

Faculty Senate
Minutes
September 15, 2017
Approved October 13, 2017

1. Call to order

Chair Farmer called the meeting to order at 3:00 p.m.

2. Roll call

Present:

Barbour, Cormican, Dahms, DeFoor, Dutt, Edelman, Elman, Fleming, Fujita, Green, Guo, Henderson, Hipchen, Hoang, Hong, Johnson (Ogletree, sub.), Khodkar, Lee, McKendry-Smith, Miller, Moon, Morris, Neely (Hunt, sub.), Perryman, Reber, Remshagen, Robinson, Rutledge, Schoon, Schroer, Trotman-Scott, Self, Smallwood, Stanfield, Sterling, Stuart, Tweraser, Vasconcellos, Velez-Castrillon, Webb, Williams, Willox, Zamostny, and Zot.

Absent:

Bertau, Bohannon, Chwialkowska, Merrem, Penco, Varga, and Welch

3. Committee Reports

Committee I: Undergraduate Programs Committee (Nick Sterling, Chair)

Action Items:

A) College of Arts and Humanities

1) Art Department

a) [Art 3605: Painting III: Painting the Figure](#)

Request: Add

Item was unanimously approved

B) Richards College of Business

1) Management Department

a) [Entrepreneurship Certificate](#)

Request: Add

Item was unanimously approved

b) [MGNT 3603: The Creative Startup](#)

Request: Add

Item was unanimously approved

- c) [MGNT 3640: Quality Assurance Management](#)
Request: Add

Item was unanimously approved

- d) [MGNT 3645: Corporate Social Responsibility](#)
Request: Add

Item was unanimously approved

- C) College of Education
 - 1) Literacy and Special Education Department
 - a) [Bachelor of Science in Education with a Major in Special Education and Teaching,](#)
[General: General Curriculum](#)
Request: Add

Item was unanimously approved

- b) [Bachelor of Science in Education with a Major in Special Education and Teaching,](#)
[General: Adapted Curriculum](#)
Request: Add

Item was unanimously approved

- D) College of Science and Mathematics
 - 1) Biology Department
 - a) [Bachelor of Science with a Major in Biology](#)
Request: Modify

Item was unanimously approved

- b) [BIOL 1011: Biology of Human Reproduction](#)
Request: Delete

Item was unanimously approved

- c) [BIOL 1016: Biology of Human Reproduction](#)
Request: Add

Item was unanimously approved

- E) College of Social Sciences
 - 1) Anthropology Department
 - a) [Bachelor of Science with a Major in Anthropology—Learning Outcomes](#)
Request: Modify

Item was unanimously approved

- b) [Bachelor of Science with a Major in Anthropology—Course Listings](#)

Request: Modify

Item was unanimously approved

- c) [ANTH 2004: Statistical Methods in Anthropology](#)

Request: Add

Item was unanimously approved

- 2) Political Science Department

- a) [ORGL 1100: Leadership in Global Society](#)

Request: Add

Item was unanimously approved

- b) [ORGL 1500: Profiles of Leaders](#)

Request: Add

Item was unanimously approved

- c) [ORGL 2100: Writing for Leadership](#)

Request: Add

Item was unanimously approved

- d) [ORGL 2601: Introduction to Public Administration](#)

Request: Add

Item was unanimously approved

- e) [ORGL 2800: Ethics and Leadership](#)

Request: Add

Item was unanimously approved

- f) [ORGL 2900: Program and Policy Evaluation for Leaders](#)

Request: Add

Item was unanimously approved

Information Items:

- A) College of Science and Mathematics

- 1) Chemistry Department

- a) [Bachelor of Science with a Major in Chemistry, ACS Option B](#)

Request: Modify

Committee II: Graduate Programs Committee (Chair, Susan Hall-Webb)

Information Items:

- A) College of Education
 - 1) Literacy and Special Education Department
 - a) [Master of Education with a Major in Special Education and Teaching, General](#)
Request: Modify
 - 2) Leadership, Research, and School Improvement Department
 - a) [Doctor of Education with a Major in School Improvement](#)
Request: Modify

Committee V: Faculty Development Committee (Megumi Fujita, Chair)

Action Items:

- A) *Faculty Handbook*, Section 112, “Leave of Absence” ([**See Figure One**](#))
Request: Approve

Item was unanimously approved

- B) *Faculty Handbook*, Section 114, “Outside Employment and Consulting”
Request: Approve

Item was sent back to the committee for further faculty input and revision

Committee X: Rules Committee (Susan Welch, Chair)

Action Items:

- A) UWG Policies and Procedures
 - 1) Proposed revisions to “UWG Policies and Procedures” ([**See Figure Two**](#))
Request: Approve

Item was unanimously approved

- B) UWG Shared Governance Procedure
 - 1) Proposed revisions to “UWG Shared Governance Procedures” ([**See Figure Three**](#))
Request: Approve

Item was unanimously approved

4. Old Business

5. New Business

- A) Revisions to UWG Statutes ([**See Figure Four**](#))
Request: Approve

6. Announcements

- A) *Emily McKendry-Smith, liaison to the LEAP Steering Committee, reminded everyone that the first-year program is in process of implementation and shared that the committee is in*

process of discussing year two. She encouraged anyone who had questions or ideas to contact her.

7. Adjournment

Chair Farmer adjourned the first Faculty Senate meeting of AY 2017-18 at 3:59 p.m.

Figure One

112 Educational and Professional Leave

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee. (For paid leave, see 112.01. For unpaid leave, see 112.02). When funds are available, leaves with pay may be granted for the purpose of scholarly work and encouraging professional development. Such leaves are for a calendar year or less and are subject to renewal.

112.01 Faculty Paid Educational and Professional Leave

Faculty paid leave is one mechanism for encouraging professional growth and development. Paid leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The University of West Georgia shares with other universities the traditional responsibilities to discover, develop, preserve and disseminate knowledge. Much of this mission is realized through the professional, scholarly and creative activities of faculty members and through their interactions with students. Therefore, faculty development is a critical element in reaching West Georgia's goal of achieving educational excellence within a personal environment.

112.0101 Eligibility and Application Procedures

A. Tenured faculty may apply for paid leave during or after their sixth year of full-time service at the University of West Georgia. Faculty members who are being reviewed for tenure are not eligible to apply for paid leave during that year.

Applications are due on or before December 1st for the following academic year. Exceptions to the application deadline or the period of leave are subject to individual review. Applications are submitted to the department chair/director for department recommendation. Applications must include a current curriculum vita and a proposal for activities to be accomplished should the leave be granted. The proposal should include a clear statement of the nature, significance and objectives of the project, specific plans for completing it, the tangible results expected, and a statement of how this project will benefit the faculty member's department, College or the University as a whole. Proposal activities would ordinarily focus on research and/or creative endeavors, although proposals for specific activities aimed at significant improvements in pedagogical practices and student learning will be considered. The department chair or library unit head will forward all applications submitted, accompanied by his/her recommendation, to the Dean of the College/Dean of Libraries for a decision.

B. At the time of application, the faculty member will be asked to sign an agreement indicating that:

1. For a leave with pay of less than one year, the faculty member agrees to return to the institution at the end of the leave for a period of at least one year.
2. For a one-year leave with pay, the faculty member agrees to return to the institution at the end of the leave for a period of at least two years.
3. In the event that the faculty member does not return to the institution for the full amount of time specified in the agreement, he or she agrees to reimburse the University for the amount of compensation while on leave, as well as any other expenses paid by the University during the leave, including all benefit costs.

C. Faculty may be granted an award of paid leave no more often than every seventh year.

112.0102 Awards

Granting of leave will depend upon availability of resources to fund the hiring of part-time or replacement faculty and upon the merit of the proposal. The most common award options would be one year (two semesters) off with 1/2 pay or 1/2 year (one semester) off with full pay; however, other arrangements which better meet the needs of the individual faculty member's project may be considered. Leaves with pay will require that the appropriate Dean certify that during the leave, the unit will be able to:

1. Satisfactorily carry on its instructional, research and administrative activities.
2. Fulfill obligations to graduate students or honors students whose programs or theses are being directed by the faculty member.

Faculty members granted leave on the basis of the activities included in the proposal must file a report with the department chair/library unit head and Dean indicating what was accomplished during paid leave. A public presentation is also required when the faculty member returns to teaching and/or other duties.

112.02 Faculty Unpaid Educational and Professional Leave

Leaves of absence of one year or less without pay may be granted by the institution's president and reported to the Chancellor. Such a request must be approved by the department chair, dean, and the Provost. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

Figure Two

Appendix F: Policies and Procedures Article IV, Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate (Revised March 12, 2010)

The Senate shall be comprised solely of the voting members of the General Faculty as defined in Article I, Section 2C of the Statutes. Its membership shall include:

1. The President, an ex-officio (nonvoting) member;
2. The Provost and Vice President for Academic Affairs, an ex-officio (nonvoting) member;
3. Chair of the Senate;
4. Chair-Elect of the Senate, an ex-officio (nonvoting) member, or Past Chair of the Senate, an ex-officio (nonvoting) member;
5. 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.
6. Executive Secretary

B. 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; and mentoring the current Chair-Elect.

1. Eligibility

In order to run for Chair-Elect of the Senate, a person 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. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's first year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair-Elect; in conjunction with the spring General Faculty Meeting 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 newly elected Chair-Elect is currently a member of the Senate, he or she will resign his or her Senate seat (and committee assignments) before assuming the role of the Chair-Elect and will be replaced by an election within the person's respective college or school.

3. Term of Office

The Chair-Elect of the Faculty Senate will begin service on June 1 following his or her election for a one-year term in that position. Consecutively, he or she will automatically serve a two-year term in office as Chair of the Faculty Senate, followed by a one-year term as Past Chair of the Faculty Senate.

4. Support

To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Chair of the Faculty Senate shall receive reassigned time of one-course per semester 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 Chair'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.

C. The Responsibilities of the Chair-Elect of the Faculty Senate

The Chair-Elect will serve as an *ex officio* member of the Faculty senate for one year before taking office as Chair. While serving in the position, the Chair-Elect will learn the responsibilities of the Chair of the Faculty Senate and will be mentored by the current Chair. Responsibilities for the Chair-Elect will include the following: attend monthly Faculty Senate meetings as an *ex officio* member; attend occasional President's Advisory Council (PAC) meetings; attend one state-level meeting for Faculty Senate leaders during the year. Should the Chair of the Faculty Senate be absent, the Chair-Elect shall preside. Should the position of the Chair of the Faculty Senate become vacant between elections, the Chair-Elect of the Faculty Senate shall fill the vacancy.

D. The Past Chair of the Faculty Senate

After the two-year term in office, the Chair of the Senate will serve a one (1) year term as Past Chair, an *ex-officio* (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

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

F. The Executive Committee of the Faculty Senate

The Faculty Senate shall include an Executive Committee with the following functions and composition.

1. Functions. The Executive Committee shall have broad responsibility for:

- a. Planning and facilitating the activities of the Senate, including the following functions: assign senators to Senate standing committees and subcommittees; create ad hoc Senate committees and assign senators; assign senators to such non-senate university committees, task forces and search committees as may be needed; propose any legislation to the Senate the Executive Committee may deem appropriate.
- b. Overseeing the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
- c. Interviewing candidates for university-wide positions and provide evaluations to the appropriate search committees.

2. Composition. The Executive Committee shall be composed of the chairs of the Senate standing committees, the Chair of the Senate, the Chair-Elect or Past Chair of the Senate, the Executive Secretary, the President of the University, and the Provost of the University.

G. Election of the Faculty Senate

The following shall be the rules which govern election to the Senate, with the exception that in any year in which a college is reorganized in such a manner as to affect the ability to adhere to these rules, the Executive Committee shall have the authority to allow exceptions to these rules as it may deem necessary.

1. Senators shall be elected for a term of three (3) years from the General Faculty, excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. Terms shall be staggered with one-third elected each year. Senators may be re-elected; however, no senator shall be eligible for re-election until at least one (1) year after completion of his or her second consecutive full (three-year) term.
2. In case of a temporary vacancy of at least one semester, a replacement shall be elected by the unit of the absent senator to serve during his or her absence.
3. By February 15th of each year the Executive Secretary shall notify, in writing, the dean or head of each unit and the Provost and Vice President for Academic Affairs of the number of Senate positions to be filled by each unit.
4. All members of a unit who meet the requirements set forth above are eligible to be elected as senators. To be elected a person must receive a majority of the votes cast at a meeting of the members of his or her unit which has been called for that specific purpose. That meeting should be held before April 7th, and must be announced at least two weeks prior to being held. Senators shall be elected on a basis of representative faculty participation, and consistent with the provisions of A (3) above, and shall be inaugurated at the last meeting of the Faculty Senate in spring semester. (The newly constituted Senate and its committees shall begin office the first meeting of Summer semester.) The dean or head of each unit shall notify, in writing, the Chair of the Faculty Senate, the Executive Secretary of the Faculty Senate and the Provost and Vice President for Academic Affairs of the election results by the agenda deadline for the final Spring semester meeting of the Faculty Senate.
5. The composition of the Senate shall be reviewed at least every five (5) years by the Senate Rules Committee. When revisions in numbers or representation are made, the terms of newly elected senators shall be modified, if necessary to one-year, two-year, or three-year terms to maintain a balanced rotating membership among units.
6. Unexpired terms of Chair of the Senate shall be filled by the same procedure used in the initial election.

H. Standing Committees, Purpose

The Senate shall empower standing committees (listed in I below) to recommend policy and/or procedures on all matters appropriate to their respective areas of

concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation. The effective working system of the Senate, then, will consist of the standing committees. The Senate Rules Committee reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

I. Standing Committees, Functions

In order to fulfill its purposes with representation from its membership, each standing committee shall set meetings that do not conflict with the contractual obligations of its members.

J. Standing Committee, Membership and Purpose

Each Faculty Senate Committee shall be assigned senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

1. Undergraduate Programs Committee

Purpose: to receive and consider requests for modifications to the undergraduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning undergraduate degrees and academic programs (including majors, concentrations and minors) and individual undergraduate courses; to advise on incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews. The Core, Honors, and Interdisciplinary Programs (CHIP) subcommittee of this committee, consisting of four senators and three representatives, will make recommendations about curricula in the stated areas. The members of this subcommittee will be chosen by the committee as a whole.

Membership: ten senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Registrar and a Provost appointee will sit on the main committee; the Dean of the Honors College and the Executive Director of Interdisciplinary Programs will sit on the CHIP subcommittee; one student, appointed by SGA. (Total: 22)

2. Graduate Programs Committee

Purpose: to receive and consider requests for modifications to the graduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on

incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews; and to develop policies regarding graduate faculty.

Membership: five senators; seven faculty, one elected from each of 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)

3. Academic Policies Committee.

Purpose: to recommend policy and procedures concerning advising, undergraduate admissions, retention, progression and graduation, registration, University calendar, class scheduling, final examination scheduling, testing, advanced placement and other programs regarding dual enrolled students, commencement, and catalog-- including catalog content; to 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, Testing, Registrar, Registration and Records. It is recommended that members of this committee also serve as Senate representatives on non-Senate university committees designated for decision making regarding the above items. The chair of the Academic Policies Committee will represent the Senate on the university calendar committee.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: The Registrar, one appointed by the Provost, and one appointed by the Senior Diversity Officer; one student, appointed by SGA. (Total: 15)

4. Faculty Development Committee.

Purpose: to recommend policy concerning appointments, promotions, tenure, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to determine the allocation of UWG funded grant support; to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored projects, and other faculty development issues as may be requested by administration; A member of this committee will serve as Senate representative on the Alternative Dispute Resolution Committee. It is also recommended that a member of this committee serve on the university's advisory committee on honorary degrees.

Membership: five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, the Library; three administrators: one appointed by the Provost and Vice President for

Academic Affairs; one appointed by the Senior Diversity Officer; and the University Counsel. (Total: 15)

5. Institutional Planning Committee.

Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, including the integration of technology into the strategic mission of the University, and SACSCOC and specialized accreditations; to advise regarding the development of Quality Enhancement Plans (QEP) and campus development; and to monitor the implementation of the University's strategic plan. It is recommended that members of this committee be invited to represent the Senate on related committees across campus, e.g., QEP.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: The Associate Vice President for Institutional Effectiveness and Assessment and one appointed by the Provost and Vice President for Academic Affairs; one student, appointed by SGA. (Total: 14)

6. Student Affairs Committee.

Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and Enrollment Management and to recommend policy and procedures concerning financial aid, orientation, housing, health, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, and other student matters referred to the committee. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., SAFBA.

Membership: three senators; seven faculty, one elected from each the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President for Student Affairs and Enrollment Management, and one by the Dean of the Graduate School; two students, one appointed by SGA and one appointed by the Dean of the Graduate School. (Total: 15)

7. Facilities and Information Technology Committee.

Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and the Vice President for Information Technology and Chief Information Officer; to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone services, mail services, technology planning and support, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be

invited to serve on related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

Membership: three senators; seven faculty, one elected from the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators, one appointed by the Provost and Vice President for Academic Affairs; one by the Vice President of Business and Finance; and one by the Vice President of Information Technology and Chief Information Officer; one student, appointed by SGA. (Total: 14)

8. Intercollegiate Athletics and University Advancement Committee.

Purpose: to serve in an advisory capacity to the Vice President of Business and Finance and Vice President for University Advancement, 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; to recommend policy and procedures concerning university public relations, alumni relations, marketing, university events, and convocations; to consult on priorities for fund raising and capital campaigns. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., athletic budget, graduation ceremony planning committee.

Membership: three senators; eight faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; and the University's NCAA Faculty Athletics Representative; three administrators: The Director of Athletics; one appointed by the Provost, and one by the Vice President for University Advancement; one student, appointed by SGA (Total: 15)

9. Budget Committee.

Purpose: to serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Finance; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits.

Membership: four senators; seven faculty, one elected from each of 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 and Enrollment Management, the Vice President for Business and Finance, the Vice President for University Advancement; one student, appointed by SGA. (Total: 17)

10. 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: four senators; seven faculty, one elected from each of 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: 13)

11. Diversity and Internationalization Committee.

Purpose: to advise the Senior Diversity Officer; to advise the Center for Diversity and Inclusion; to advise on issues of internationalization; to advise and consult regarding adherence to Title IX requirements; to advise on incorporating diversity and inclusion into curricula as appropriate. One member of the committee will represent Faculty Senate on the Education Abroad Advisory Council. It is also recommended that a member of this committee serve on other related committees across campus, e.g. Presidential Committee on Campus Inclusion.

Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost; the University General Counsel; one appointed by the Director of International Student Admissions and Programs; and one appointed by the Senior Diversity Officer; one student, appointed by SGA (Total: 15)

12. Teaching, Learning, & Assessment Committee.

Purpose: to advise the Provost and Vice President for Academic Affairs and the Vice President for Information Technology and Chief Information Officer; to consult with ITS regarding issues related to instruction and research on campuses and online; to advise and assist with QEP implementation; to advise the Center for Teaching and Learning; and to advise the Executive Director of Extended Learning (eCore, continuing education, distance and distributed education, satellite campuses.) It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology fees committee, assessment committee.

Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost and Vice President for Academic Affairs, one appointed by the Vice President for Information Technology and Chief Information Officer, one appointed by the Executive Director of Extended Learning, and the Director of Assessment; one student, appointed by SGA. (Total: 15)

A. Standing Committees, Restriction on Membership

1. The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. Graduate students shall be appointed by the Dean of the Graduate School.
2. The President, Provost and Vice President for Academic Affairs, Chair of the Senate, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee.
3. The faculty representatives on the committees shall be elected from faculty excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. The faculty representation, including senators, on each committee shall be assigned to various committees as outlined in F above.
4. The Executive Secretary shall notify, in writing, the Chair of the Senate, the Deans of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; and the Provost and Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15th.
5. Election of non-senators to committees shall proceed in each of the following seven units: The College of Arts and Humanities, the College of Science and Mathematics, the College of Social Sciences, the College of Business, the School of Nursing, the College of Education and the Library. The faculty of each unit shall elect its representatives by whatever rules that unit has approved for doing so, no later than April 15. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Administrative, ex officio appointments will be likewise reported.

B. Terms of Office for Committee Members

1. Elected members shall serve a two-year term and shall serve no more than two full terms consecutively on the same committee. Exceptions can be made upon reorganization/recomposition.

2. Newly elected members will assume their term effective June 1.
3. Senate members ordinarily shall serve on the same committee until completion of their terms.
4. Unexpired terms due to permanent loss of a committee member shall be filled by election from the unit of the member whose term is to be filled. In case of temporary vacancy of at least one (1) semester, a replacement shall be elected by the member's unit to serve during the absence of the elected committee member.

C. Standing Committee Recommendations

1. Recommendations from standing committees shall routinely be presented to the full Senate. The Senate by majority vote may submit such recommendations to the President for his or her approval, or refer them back to appropriate committees for further consideration, providing appropriate reason(s) for nonacceptance. The Senate shall develop effective written means of communicating all actions to the General Faculty. On petition of twenty-five (25) percent of the General Faculty, the President of the University shall call the General Faculty into special session to consider any action of the Senate, provided notice and agenda of the meeting are given to each member of the General Faculty at least five (5) days before the date of such meeting.
2. Upon receipt of a recommendation from the Senate, the President within thirty (30) days, shall either approve or disapprove the recommendation. The recommendations will become official policy when approved by the President, except when approval by the Chancellor or Board of Regents is required. If a recommendation from the Senate to the President is not accepted, the President shall report in writing to the Senate his or her reasons for rejecting the recommendation and upon two-thirds vote of the Senate the matter shall be referred to the General Faculty for consideration and recommendation.

D. Ad Hoc Committees, Subcommittees and Task Forces

The Senate or Executive Committee may appoint ad hoc committees. Also, each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

Section 3. Modification

Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty which may be taken either at a physical meeting or by means of electronic or other written forms of balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10

university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

University of West Georgia

ARTICLE I. BY-LAWS OF THE GENERAL FACULTY

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair:	The President of the University
Vice Chair: Affairs	The Provost and Vice President for Academic Affairs
Secretary:	An elected faculty member
Parliamentarian:	An elected faculty member

- B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the chair is absent or when the chair desires to participate actively in the debate on the floor.
- C. REGULAR MEETINGS. The General Faculty shall hold at least one meeting in each academic semester. Items may be placed on the agenda by any member or department by submission in writing to the Secretary. The agenda shall be distributed to each member at least one week prior to the meeting. The agenda may be amended at a regular meeting by two-thirds vote.
- D. SPECIAL MEETINGS. Special meetings of the General Faculty may be held on call by the President. In addition, the President shall call a meeting of the General Faculty on application of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days' notice including notice of the items to be considered at the meeting. Additional items may be placed on the agenda at special meetings by two-thirds vote.
- E. QUORUM. A quorum at regular and special meetings of the General Faculty shall be as defined in the current version of Roberts Rules of Order. No vote shall be taken at a meeting of the General Faculty unless a quorum is present.
- F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on

request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

- G. All actions of the General Faculty shall be in the form of recommendations to the President of the University. Should the President approve these actions, he or she shall inform the General Faculty at the next regular or special meeting, of the actions taken to implement these recommendations. If any action of the General Faculty should be vetoed by the President, the President shall, no later than thirty (30) days after the action by the General Faculty, submit to the General Faculty in writing his or her reasons for rejecting the action. If the matter should be approved again by a two-thirds vote of the General Faculty, a quorum being present and voting, the issue shall be submitted by the President to the Chancellor's Office for consultative purposes.

ARTICLE II. BY-LAWS OF OTHER FACULTIES OF THE UNIVERSITY

The By-Laws of the General Faculty shall apply to the other faculties of the University, except that the presiding officers shall be the deans of the respective colleges, and other officers of the body shall be determined by the faculty members of that body.

ARTICLE III. BY-LAWS OF THE FACULTY SENATE

- A. MEETINGS. Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.
- B. AGENDA. The agenda of the Senate shall be prepared by the Executive Secretary of the Senate. Normally new business intended for discussion by the Senate shall be presented in writing to the

Executive Secretary one week in advance of the regular meeting. Senate agendas may be amended by two-thirds vote of the members present.

- C. MEETINGS OF THE STANDING COMMITTEES. Standing Committees of the Senate shall meet not less than once each semester, with meeting announcements to be mailed to each committee member at least five (5) scheduled University calendar days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. Official copies of committee minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.
- D. CHAIRS OF THE STANDING COMMITTEES. At the first meeting of the year, each committee will elect a senator member as chair-elect. If the chair-elect is not the current committee chair, the chair will work closely with the chair-elect throughout the academic year in order to prepare him or her to take over as committee chair the following year. Results of the election will be reported within one (1) week, in writing, to the Executive Secretary of the Faculty Senate and the Provost and Vice President of Academic Affairs. The new chair shall take office on June 1.
- E. VOTING. Voting in the Senate shall be by either voice or show of hands. At the discretion of the presiding officer or by request of one (1) senator, vote will be by roll-call, with the vote of each senator recorded in the minutes. Voting in the committees shall be by a show of hands, and a record shall be kept of vote totals.
- F. QUORUM. A quorum for the Senate and its committees shall be fifty (50) percent of the membership of the respective bodies.

ARTICLE IV. RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of all the bodies described in these By-Laws in all cases where they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order a given body may adopt.

ARTICLE V. AMENDMENT OR REPEAL OR BY-LAWS

Motion for change or repeal of these By-Laws shall be presented in writing to all members of the General Faculty. The proposed amendment shall be voted on either: 1) at the next meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic or other written balloting independent of a meeting.

In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

Figure Three

UWG Shared Governance Procedures for Modifications to Academic Degrees and 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:
 - Any changes to degree requirements within a college or across colleges
 - Changes in semester credit hours for an existing course
 - New academic programs and new courses (degrees, minors, certificates, etc...)
 - Changes to a course level (i.e. changing from 3000 to 4000 level)
 - Adding or removing a course from the Core Curriculum
 - Changes to course prerequisites that span across colleges
 - Modifying the requirements to complete an academic program
 - New or modified concentrations within a degree program
 - ⊖ New XIDS course topics
2. The following are **information items** for the Senate:
 - 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 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
 - 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, course deletions (with the exception of Core courses) and prerequisites within a college or school
 - Creation or modifications of assessment artifacts
 - Moving an approved course to online delivery

*This document was approved by the Senate on March 9, 2012 and adopted by the president on May 9, 2012
Amended by the Senate on December 7, 2012 and approved by the president on March 20, 2013
Amended by the Senate on April 24, 2015 and approved by the president on June 15, 2015*

Figure Four

UWG Statutes

ARTICLE II. THE OFFICE OF THE PRESIDENT

SECTION 1. The President

A. The President shall be the executive head of the University and of all its departments, and shall exercise such supervision and direction as will promote efficient operation of the institution. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor and shall hold office at the pleasure of the Board of Regents. He or she shall be responsible to the Chancellor for the operation and management of the University, for the execution of all directives of the Board of Regents and the Chancellor and to exercise such additional powers as may be assigned or set forth by the Board of Regents. (See Policies, Board of Regents, University System of Georgia.)

B. The President shall be a person of professional rank. He or she shall be a member of the General Faculty, Chair of the President's Advisory Committee, and Chair of the General Faculty.

C. In the absence of the President, his or her functions shall be exercised by his or her designee as approved by the Chancellor of the University System of Georgia.