of Social Sciences

1) Political Science Department

- a) POLS 5216 Gun Policy  
Request: Add

*Item approved unanimously by voice vote.*

B) Richards College of Business

1) Department of Marketing and Real Estate

- a) MKTG 5810 Social Media and Online Marketing  
Request: Add
- b) MKTG 6850 Analytical Methods in Marketing  
Request: Add

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

### **Committee III: Honors Program Committee (Mark Faucette, Chair)**

#### **Action Items:**

- A) Faculty who wish to teach honors courses must make application to join the Honors College faculty using the form “Honors College Faculty Application.” These applications will be reviewed by the Honors College and the Honors Program Committee for acceptance or rejection.

Dr. Dan Williams and Dr. Micheal Crafton commented on the desirability of having an “opt out” system, in which assistant professors, associate professors, and professors are automatically accepted as faculty approved to teach honors courses and conversions, rather than submitting this form. Others remarked that the form asks for information that the Honors College wants to have on file, as well as serving the purpose of ensuring that faculty who teach an honors class or conversion are aware of the nature/rigor of honors classes.

Dr. Faucette called the question after a variety of questions and viewpoints were aired during the discussion. Since a vote by show of hands seemed indecisive, a roll call vote was called. The Faculty Senate members voted thus:

Banford	Heidi	aye
Blair	John	absent
Boldt	David	nay
Butler	Judy	nay
Connell	Lisa	nay
DeFoor	Leanne	absent
Elman	Shelly	abstain
Farran	Lama	aye
Faucette	Mark	aye
Fujita	Megumi	nay
Gerhardt	Hannes	aye
Insenga	Angela	aye
Johnson	Christie	nay
Lee	Gavin	nay
Lopez	Salvador	abstain
Mbaye	Heather	nay
McCord	Dawn	nay
McCullers	Molly	nay
McGuire	Casey	absent
McKendry-Smith	Emily	abstain
Miller	Laura	abstain
Mindrila	Diana	absent
Morris	Bob	absent
Neely	Dawn	absent
Ogletree	Tami	aye
Remshagen	Anja	aye
Roberts	John	nay
Robinson	Lisa	abstain

Samples	Clint	aye
Schoon	Mark	absent
Schroer	Craig	abstain
Seay	Sharon	aye
Self	Cale	abstain
Snipes	Marjorie	aye
Stanfield	Andrea	abstain
Sterling	Nicholas	aye
Stuart	Doug	nay
Tefend	Karen	absent
Trotman Scott	Shelli	absent
Varga	Matt	aye
Velez-Castrillon	Susana	aye
Webb	Susan	aye
Welch	Susan	aye
Williams	Dan	nay
Willox	Lara	aye
Xu	Rui	nay
Yates	Brad	nay

The vote was:

Aye 16

Nay 14

Abstain 8

Since the Faculty Senate rules of operation specify that the vote is decided by a majority of votes cast, the “ayes” had it.

*Item approved.*

- B) Students who wish to convert a non-honors section of a course to an honors section must first obtain permission from the faculty member and then in co-operation with that faculty member determine the additional or different work that must be completed by the student for honors credit. Students must complete an Honors Course Conversion Form which the faculty member can then sign. Only members of the Honors College Faculty can allow students to convert their courses for honors credit.

*Item approved unanimously by voice vote.*

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

##### **Action Items:**

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

Hardship Withdrawal Policy, What is the process for receiving a hardship withdrawal?

“The student seeking a hardship withdrawal must initiate the request through either Health Services or Counseling Center. The student should be prepared to present documented evidence to substantiate the hardship being claimed. After interviewing the student and reviewing the appropriate documentation, the

professional staff will make a determination to either recommend or not support the request for hardship withdrawal. This determination will be filed as a report consisting of the request form and a letter explaining the decision and delivered as a confidential document to the appropriate unit within Academic Affairs. For students with a declared major, the appropriate academic official is the Dean of the College (or her/his designate) where the major department is housed; for undeclared students, reports should be delivered to the Honors College. **The appropriate dean has the final authority as to whether the request is granted, with any appeal limited to the Provost and Vice President of Academic Affairs.** If the request is granted, the student will receive a W for each course. The Registrar's Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.

Change to:

“The student seeking a hardship withdrawal must initiate the request through either Health Services or Counseling Center. The student should be prepared to present documented evidence to substantiate the hardship being claimed. After interviewing the student and reviewing the appropriate documentation, the professional staff will make a determination to either recommend or not support the request for hardship withdrawal. This determination will be filed as a report consisting of the request form and a letter explaining the decision and delivered as a confidential document to the appropriate unit within Academic Affairs. For students with a declared major, the appropriate academic official is the Dean of the College (or her/his designate) where the major department is housed; for undeclared students, reports should be delivered to the Honors College. **The appropriate dean or designee has the authority to grant or deny the request, with any review of that decision limited to the Provost and Vice President of Academic Affairs or designee.** If the request is granted, the student will receive a W for each course. The Registrar's Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.

*Item approved unanimously by voice vote.*

B) On the Hardship Withdrawal Form:

On page 2, under “Steps for Requesting a Hardship Withdrawal, step 5, the first bullet reads:

“The student may **appeal to the Provost and Vice President for Academic Affairs.**”

Should be changed to:

“The student may **request a review by** the Provost and Vice President for Academic Affairs **or designee.**”

On page 2, under “Steps for Requesting a Hardship Withdrawal, step 6:

“The **Provost and Vice President for Academic Affairs** has the final authority to grant the **appeal** for the Request for Hardship Withdrawal.”

Should be changed to:

“The **Provost and Vice President for Academic Affairs or designee** has the final authority to grant the **Request for Hardship Withdrawal**.”

Under step 6, the bullet point reads:

“The **Provost** will grant or deny the **appeal**. If granted, the Provost’s Office will notify the Registrar of the grade change/s to W. The Provost’s Office will notify the student that the **appeal** was granted or denied.”

Should be changed to:

“The **Provost or designee** will grant or deny the **request**. If granted, the Provost’s Office will notify the Registrar of the grade change/s to W. The Provost’s Office will notify the student that the **request** was granted or denied.”

*Item approved unanimously by voice vote.*

**Information Item:**

- A) Course evaluation summaries for face-to-face courses are available online but course evaluations for online courses are not available online—the APC wonders why this is?

**Committee XII: Budget Committee (Andrea Stanfield, Chair)**

**Information Item:**

- A) UWG Salary Study FAQs

Dr. Brad Yates presented the FAQs on behalf of Ms. Stanfield. There were no questions or further discussion.

**Committee XIII: Rules Committee (Susan Welch, Chair)**

**Action Items:**

- A) UWG Policies and Procedures section 2E, item 1

*After a friendly amendment to change “of” to “or” toward the end of the first sentence under “Support,” the item was approved unanimously by voice vote.*

This is the corrected and approved text:

E. The Executive Secretary

The Secretary of the General Faculty shall serve as the ex-officio (nonvoting) Executive Secretary of the Senate. His or her duties shall be to prepare and maintain the official records of the Senate, to receive

committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

1. Support

To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Executive Secretary shall receive reassigned time of one-course per year or the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Secretary's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release.

2/9/2016

5. Old business: none

6. New business: none

7. Announcements:

A) Two-Time Georgia Author of the Year, Jim Grimsley, will be speaking at UWG on March 23<sup>rd</sup> at 7:00 p.m. in the Campus Center Ballroom. There is no admission fee. This program is sponsored by the University of West Georgia's Presidential Committee on Campus Inclusion, the Center for Diversity and Inclusion, Ingram Library, West Georgia Athletics, Housing and Residence Life, and the Student Activities Council. Free copies of his book, *How I Shed My Skin: Unlearning the Racist Lessons of a Southern Childhood*, are available on a first-come, first-serve basis at the Ingram Library Circulation Desk. For more information, please see:

<https://uwglibrary.wordpress.com/2016/02/12/two-time-georgia-author-of-the-year-jim-grimsley-to-give-talk-at-uwg-march-23/>.

B) Dr. Farmer encouraged faculty to run for Executive Secretary of the Faculty Senate and General Faculty. Since the one course release/year was approved (pending presidential approval), there is now an additional incentive. Self-nominations are welcome.

C) Dr. Farmer will be attending the USG Faculty Council meeting on April 15. If any faculty member would like a particular issue to be discussed, please let her know prior to their agenda deadline of March 4.

8. Adjournment

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Shelley Rogers

Executive Secretary of the Faculty Senate and General Faculty