

**University of West Georgia  
Faculty Senate Meeting  
Minutes  
December 9, 2016  
Approved January 27, 2017**

1. Call to order

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

2. Roll call

*Present:*

*Blair, Bohannon, Boldt, Butler, Connell, DeFoor (Guo, substituting), Elman, Farran, Fujita (Dutt substituting), Gerhardt, Henderson, Hipchen, Hoang (Shin substituting), Johnson, Lee (Reber substituting), Lopez, Mahmoud, McCord, McCullers, McGuire, McKendry-Smith, Mindrila, Neely, Penceo, Remshagen, Roberts, Robinson, Schoon, Schroer, Seay, Self, Smallwood, Stanfield, Sterling, Tefend, Varga, Webb, Welch, Williams, Willox, Yates, and Zamostny*

*Absent:*

*Miller, Ogletree, Rutledge, Stuart, Trotman Scott, Velez-Castrillon, and Zot*

3. Minutes

A) Approval of minutes from November 14, 2016

*Minutes 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) History Department

a) [HIST 4101: Professionalism in Public Practice](#)

Request: Add

*Item approved unanimously by voice vote.*

B) College of Education

1) Educational Technology and Foundations Department

a) [MEDT 3401: Integrating Technology into the Curriculum](#)

Request: Modify

*Item approved unanimously by voice vote.*

C) College of Science and Mathematics

1) Geosciences Department

- a) [Bachelor of Science with a Major in Geology](#)

Request: Modify

*Item approved unanimously by voice vote.*

- b) [Bachelor of Science with a Major in Geography](#)

Request: Modify

*Item tabled due to an issue with course number.*

- c) [Geography 4985: Special Topics in Geography](#)

Request: Add

*Item tabled due to an issue with course number.*

2) Biology Department

- a) [BIOL 2030: Medical Microbiology](#)

Request: Modify

*Item approved unanimously by voice vote.*

3) Chemistry Department

- a) [CHEM 2455: Principles of Organic Chemistry](#)

Request: Add

*Item approved unanimously by voice vote.*

- b) [CHEM 2455L: Principles of Organic Chemistry Lab](#)

Request: Add

*Item approved unanimously by voice vote.*

- c) [CHEM 3523: Structure, Bonding, and Reactivity](#)

Request: Add

*Item approved unanimously by voice vote.*

D) College of Social Sciences

1) Anthropology Department

- a) [Bachelor of Science with a Major in Anthropology](#)

Request: Modify

*Item approved unanimously by voice vote.*

**Committee II: Graduate Programs Committee (Matt Varga, Chair)**

**Action Items:**

A) College of Science and Mathematics

1) Mathematics

a) [Math 5653 Problem Solving 1: Counting and Combinatorics](#)

Request: Add

*Item approved unanimously by voice vote.*

b) [Math 6663 Problem Solving 2: Geometry and Graphs](#)

Request: Add

*Item approved unanimously by voice vote.*

c) [Master of Science with a Major in Mathematics](#)

Request: Modify

*Item approved unanimously by voice vote.*

**Committee III: Academic Policies Committee (Emily McKendry-Smith, Chair)**

**Information Item:**

A) LEAP/LEAP West, Dr. David Newton

*Dr. Newton updated Senate members on the progress of UWG's LEAP West initiatives, sharing the following specifics:*

- *The University System of Georgia's application to become a LEAP state was approved last spring by the American Association of Colleges and Universities (AAC&U). UWG participated in the application process and in the inaugural USG meeting last spring in April and is a charter member of LEAP State Georgia. LEAP Georgia institutions are developing organizational structures (steering committee, etc.) to facilitate collaboration.*
- *Since last spring, LEAP West has organized two LEAP symposiums—one for faculty and one for student affairs—to facilitate discussions on campus and to produce some initial recommendations for a LEAP West Campus Plan. Other meetings with departments, colleges, and student services units have been taking place throughout the fall to assist the UWG campus in learning more about LEAP.*
- *The LEAP West Steering Committee was organized in the fall to coordinate the development of a Campus Plan, which the Provost has requested be finalized by April. The committee has established a formal relationship with the Faculty Senate through the Academic Policies Subcommittee, and the chair of the Academic Policies Subcommittee serves as the Faculty Senate liaison to the steering committee.*
- *At the request of the Provost, a First-Year Seminar Subcommittee has been formed to work on the development of pilot First-Year Seminars to begin in fall 2017. Two town*

*hall meetings were held in the fall to solicit feedback from faculty and staff about the development of FYS courses at UWG. The proposal from the subcommittee is due to the Provost in February.*

**Committee XII: Budget Committee (Brad Yates, Chair)**

**Information Item:**

A) Update on post-tenure review incentive program for full professors.

*Dr. Yates reported that, beginning July 1, 2017, \$2,000 strategic allocation for professional development will be awarded to faculty members who have earned a “stellar” rating on Post-Tenure Review dossiers in their respective departments. The Budget Committee will study departmental processes for awarding the classification of “stellar” to begin developing equitable procedures for the disbursement of these monies.*

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

**Action Items (Addenda IV-IX, linked below):**

A) UWG Procedure 2.7.1, Faculty Workload

1) UWG Academic Affair Policies

a) UWG Procedure 2.7.1, Faculty Workload (**see Figure One**)

Request: Approve

*Item approved unanimously by voice vote.*

B) UWG Faculty Handbook, Section 127

1) UWG Faculty Handbook

a) Section 127, Faculty Workload (**see Figure Two**)

Request: Modify

*Item approved unanimously by voice vote.*

C) UWG Procedure 2.9.2, Convocation and Commencement Services

1) UWG Academic Affair Policies

a) UWG Procedure 2.9.2, Convocation and Commencement Services

(**see Figure Three**)

Request: Approve

*Item approved unanimously by voice vote.*

D) UWG Faculty Handbook, Modification of Section 306

1) UWG Faculty Handbook

a) Section 306, Convocation and Commencement Services (**see Figure Four**)

Request: Modify

*Item approved unanimously by voice vote.*

E) UWG Policy 2.5, Leave and Compensation for Faculty

1) UWG Academic Affair Policies

a) UWG Policy 2.5, Leave and Compensation for Faculty (**See Figure Five**)

Request: Approve

*Item approved unanimously by voice vote.*

F) UWG Policy 2.6, Discipline and Grievance Procedures

1) UWG Academic Affair Policies

a) UWG Policy 2.6, Discipline and Grievance Procedures (**See Figure Six**)

Request: Approve

*Item approved unanimously by voice vote.*

5. Old Business

6. New Business

7. Announcements

1) The General Faculty passed the Senate restructuring document in an electronic vote.

2) USG Policy on Political Activity

*Additional announcements from President Marrero:*

➤ *Graduation is tomorrow, December 10, 2016. While all convocations at UWG are significant, this commencement is especially so, since it is the largest fall graduating class in UWG's history (789 students, 645 of whom will participate in the ceremony). Fourteen doctoral degrees will be awarded as well.*

➤ *UWG has been informed that it is now in compliance with comprehensive standard 3.3.1.1 involving Academic Programs. Thus, our Reaffirmation process is finished and was successful. We will continue to improve our assessment and continuous improvement activities in preparation for our five-year review which occurs in the next two years.*

8. Adjournment

*Dr. Farmer wished all a wonderful holiday break and adjourned the meeting at 3:47 p.m.*

Respectfully submitted,

Dr. Angela Insenga

Associate Professor of English

Secretary for the General Faculty and Faculty Senate

## Figure One:

### **UWG PROCEDURE NUMBER: UWG Procedure 2.7.1, Faculty Workload**

**Authority: UWG POLICY: UWG Policy 2.7, Teaching Responsibilities**

The University of West Georgia faculty, pursuant to the authority of UWG Policy **2.7**, establishes the following procedures for compliance with UWG Policy **2.7** on **Teaching Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the faculty workload procedures.

#### **A. Definitions.**

1. *Faculty workload*- includes all faculty activities that contribute to the accomplishment of university-related activities and responsibilities: research, service, and teaching.

#### **B. Faculty Workload Procedure.**

UWG Faculty Handbook, section 127:

**127.01** Faculty are expected to teach a minimum of four 3-hour courses or the equivalent per semester unless a portion of that time is reassigned by the dean for administrative, research, or other purposes.

**127.02** Faculty are expected to assume their fair share of academic advising, and program, departmental, school, college, and university committee work.

**127.03** Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance when selected. However, faculty are also expected to exercise prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research.

**127.04** Faculty are expected to have an on-going research and professional development agenda, to share the agenda with their department chair or equivalent, and to make progress annually in addressing the agenda.

**127.05** Faculty are expected to engage in public and professional service activities as time and opportunity allow.

**127.06** Faculty are expected to average no more than one day a week in any approved outside employment.

**127.07** Faculty may not be paid for teaching overloads during the regular academic year and will not be assigned overloads unless they are agreeable and compensatory time is provided within

the subsequent two-semester. Please refer to the BOR Faculty Overloads and Instructional Staff Responsibilities ([4.10 Faculty Overloads and Instructional Staff Responsibilities](#)).

**127.08** Summer teaching is optional, depends on need, and is limited to no more than 9 credit hours for the summer semester.

Pursuant to BOR Academic Affairs 3.1 General Policy, BOR Policy 8.2.15, BOR Policy 8.3.12.4, and BOR Academic and Student Affairs Handbook section 4.10:

[3.1 General Policy](#), [8.2.15 Outside Activities](#), [8.3.12.4 Research, Saturday Classes, and Off-Campus Continuing Education](#) and [4.10 Faculty Overloads and Instructional Staff Responsibilities](#).

**C. Compliance.**

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

*Issued by the* [title of person charged with writing procedure], *the* \_\_\_\_ *day of* \_\_\_\_\_, *2016.*

\_\_\_\_\_  
Signature

Reviewed by President [or VP]: \_\_\_\_\_

*Previous version dated:* N/A

**Rules committee approval\_12\_1\_2016**

## **Figure Two:**

### **127 Faculty Workload**

**127.01** Faculty are expected to teach a minimum of four 3-hour courses or the equivalent per semester unless a portion of that time is reassigned by the dean for administrative, research, or other purposes

**127.02** Faculty are expected to assume their fair share of academic advising, and program, departmental, school, college, and university committee work.

**127.03** Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance when selected. However, faculty are also expected to exercise prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research.

**127.04** Faculty are expected to have an on-going research and professional development agenda, to share the agenda with their department chair or equivalent, and to make progress annually in addressing the agenda.

**127.05** Faculty are expected to engage in public and professional service activities as time and opportunity allow.

**127.06** Faculty are expected to average no more than one day a week in any approved outside employment.

**127.07** Faculty may not be paid for teaching overloads during the regular academic year and will not be assigned overloads unless they are agreeable and compensatory time is provided within the subsequent two-semester. Please refer to the BOR Faculty Overloads and Instructional Staff Responsibilities ([4.10 Faculty Overloads and Instructional Staff Responsibilities](#)).

**127.08** Summer teaching is optional, depends on need, and is limited to no more than 9 credit hours for the summer semester.

**Rules committee approval\_12\_1\_2016**



**Figure Three:**

**UWG PROCEDURE NUMBER: UWG Procedure 2.9.2, Convocation and Commencement Services**

**Authority: UWG POLICY: UWG Policy 2.9, Service and Professional Responsibilities**

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.9, establishes the following procedures for compliance with UWG Policy 2.9 on **Service and Professional Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the convocation and commencement procedures for faculty.

**A. Definitions.**

1. *Commencement*- a ceremony during which degrees or diplomas are given to students who have graduated from a school or college.
2. *Convocation*- a meeting of the faculty of a college or university to observe a particular ceremony such as commencement.

**B. Convocation and Commencement Services Procedure.**

Attendance at convocation and commencement is important to the institution and faculty are expected to attend. Once committed to attend, faculty who need to be excused from convocation and commencement services should get approval from their dean.

Members of the full-time faculty are expected to attend formal academic exercises of the University. Academic regalia is required for formal participation in convocations, graduation, and at other occasions when prescribed. Each faculty member is expected to furnish his or her own regalia.

Marshals are appointed by the dean of each college or school for each academic year. Once appointed, marshals negotiate among themselves to determine which among them will lead the convocation for these events (commencement ceremonies and honors convocations) for the year.

**C. Guidelines**

In consultation with the Provost office, each college or school is authorized to create their own guidelines regarding who participates in convocation and commencement services.

***Issued by the*** [title of person charged with writing procedure], ***the*** \_\_\_\_ ***day of*** \_\_\_\_\_, ***2016.***

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Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_

*Previous version dated: N/A*

**Rules committee approval\_12\_1\_2016**

## **Figure Four:**

### **306 Participation in Convocations and Commencement Services**

#### **306.01 Faculty**

Attendance at convocation and commencement is important to the institution and faculty are expected to attend. Once committed to attend, faculty who need to be excused from convocation and commencement services should get approval from their dean.

Members of the full-time faculty are expected to attend formal academic exercises of the University. Academic regalia is required for formal participation in convocations, graduation, and at other occasions when prescribed. Each faculty member is expected to furnish his or her own regalia.

#### **306.02 Faculty Marshals**

Marshals are appointed by the dean of each college or school for each academic year. Once appointed, marshals negotiate among themselves to determine which among them will lead the convocation for these events (commencement ceremonies and honors convocations) for the year.

Note:

In consultation with the Provost office, each college or school is authorized to create their own guidelines regarding who participates in convocation and commencement services.

**Rules committee approval\_12\_1\_2016**

**Figure Five:**

**UWG POLICY NUMBER: 2.5**

**UWG POLICY NAME: Leave and Compensation for Faculty**

**POLICY:**

The University of West Georgia shall comply with the Board of Regents of the University System of Georgia (BOR) policies, and applicable requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on leave and compensation for faculty.

**CONTEXT:**

This policy applies to:

- All UWG faculty, and employees who administer policy and procedures on leave and compensation for faculty.

The policies and procedures established by the BOR are consistent with the SACSCOC when establishing leave and compensation for academic personnel.

*The Chief Academic Officer is authorized to establish procedures for compliance with this Policy.*

**SIGNATURE OF THE PRESIDENT:**

\_\_\_\_\_  
*University President*

\_\_\_\_\_  
*Date*

Reviewed by University General Counsel: \_\_\_\_\_

**ADMINISTRATION & ADDITIONAL RESOURCES**

**Short Title:** “Leave and Compensation for Faculty”

**Previous Versions:** N/A

**Oversight:** Controller

**Additional Resources:**

- [BOR Policy Manual, Section 8.0 - Personnel](#)
- [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)- Accrediting Standards](#)

**Associated Procedures:**

- Annual Leave
- Professional Leave (Awards)
- Summer School Compensation
- Outside Employment

**Figure Six:**

**UWG POLICY NUMBER: 2.6**

**UWG POLICY NAME: Discipline and Grievance Procedures for Faculty**

**POLICY:**

The University of West Georgia shall comply with the Board of Regents of the University System of Georgia (BOR) policies on discipline and grievance procedures for faculty.

**CONTEXT:**

This policy applies to:

- All UWG faculty, and employees who administer the policy and procedures on discipline and grievances for faculty.

*The Chief Academic Officer is authorized to establish procedures for compliance with this Policy.*

**SIGNATURE OF THE PRESIDENT:**

\_\_\_\_\_ *University President*

\_\_\_\_\_ *Date*

Reviewed by University General Counsel: \_\_\_\_\_

**ADMINISTRATION & ADDITIONAL RESOURCES**

**Short Title:** “Discipline and Grievance for Faculty”

**Previous Versions:** N/A

**Oversight:** Controller

**Additional Resources:**

- [BOR Policy Manual, Section 8.0 - Personnel](#)

**Associated Procedures:**

- Grounds for Dismissal
- Progressive Discipline
- Dismissal Process
- Grievance Procedures