

University of West Georgia
Faculty Senate Meeting
Minutes
March 25, 2016
Approved April 4, 2016
Amended September 9, 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. Dr. Farmer announced one change to the agenda: the last section of the action item from the Academic Policies Committee is tabled.

2. Roll Call

Present

Nancy Pencoe (substituting for Banford), Boldt, J. Butler, Connell, DeFoor, Amy Cuomo (substituting for Elman), Farran, Gerhardt, C. Johnson, Lee, McCord, McCullers, McGuire, McKendry-Smith, L. Miller, R. Morris, Neely, Ogletree, Remshagen, J. Roberts, L. Robinson, C. Samples, Schoon, C. Schroer, Seay, Self, M. Snipes, Stanfield, Sterling, D. Stuart, Trotman Scott, Varga, Velez-Castrillon, S. Welch, D. Williams, Willox, Xu, Yates

Absent

Blair, Faucette, Fujita, Insenga, Lopez, Mbaye, Tefend, Webb

3. Minutes: a motion was made and seconded to approve the minutes of February 26, 2016.

Item approved unanimously by voice vote.

4. Committee reports

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

Action Items:

A) College of Arts and Humanities

1) English and Philosophy Department

a) FILM 1000 Georgia Film Academy I
Request: Add

b) FILM 2000 Georgia Film Academy II
Request: Add

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

c) PHIL 3250 Islamic Thought
Request: Add

Item approved unanimously by voice vote.

- d) Minor in Religion
Request: Modify
- e) Bachelor of Arts with a Major in Philosophy
Request: Modify
- f) Bachelor of Arts with a Major in Philosophy, Pre-Law Track
Request: Modify
- g) Bachelor of Arts with a Major in Philosophy, Religion Track
Request: Modify

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

- 2) History Department
 - a) HIST 4232 The Enlightenment
Request: Add
 - b) HIST 4235 France Before the Revolution
Request: Add
 - c) HIST 4414 French America
Request: Add

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

- d) Bachelor of Arts with a Major in History, Secondary Education Concentration
Request: Modify

Item approved unanimously by voice vote.

B) College of Social Sciences

- 1) Department of Political Science and Planning
 - a) Bachelor of Science with a Major in Organizational Leadership
Request: Add

Item approved unanimously by voice vote.

- b) ORGL 2050 Communication for the Workplace
Request: Add
- c) ORGL 3000 Reflective Seminar I: Self as Learner
Request: Add
- d) ORGL 3050 Reflective Seminar II: Self in Context

Request: Add

- e) ORGL 3200 Introduction to Organizational Development
Request: Add
- f) ORGL 3400 Technology for Organizations
Request: Add
- g) ORGL 4000 Reflective Seminar III: Transforming Self, Self-Transformation
Request: Add
- h) ORGL 4690 Organizational Leadership Capstone
Request: Add
- i) ORGL 4900 Organizational Internship
Request: Add
- j) POLS 4218 Project Management in the Public Sector
Request: Add
- k) POLS 4219 Public Human Resource Management
Request: Add
- l) POLS 4220 Administrative Law and Government
Request: Add
- m) POLS 4221 Government Organization and Administration
Request: Add
- n) POLS 4860 Special Topics
Request: Add

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

2) Department of Mass Communications

- a) COMM 2285 Special Topics
Request: Add

Item approved unanimously by voice vote.

3) Sociology Department

- a) SOCI 3742 Political Sociology
Request: Add

Item approved unanimously by voice vote.

C) College of Science and Mathematics

1) Dean's Office

- a) STEM 3815 Perspectives on Sciences and Mathematics
Request: Modify

Item approved unanimously by voice vote.

Information Item:

- A) Cale Self will be chairing the Undergraduate Programs Committee again next year.

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

Action Items:

A) College of Social Sciences

1) Department of Political Science & Planning

- a) POLS 6211 Disaster Management
Request: Add

Item approved unanimously by voice vote.

- b) Masters in Public Administration—Certificate in Disaster/Emergency Management
Request: Add

Item approved unanimously by voice vote.

B) Richards College of Business

- 1) Master of Business Administration (MBA)
Request: Modify

Item approved unanimously by voice vote.

Information Items:

- A) Post Baccalaureate Initial Certification (Nondegree)-French
Request: Deactivate

- B) Post Baccalaureate Initial Certification (Nondegree)-Spanish
Request: Deactivate

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

Action Items (presented by Emily McKendry-Smith):

A) Proposed changes to student evaluations for online courses:

Under Student-Centered Questions:

1. Question 2: I regularly attend class.
Change to:
Question 2: I check my online course at least two times per week.
2. Delete Question 3: I was punctual.
3. Add to Student-Centered Questions:
I have consistent access to the technology required for this course.

Item approved unanimously by voice vote.

Under Instructor-Centered Questions:

1. Question 8: The instructor is receptive and responsive to the sharing of ideas during class discussions.
Change to:
The instructor is receptive and responsive to the sharing of ideas during online discussions.

Item approved unanimously by voice vote. It was noted that these changes will implement Summer 2016.

Change the timeframe the student evaluations for online courses are available to end a week earlier than what is currently happening.

1. For example, student evaluations for online courses should be closed during finals week, rather than after finals week as is the current practice for face-to-face course student evaluations.

This is the tabled item.

Information Item:

- A) Emily McKendry-Smith will be the Academic Policies Committee Chair in the 2016-2017 academic year.

Committee V: Faculty Development Committee (David Boldt, Chair)

Action Items:

A) Changes to Faculty Handbook:

- 1) 102.02 Non-Tenured Faculty
 - a) Pre-Tenure reviews must be submitted electronically beginning Fall 2018

In the discussion, it was noted that an implementation date of Fall 2018 gives the Provost and an ad hoc committee two years to define the process and identify the platform. It was also suggested that this gives opportunities for departments to add language for their own procedures. Another suggestion was that protocols be formulated for backing up the data.

Item approved unanimously by voice vote.

- b) The addition of a statement of what at a minimum should be included in a Pre-Tenure Review report

Item approved unanimously by voice vote.

2) 103.02 Procedures (Promotion and Tenure)

- a) Effective Fall 2018, all promotion and tenure dossiers be submitted electronically

Item approved unanimously by voice vote.

- b) A few minor edits

Item approved unanimously by voice vote.

3) 103.0301 Time Limits--Promotion

- a) Revision of this section (103.0301) to incorporate language used by Board of Regents in Section 4.5 of the USG Academic and Student Affairs Handbook.

Text:

The institutional timeline for the review of faculty for promotion must be considered by early February of a given academic year in order to meet the data entry deadline of the end of February for the annual report to the Board of Regents.

Dr. Boldt explained that the text above is new, in order to comply with BOR policy. The following two paragraphs are the same wording from the current Faculty Handbook:

A Lecturer may serve in rank six years. Reappointment after six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. Lecturers who have served for a period of at least six years at the University of West Georgia may be considered for promotion to Senior Lecturer if they have met criteria for Senior Lecturer.

An Instructor may serve in rank a maximum of seven years. He or she should be considered for promotion as soon as he or she has met criteria for Assistant Professor. To be considered for tenure-track appointment at the assistant professor level, BOR policy 8.3.7.6 should be applied regarding years of service.

The following two paragraphs of text have a minor change from the language in the Faculty Handbook. Additionally, a friendly amendment was added to insert “(academic year)” after “next contract period” to make it more clear.

An Assistant Professor is eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank at the University of West Georgia. If recommended for promotion, the new rank will go into effect at the beginning of the next contract period (academic year). Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.

An Associate Professor is eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank. If recommended for promotion, the new rank will go into effect at the beginning of the next contract period (academic year). Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.

The following text is new from USG, word for word:

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for “early” promotion. Early promotion may only be considered according to the following time table:

- For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer
- For early promotion from Instructor to Assistant Professor, faculty must have served a minimum of three years as an Instructor
- For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor
- For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor

Item approved unanimously by voice vote.

4) 103.0302 Specific Minimum Criteria for Promotion

- a) Addition of a statement on scholarly teaching (103.0302, 5.1.5) and on the scholarship of teaching and learning (103.0302, 5.3.3)

Item approved unanimously by voice vote.

5) 103.0303 Probationary Credit Towards Promotion

- a) Addition of a statement regarding probationary credit towards promotion (consistent with 4.5.1 in USG Academic and Student Affairs Handbook)

Dr. Boldt stated that this new section is BOR language, word for word.

Item approved unanimously by voice vote.

6) 103.05 Curriculum Vitae

- a) Elimination of the vitae template in the Faculty Handbook. Replace it with a statement “Candidates must submit a curriculum vitae appropriate to the candidate’s discipline.”

Item approved unanimously by voice vote.

7) 103.0601 Instructor/Course Evaluation Questionnaire

- a) Insert a copy of the student evaluation of instruction instrument into the handbook

Item approved unanimously by voice vote.

8) 104.0205 Documentation Required (Post-Tenure Review)

- a) Effective Fall 2018, all Post-Tenure Review dossiers must be submitted electronically

Item approved unanimously by voice vote.

Committee IX: Facilities and Services Committee (Molly McCullers, Chair)

Action Items:

- A) UWG Parking Code 2016-2017

It was noted that the most significant change in the Parking Code is that the Welcome Center will issue visitor hangtags.

Item approved unanimously by voice vote.

Committee XII: Budget Committee (Andrea Stanfield, Chair)

Information Item:

- A) Legislative update (Kyle Marrero)

Ms. Stanfield announced that Brad Yates will chair the Budget Committee for 2016-2017.

President Marrero discussed salary information first. He stated that \$106,500 in recurring dollars is necessary to get us to 85% of the CUPA median (where we were). Looking at staff, about \$75-100K as an increase is needed in those ranks to maintain current levels. We are waiting for the Sipson study results. The 3% increase was approved early this morning by the legislature; now the Governor must sign. This includes funding for the Biology Building (\$18.97M) and \$60M for maintenance, renovations, and repairs. The realization of the 3% across-the-board merit raise won't be that, due to the legislature dropping \$11M in health care funding, so 2.5% might be what we actually receive. Dr. Marrero noted that UWG salaries have increased \$3.9M in the last two years.

As a legislative update, President Marrero talked about the "Hope" bill, about an elevation of GPA within degree courses, mostly in STEM. This is just for Hope eligibility. The taser bill (HB 792) did pass, affecting anyone 18 years of age or older. This bill now goes to Governor Deal, who has until May 3 to veto it, or it becomes effective July 1. Regarding campus carry (HB 859), the Governor asked legislators to amend it, but none have proposed amendments so far. This has the same timeframe as the taser bill. Dr. Marrero has written a letter to Governor Deal to urge him to veto the bill. The President has also created a task force that will assemble to figure out how to police this on our campus, if implemented. Dr. Marrero stated that our two local representatives co-sponsored the bill and voted for it.

Dr. Marrero formed an Inclusion Committee, which started working in January. The group wants a baseline for our climate here at UWG, so a survey will be distributed to undergraduate and graduate students. It is titled *2015-2016 Benchworks Student Campus Climate, Safety and Sexual Assault Assessment Factor Composition*. It has 83 questions and should take about 10-20 minutes for a student to complete. Dr. Marrero urged faculty to distribute it to their students at the time of student evaluations and have them stay and complete it. This will be voluntary on the part of faculty. Dr. Marrero recognized the preciousness of class time, but said that it would help if faculty could find a way to incorporate it. Paper

copies will also be made available at other distribution points, like Ingram Library. The survey will not have an identifier, so students may complete it multiple times, if they desire. Look for the survey to be distributed this Spring semester.

The President announced the death of Ingram Library employee Pat Gerard, who passed away last night from a heart attack.

Committee XIII: Rules Committee (Susan Welch, Chair)

Action Items:

- A) UWG Procedure 1.2.1, Formatting Policies and Procedures
Request: Approve

Item approved unanimously by voice vote.

- B) UWG Academic Affairs Policies, Procedure 2.5.3, Summer School Salaries
Request: Approve

Item approved unanimously by voice vote.

- C) UWG Faculty Handbook Modification of Policy 113, Faculty Compensation for Summer School Teaching
Request: Modify

Item approved unanimously by voice vote.

- D) UWG Academic Affairs Policies, Procedure 2.9.1, Advisement
Request: Approve

Item approved unanimously by voice vote.

5. Old business: none

6. New business

- A) Nominations for Executive Secretary of the Faculty Senate and General Faculty

Angela Insenga was nominated. With no other nominations offered, Dr. Farmer closed the nominations.

7. Announcements

Dr. Farmer announced that voting for the Executive Secretary position will be online and will open after the General Faculty Meeting on April 20th.

8. Adjournment

The meeting adjourned at 4:28 p.m.

Respectfully submitted,
Shelley Rogers

Executive Secretary of the Faculty Senate and General Faculty