**2012-2013 Annual Report of Institutional Progress**

**University of West Georgia at Newnan**

## Newnan Center Mission

* The Newnan Center of the University of West Georgia will serve the regional constituencies by providing leadership in higher education and stewardship of state and university resources.
* The Newnan Center will promote a regional perspective on higher education that attends to the current and developing needs of the community, its citizens and students, and relates them effectively to the University System and its institutions.
* The Newnan Center will act as steward of higher education resources by managing fiscal resources through university policies and procedures, overseeing facility maintenance and renovation activities, coordinating faculty and curriculum, using technology to advance learning, and evaluating the performance of the Center.

**Newnan Center Demographic and Enrollment Data**

* Fall 2012 unduplicated enrollment was 544, a decrease of 14% from fall 2011, due to several possible factors:

The number of course sections offered at the Newnan Center decreased from 142 in FY12 to 123 in FY13. The number of graduate courses offered decreased from 33 in FY12 to 26 in FY13. Some graduate programs (SPED, READ, CEPD, ECED, EDLE, EDRS, PTED, SEED) which used to meet at least partially at the Newnan Center are now totally online and are all coded as Carrollton courses (ex. N01) rather than Newnan (N91). Several graduate courses that were taught in Newnan are now being taught at Douglasville or other sites.

* Of the 1482 course seats available in fall of 2012, 76% were filled.
* The percentage of undergraduate students increased slightly to 78% of enrollment, while the number of graduate students decreased to 22%.
* Female students continue to outnumber males three to one.
* The average age of undergraduates is 27, and 37% of undergraduates are under the age of 21.
* The average age of graduate students is 34, and almost 40% of graduate students are between the ages of 31 and 40.
* In fall 2012, undergraduates were comprised of 135 freshmen, 53 sophomores, 74 juniors, and 162 seniors. There were 120 graduate students.
* 87% of graduate students are education majors; 49% of undergraduates are nursing majors.
* In FY13, Newnan students represented 45 Georgia counties. The majority of students come from Coweta, Carroll, Fayette, Douglas, Fulton, and Cobb counties.

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| **Fall 2012 Undergraduate Student Ages** |
| **Mean** | **27** |
| **Median** | **23** |
| **21 and under** | **157** |
| **22-25** | **101** |
| **26-30** | **46** |
| **31-40** | **64** |
| **41 and over** | **56** |
| **Total** | **424** |

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| **Fall 2012 Graduate Student Ages** |
| **Mean** | **34** |
| **Median** | **34** |
| **21 and under** | **23** |
| **22-25** | **25** |
| **26-30** | **47** |
| **31-40** | **25** |
| **41 and over** | **0** |
| **Total** | **120** |

**Counties of Origin**

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| Coweta | 47% |
| Carroll | 6% |
| Fayette | 5% |
| Douglas | 5% |
| Fulton | 7% |
| Cobb | 5% |
| Other | 25% |

The following charts and graphs show the percentages of Fall 2012 students majoring in education, business, and nursing. (Undergrad chart includes majors and pre-majors.)

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| **Fall 2012 Undergraduate Students** |
| **Major** | **Education/pre-ed** | **Nursing/pre-nurs** | **Business/pre-bus** | **Other** |
| **# of Students** | 47 | 209 | 39 | 130 |
| **Percentage** |  11% |  49% |  9% |  31% |

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| **Fall 2012 Graduate Students** |
| **Major** | **Education-ECED, EDLE, SPED** | **Business** | **Other** |
| **# of Students** | 104 | 14 | 2 |
| **Percentage** | 87% | 12% | 1% |

1. **Newnan Center Goals**

**Goal 1.** **Program & Enrollment Growth. The Newnan Center will continue to serve the region by providing core curriculum, programs in early childhood education, MBA, graduate education, and nursing programs, and by exploring the feasibility of establishing new programs in high need areas.**

**Subgoal: Increase number of core curriculum courses offered at the Newnan Center.**

In addition to PHYS 1112 which was added in the fall of 2012, PSYC 1101 was offered in the spring of 2013. SOCI 1101 is scheduled to be offered at Newnan in the summer of 2013.

**Subgoal: Increase number of dual enrolled students from local high schools.**

An increased emphasis on dual enrollment through marketing, high school visits, and meetings with high school counselors brought additional students into the ACCEL program and into core classes at the Newnan Center. The number of dual enrolled students grew from two in FY12 to ten in FY13 and represented 25% of all UWG dual enrolled students. In addition, UWG altered admissions requirements for dual enrolled students, allowing more students to qualify for the ACCEL program.

**Subgoal: Explore need for new programs.**

* Newnan Director continued to serve on a UWG MPA Advisory Committee and met in the fall of 2012 to continue discussions of the need to offer a program (MPA or MBA) in Health Administration in the Newnan area. The consensus is that the market is here, but there is no budget for instructors.
* In accordance with a 10-Year Master Plan for Newnan that was created in 2010, discussions continued throughout FY13 regarding the need to provide at Newnan the science courses that are required for the nursing program—Anatomy & Physiology, Microbiology, Chemistry. Architects working on the hospital renovation have designed adequate spaces for science labs at the new location, and science department chairs are aware of the need for instructors at this location.
* Newnan Director asked COE about the possibility of combining the undergrad ECED degree with SPED and also about creating 8-week courses. The Mercer University branch in Newnan is offering a BS ECED/SPED that can be completed more quickly due to 8-week courses. Some UWG students have transferred for this reason.
* Speech Pathology and Counseling continue to be requested programs for Newnan.
* The city of Newnan began discussions in the spring with UWG Art Department about the possibility of an *Artist in Residence* program in Newnan.

A ten-year master plan lists these current and potential programs, although there is some concern that some graduate programs are online now and do not meet in Newnan.

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| **Current Programs** | **Potential Programs offered by 2020** |
| BSN and RN-BSN in Nursing | BSN and RN-BSN in Nursing |
| M.Ed. (4 majors) | M.Ed. (4 majors) |
| BS.Ed in Early Childhood | BS.Ed in Early Childhood |
| Selected Core Curriculum Face-to-Face (entire core through eCore) | Selected Core Curriculum Face-to-Face (entire core through eCore) |
| Business Core area F | Business Core area F (the BBA core with a major online, or retract Core area F if overall programming direction changes and classroom/space resources are needed) |
| M.B.A | EdS in Educational Leadership |
| EdS in Educational Leadership | Healthcare Management Credential (Possibly a track in MPA, MBA or post baccalaureate certificate) |
|  | Speech Pathology (at Bachelors and/or Masters level) |
|  | Community Counseling (Master’s Level) |
|  | BS.Ed in Early Childhood-Special Education |
|  | Master of Public Administration |
|  | Weekend/evening courses in specialty business topics such as sustainability, leadership, etc. taught by RCOB faculty |

**Subgoal: Increase Continuing Education offerings in Newnan**.

Continuing Ed increased its offerings in Newnan this year. Offerings included a Basic Excel course, Digital Photography Levels I and II, and two levels of LEGO Engineering Camps for elementary students. A CNA (Certified Nursing Assistant) course and a writing course, requested by a local writers’ group, are scheduled for fall of 2013.

Possible future offerings could include:

* Continuation of CNA licensing courses
* RN refresher course
* Nurse Manager Certificate
* Healthcare Management Certificate
* Integrative Health Certificate
* End of Life Care Certificate
* Complementary & Alternative Medicine Certificate
* Advanced Certificate in Executive Leadership
* Effective Sales Management Certificate
* Custom Workforce Development Programs

**Goal 2. Continue to provide exceptional support services to faculty and students and promote a culture marked by professionalism, responsiveness, accuracy, and accountability.**

1. Academic advising continued to be provided in Newnan this year for ECED students one day per week by a COE advisor, who travels from the Carrollton campus. An eCore advisor spent 1-2 days per week in Newnan this year. A much needed nursing advisor was scheduled one day a week in Newnan during spring semester this year. General academic advising for students and prospective students was provided by a Newnan staff member, Michael Harris, who experienced a 20% increase in the number of advising appointments this year.

Advising at Newnan

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| 2011-2012 | 178 |
| 2012-2013 | 215 |

1. The Newnan Center operates a large test proctoring program. Proctoring is offered for students taking eCore or any other online courses from other universities. In FY2013, Newnan staff proctored 691 eCore exams and 121 exams from 31 other institutions. Total exams proctored were 812. 582 hours were spent in testing this year, not including time spent scheduling the tests and processing testing paperwork.
2. Access to admissions, registrar, and financial aid continues to be through phone, email, or visits to the Carrollton campus; however, a newly added Student Affairs Generalist has been able to provide some assistance in these areas. Newnan staff members frequently carry admissions and other forms over to the Carrollton campus, and some can be faxed.
3. The opportunity to acquire IDs and parking tags was afforded to Newnan students again this year. Newnan staff members take ID photos and send them digitally to the main campus so that ID cards may be produced and then sent back to Newnan. Parking tags were made available for pickup at the Newnan Center when proof of the payment of transportation fees was presented by students.
4. Scantrons, Bluebooks, and printer cards are available for purchase in Newnan.
5. The UWG Bookstore made visits to Newnan each semester, and Newnan students were allowed to order books and other merchandise and have it delivered on those days. Students may also order books online and have them shipped to their homes.
6. Newnan staff members assist students with faxing or hand delivering documents to and from the Carrollton campus.
7. Newnan SITS continues to assist students with personal computer repairs and software installation and employed two student workers in FY2012. SITS had a total of 177 service records for Newnan students.
8. Staff member, Teri Lewis, working with an SRAP student, continued to operate the Teaching Materials Center. Over 200 items were checked out by students this year. Newly retired Coweta educators continue to donate many valuable resources to the center.
9. Newnan Staff, working with UWG Auxiliary Services, explored the possibility of inviting a food vendor to sell and serve meals at the Center this year. Several vendors were contacted. *Panda Express* agreed to begin a pilot program in the spring and brought food to the center two days a week, alternating lunch and dinner hours. There are plans to recruit another vendor for two other days.
10. A Writing Center was created at the Newnan Center in the fall of 2012 and was operated throughout the year by English instructor, Adrienne Elder, during hours between her English classes. During the fall, it was located in a faculty office space, but was moved to a corner of a small computer lab in the spring, due to limited office space.
11. In order to better serve Newnan students, UWG Admission recruiters visited the Newnan site in late July 2012 for a tour of the center and to receive information about Newnan Center programs.
12. In order to better serve Newnan students, UWG Orientation Staff visited the Newnan site in April 2013 for a tour and to gain information about the center which they will share at orientations.
13. Five office spaces with computers continued to be made available for visiting faculty members, and more spaces are available since additional desks and computers have been added to some staff offices.
14. Newnan IT staff members and student SITS workers assisted both faculty and students with computers, copiers, printers, online testing preparation, AV equipment, and other special instructional technologies. A newnanit@westga.edu email account allows faculty to submit IT requests. Faculty and student listservs and a Facebook account have improved communication among staff, faculty, and students.
15. Newnan Asst. Director, when requested, assisted faculty with travel expense forms.
16. Newnan Director worked closely with faculty and department chairs to ensure that adequate classroom space was available at needed times and responded to requests to use computer labs for testing or other special sessions. A testing schedule was created and posted to avoid lab conflicts. 190 hours were spent in computer labs for nursing testing alone. Almost 800 hours were spent in testing at the Newnan Center this year (includes nursing, eCore testing, and others).
17. Newnan staff members made office space and conference room space available for testing of students with special needs and proctored MATH exams and RCOB exams for Newnan students unable to get to Carrollton due to scheduling conflicts.
18. Newnan staff ensured that nursing instructors had access to needed spaces for simulations and video viewings—skills lab, computer labs.
19. Newnan staff members provided Newnan to Carrollton courier service for both faculty and students so that materials were transferred/delivered in a timely manner.
20. Newnan staff assisted students with locating areas in the Center where they may study or work in small groups. The staff also monitored the nursing skills lab, locking and unlocking it to allow groups of nursing students to practice skills outside of class time.
21. Newnan staff provided “Welcome Back” stations with refreshments, games, and prizes for faculty and students at the beginning of each semester.
22. The Newnan Center hosted its annual graduation luncheon on Nov. 15 for nursing students and faculty.
23. Newnan staff continued to seek approval from Newnan businesses to give discounts to students using student ID or the Wolf Pack Pride Card. Five businesses near the Center have become Wolf Pack Pride Partners.

**Subgoal: Assess the need for increased student services in preparation for the move to new and larger location.**

A **Student Affairs Generalist** was located at the Newnan Center in spring of 2013. Trish Causey, former Assistant Dean of Students, joined the Newnan team as a part-time Student Affairs Generalist. Trish retired in the fall of 2012 after 35 years of service in Residence Life and in the Vice President's office as the Chief Judicial Officer. She spends about 20 hours per week at the Newnan Center providing direct services to students in the areas of Admissions, Financial Aid, and Registration, in addition to a first-stop source for many of the other student services including counseling, career development, disability services, and career services. She is also available to assist faculty members with student issues such as disruptive behavior, academic dishonesty, stress, medical concerns, safety concerns, and interpersonal conflict.

Ms. Causey has implemented a database which is designed to capture issues and concerns of both prospective and current students in areas related to Student Affairs. Staff members and student workers input data as each phone call, email, or face-to-face visit occurs. The information will be helpful in designing future staff positions as the move is made to the larger hospital location.

In addition, Ms. Causey generated a pilot survey for both students and faculty during the summer of 2013 in order to assess knowledge, areas of concern, and need for services related to Student Affairs and Enrollment Management. The surveys will be utilized throughout the coming year.

**Student Affairs Survey –Student**

This survey was sent as a pilot to all UWG students who were enrolled in classes for summer 2013. It will be sent to all Newnan students during the FY14 year.

1. During the past academic year, which of the following areas of concern have you encountered?
* Financial Aid
* Advisement
* Registration
* Part-time jobs
* School related stress
* Personal life stress
* Test Anxiety
* Tutoring
* Safety concerns
1. How much do you know about the Division of Student Affairs and Enrollment Management?
* A great deal
* A lot
* A moderate amount
* A little
* Nothing at all
1. UWG Student Affairs plans to provide a Student Affairs Generalist office in Newnan. Please check all services you would be interested in seeing represented.
* Financial Aid
* Admissions
* CCD
* Excel
* HRL
* Health Services
* CSI
* Registrar
* ECE
* UREC
1. Which statement best describes you?
	1. I plan on graduating from UWG.
	2. I plan on transferring to another school.
2. Would you be interested in living in UWG owned and managed housing near the Newnan Hospital facility once UWG Newnan relocates there?
	1. Yes
	2. No

**Student Affairs Survey-Faculty**

1. Please indicate the College you represent.
	* Arts & Humanities
	* Education
	* Science & Mathematics
	* Social Sciences
	* Nursing
2. How much do you know about the Division of Student Affairs and Enrollment Management?
	* A great deal
	* A lot
	* A moderate amount
	* A little
	* Nothing at all
3. In the past academic year, which of the following areas of concern have you observed in your classroom/online?
	* Behavioral issues
	* Disruptive Behavior
	* Academic Dishonesty
	* School Related Stress
	* Personal Life Stress
	* Medical Concerns
	* Safety Concerns
	* Interpersonal Conflict
4. Please rank the following services based on your opinion as to their relevance to UWG Newnan Students.
	* Financial Aid
	* Registration
	* Tutoring
	* Mentoring
	* Counseling
	* Career Services
	* Part-time Jobs
	* Student Housing
	* Crisis Intervention
	* Student Judicial Affairs
	* Recreational Activities

**Goal 3. Enhance and expand existing facilities to optimize academic and student space, while maximizing opportunities for environmental sustainability and community engagement.**

1. The FY11 proposal to expand facilities by relocating to the donated historic Newnan Hospital property was the major focus throughout the entire FY2013 year. The project was approved by the USG BOR in January. An architectural firm was then hired to design the space. Weekly meetings with architects, involving representatives from all colleges and departments, began in early spring and have continued through the summer of 2013. Demolition is scheduled to begin in August, renovation in October; and the project is scheduled to be completed in late 2014.

Community awareness and support of the project continued to grow throughout the

year. UWG Newnan Advisory Board and other community leaders, working with UWG Development & Alumni Relations and UCM, began in the spring to create a fundraising campaign to ensure that there are sufficient funds to put the finishing touches on the building and its grounds.

1. Instructional technology was improved in four Newnan Center classrooms this year, as funding from technology fees allowed the replacement of four old projectors. Five were replaced the year before.
2. The Center purchased two picnic tables and umbrellas for the front entrance of the current facility to allow for outdoor student interaction, study space, and dining area.
3. In FY2013, the Newnan Center requested and received assistance from UWG Facilities to make several needed repairs to the Center’s facilities. Repairs/enhancements included:
* Thirteen repairs of HVAC units for rooms 1120, 1122, 1123, 1124, 1126, 1135, 1145, and Admin office area
* Repair of plumbing leaks and toilet overflows
* Replacement of burned out light bulbs
* Repair of broken cabinet hinge in kitchen/work area
* Repair of alarm system in GEC building (destroyed by lightning)
* Repair of closure arm on door to reception area
* A UWG custodian temporarily assigned to Newnan two days a week when part-time casual labor custodian left

**Goal 4. Position Newnan Center as a principal asset to Coweta, South Fulton, Fayette and surrounding communities through increased regional marketing, relevant scholarly and cultural activities geared toward adult learners and their families.**

1. **Scholarly/cultural activities**:
* In an effort to bring UWG music and art to the Newnan community, Newnan Director met with UWG School of the Arts Director, Tommy Cox, introduced him to the Director of Newnan’s Centre for the Visual & Performing Arts, toured Newnan’s venues for art and musical presentations (ex. Wadsworth Auditorium) and discussed the possibility of scheduling these events in Newnan. Encouragement to showcase UWG students and other cultural activities in Newnan will continue.
* The city of Newnan began discussions in the spring with UWG Art Department about the possibility of an *Artist in Residence* program in Newnan.

The Newnan staff sponsored or assisted with several scholarly/cultural activities during the FY12 year:

* Newnan Center hosted a Coweta Voter Registration event in September.
* Through UWG’s SBDC, a third Maximum Impact course was offered at the Newnan Center for community business leaders—Maximum Money.
* Newnan Center Director presented a history of College Temple, Newnan Hospital and UWG Newnan at White Oak Golden Kiwanis Club.
* Dr. Julia Whisenhunt (Prevent@UWG) presented a Suicide Prevention program at Newnan Rotary Club.
* Two summer camps for children were held through Continuing Education at the Newnan Center in late May of 2013—two levels of LEGOS Vehicle Engineering.
* Continuing Ed conducted a Basic Excel class in the fall of 2012 and two levels of a Digital Photography class in the spring of 2013.
1. **Increased marketing /community awareness efforts**
* In FY13, the Newnan Center continued the marketing campaign begun in FY12 which targeted high schools for dual enrollment. Dual Enrollment Nights were held at all Coweta high schools. Dual enrolled students were showcased in the center’s newsletter, and work is being done by UCM to update and enhance a promotional video. Dual enrollment handbooks were made available to students, parents, and counselors.
* Newnan staff worked throughout the FY13 year with the N-C Chamber to continue developing the new community branding campaign. The focus this year was on making Coweta County a “health care destination”.
* During FY13, UCM began preparing brochures and other publications that will be used to advertise the proposed new location and to offer opportunities for donations to assist with renovations.
* Newnan Center Director presented a history of College Temple, Newnan Hospital and UWG Newnan at White Oak Golden Kiwanis Club.
* Dr. Jon Anderson provided a hospital project update to Newnan Rotary Club and also to the Chamber’s Economic Prosperity Council.
* Dr. Julia Whisenhunt (Prevent@UWG) presented a Suicide Prevention program at Newnan Rotary Club.
* Newnan staff members presented UWG educational opportunities for adult learners at a Workforce Development Career Night at a local downtown church.
* UCM provided a new billboard in a prime location on Bullsboro Drive.
* The Newnan Center’s hospital renovation project was featured in 18 articles in the Newnan Times-Herald.
* In early June of 2013, UWG hosted an event to express appreciation to all those who have worked to make the hospital renovation a reality.
* Newnan Center staff produced two newsletters this year which highlighted instructors, students, programs, and special events. Both digital and hard copies were disseminated throughout the community.
* UCM developed new Newnan posters and advertisements that were featured in the Times-Herald, the Newnan-Coweta Magazine, and other special publications.
* The Newnan Director and staff set up promotional booths at the Coweta County Fair, College Probe Night at CEC, College Fairs at Newnan High and Northgate High Schools, a College/Career Fair at the Goodwill Center, all three UWG Preview Days, Orientation Days, and Transfer Preview Days on the main campus in Carrollton, and also participated on a Leadership Coweta Education Panel.
* Newnan Director participated in Newnan High School Honors Night and presented scholarships to incoming freshmen.
* Newnan Staff served as volunteer judges at Newnan/Coweta Technology Fair and Science Fair.
* Newnan Director continued to serve on Advisory Board of Shenandoah GYSTC, which provides science, math, technology training for K-12 students and teachers in the region.
* Newnan Director participated in Career Day at Evans Middle School, presenting UWG and its programs to several classes of eighth graders.
* Newnan staff participated in Newnan’s July 4th parade and its Christmas parade, giving away hundreds of promotional items provided by UCM.
* In anticipation of the downtown move in 2014, the Newnan Center joined Newnan Main Street and Keep Newnan Beautiful, adopting two downtown streets to clean during the year. The streets—Carmichael and Cavender—are located behind and beside the Newnan Hospital property.
* Newnan Center hosted meetings of the Coweta County Development Authority.
* The Newnan Staff represented the Newnan Center at Newnan-Coweta Chamber breakfast meetings, the Chamber’s Economic Prosperity Council, Chamber Education Focus Groups, Education and Health Care Round Tables, Community Branding meetings, the Chamber Bowling Event, and Chamber and Rotary Golf Tournaments.
* In November, the Newnan Center hosted an annual Teacher Pipeline Seminar for high school students interested in teacher education. Newnan Director continued to work with Coweta County’s Teacher Pipeline program and to represent UWG on CEC’s Teacher Pipeline Advisory Board.
* The Newnan Director continued to nourish relationships with Newnan Hospital, Inc., Piedmont Newnan Hospital, Kaiser Permanente, Samaritan Free Health Clinic, and the Cancer Treatment Centers of America.
1. **Examples of how Newnan Center Uses Assessment of Goals and Outcomes to Change/Improve a Process:**
2. An assessment of projected enrollment in 2015 at the new location and an assessment of needs for additional student services brought about the placement of a part-time Student Affairs Generalist who will prepare the way for a possible full-time position in the future.
3. In response to the request for more dual enrollment from Coweta high schools, Newnan Center created targeted marketing techniques and worked with UWG academic deans and department chairs to make course time slots work with high school block schedules. Admissions requirements were altered to allow more high school students to take advantage of the ACCEL program.
4. In response to a need to comply with a SACS rule that 75% of core curriculum instructors must be full-time instructors, Newnan Director continued to contact and encourage departments to find full-time instructors for Newnan. ENGL, MATH, and PHYS departments have provided full-time instructors this year. Other departments which offer core at Newnan are working on this issue.
5. **General Statement of Department Condition.**

Facilities are being well maintained with assistance both from local vendors and from UWG Facilities in Carrollton. The five-member staff continues to manage efficiently the daily operations of the center, and customer satisfaction remains at a high level. Security continues to be managed by a part-time casual labor employee, who works four evenings. Landscaping, waste management, pest control, and HVAC are maintained by contracted vendors. However, UWG HVAC technicians and plumbers made several repairs this year. When a part-time casual labor custodian left the position, UWG Facilities assigned a UWG custodian to Newnan two days a week. Newnan staff members and security guard assist with custodial tasks on other days.

The Newnan Center generated 8733 credit hours in FY2013, a decrease of 8.28% from FY2012. Revenue decreased from $1.9M in FY2012 to $924,536.46 in FY2013. (Revenue reported does not include N91 online courses, as that revenue is reported by another department.)

**Reduction in course offerings at Newnan (change in delivery of graduate education courses)**

A major challenge which came to light this year is the loss of graduate education classes and some undergraduate classes which have become totally online or moved locations to other instructional sites. The number of course sections offered at the Newnan Center decreased from 142 in FY12 to 123 in FY13. The number of graduate courses offered decreased from 33 in FY12 to 26 in FY13. Some graduate programs (SPED, READ, CEPD, ECED, EDLE, EDRS, PTED, SEED) which used to meet at least partially at the Newnan Center are now totally online and are all coded as Carrollton courses (ex. N01) rather than Newnan (N91). Several graduate courses that were taught in Newnan are now being taught at Douglasville or other sites.

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| **Number of Courses Offered in Newnan** |
|  | **Undergraduate** | **Graduate** | **Total** |
| **FY09** | **94** | **81** | **175** |
| **FY10** | **107** | **52** | **159** |
| **FY11** | **106** | **55** | **161** |
| **FY12** | **108** | **33** | **142** |
| **FY13** | **96** | **26** | **123** |

**Instructional site at Douglasville (GA Highlands College)**

A new challenge, which emerged in the fall of 2011 and which has affected Newnan staff productivity, continued this year as UWG graduate programs expanded offerings at the instructional site in Douglasville (Georgia Highlands Center). Newnan Assistant Director, Rebecca Smith, continues to oversee and assist both faculty and students with those classes one to two days a week at the new site. In addition, Newnan academic advisor and AV/IT support, Michael Harris, was assigned to assist one to two days per week in Douglasville. This arrangement has created a decrease of availability for student advising at Newnan and a decrease in AV/IT support for some faculty (especially nursing) who depend on Michael for assistance with simulation equipment. This alteration in staffing schedules has brought to light a need for cross-training at the center in the areas of advising and AV/IT support or a need for additional staff at Newnan or staff dedicated to the Douglasville site.

Offerings at the Douglasville site this year included:

* Summer 2012--Five graduate education courses (3 EDLE, 2 SPED) and one MBA course; summer enrollment was 94.
* Fall 2012—Six graduate education courses (5 EDLE, 1 SPED) and two MBA courses; fall enrollment was 95.
* Spring 2013—Four graduate education courses (EDLE) and two MBA courses; spring enrollment was 111.

Ongoing challenges include the lack of full-time security and full-time custodial service. Other challenges include juggling classrooms and schedules to accommodate the nursing program’s increasing need for instructional and testing space, maintaining the growth of current programs, dealing with competition due to duplication of programs offered by other local and nearby institutions of higher education, a need for more marketing for UWG Newnan, streamlining administrative processes for students, providing the ability to provide instant admissions services for prospective students who visit the center, and modernizing the facilities to make them more inviting and functional for students and faculty.

1. **Departmental Achievements:**
* A highlight of the year was the continued progress made on the relocation to the donated Newnan Hospital property, the approval by BOR, the progress made with architects to design the needed spaces in the new location, and the increased support of the Newnan/Coweta community.
* The number of dual enrolled students increased this year.
* The Newnan Center was awarded funds from the FWSP and employed three student workers this year in the front office.
* The Newnan Center was awarded SRAP funds and hired a student worker, who assisted with center marketing activities.
* The Newnan Center was awarded $2500 from Newnan Kiwanis Club to purchase additional technology items (iPads) for student check-out.
* The Newnan Center awarded 9 scholarships totaling $6300 in the spring of 2013. Four recipients were freshmen; two were juniors; two were seniors; and one was a graduate student. Two were education majors; one was mass communications; one was biology; one was accounting; one was MBA; and three were nursing majors .
* The Newnan Center continued to serve as an online testing site in the USG eCore system and proctored 812 exams in FY13 (691 for eCore and 121 for 31 other non-eCore institutions).

**Staff Productivity:**

Dr. Melanie N. Clay continued as Dean of USG eCore and Executive Director of Extended Degree Programs, and as Editor-in-Chief of the Online Journal of Distance Learning Administration and DLA2013 Conference Director. She was active at the system level with active membership on the Board of Regents Distance Education Task Force, the LMS Task Force, the Adult Learning Consortium Executive Committee and served as Chairperson of the Regent’s Advisory Committee on Distance Education. She also served on the the UWG Strategic Planning Committee and on UWG's Complete College Georgia Task Force. During 2012-2013, she successfully led, in partnership with Valdosta State, the implementation of a new USG online program - eMajor.  She also hired a new director for continuing education (this department was added to extended degrees in January 2012), and focused efforts in leading this area to realize its full potential, including the conception and hands-on development of a successful online program in social media marketing. Among her presentations during the year was an invited keynote address at  Union University in Tennessee. She also taught one section of American Government at the Newnan Center (51 percent online).

Cathy Wright has completed her sixth year as Newnan Center Director, overseeing all operations and working closely with Deans, department chairs, and faculty to manage the academic schedule of courses and programs and to monitor enrollments. She represents and promotes the University in the Newnan-Coweta community at K-12 public school events, charity events, Chamber of Commerce events, Rotary Club meetings/events, and with memberships on various boards, committees, and councils. She worked closely this year with architects, UWG officials, and city officials on the proposed hospital site project, providing needed data, assisting with architectural plans, and orchestrating a local fundraising campaign to supplement renovation funds. She is a member of these professional organizations: GAWHE (Georgia Women in Higher Ed) and NABCA (National Association of Branch Campus Administrators).

Rebecca Smith has completed her fifth year as Assistant Director, overseeing the Center’s budget, managing the facilities, (technology, grounds, building maintenance, personnel, cleaning, and security), and monitoring compliance with policies and procedures. Rebecca served on the UWG Master Plan Committee, served on the eCore At Risk team which tracks at risk students, assisted with the Federal/State Approval Regulations Distance Learning Project, served on the DLA Conference team, served on the eMajor proposal task force, and worked as the liaison between UWG and GHC at Douglasville, managing UWG programs there.

Rebecca represents UWG in community service as a member of the Carrollton Evening Sertoma Club, a member of the Board of the Carrollton Empty Stocking Fund, Chair of the annual Empty Stocking Fundraiser, and organizer of the Carrollton July 4th parade. She also served this year on the West Georgia Athletic Foundation Board, and was hostess to UWG basketball’s hospitality suite.

Michael Harris has completed his fourth year as the Academic & Instructional Support Specialist for the Newnan Center. Michael holds a B.A. in History and earned his M.Ed. in Instructional Technology in July 2012. He provides general academic advising and IT support for staff, faculty, and students. This IT support includes repair, training, and maintenance on the Nursing Skills Lab equipment as well as coordinating audio/visual upgrades for some of the Newnan classrooms.  Michael continues to participate in meetings and trainings provided by PAAA (Professional Association of Academic Advisors). Michael continued his role of providing support to the Douglasville site on Thursdays and some Saturdays. Michael also represented UWG-Newnan at campus events such as Orientation, Preview Day, and the Mardi Gras of Majors.  Michael again provided technology support for the Distance Learning Administration Conference.

Javarus Boyce, who has a BS degree in Business Information Systems from UWG, is completing his seventh year as IT support and technology specialist, providing IT and AV support to staff, faculty, and students.  He also oversees the Newnan SITS lab, managing the SITS student workers and monitoring their work.  Javarus attended the following training sessions this year: Security Risk Privacy and Google Email training; and he is working on becoming Dell Certified this fall.  He donates his time to judge school science and technology fairs and enjoys studying and researching new technologies.  Javarus serves as a mentor at the Newnan Boys & Girls Club and volunteers as a disc jockey at several of their annual events. He is a board member of a nonprofit youth group, “Positive U”.

Teri Lewis completed 23 years with UWG this year. In addition to serving as Office Manager and Receptionist, she serves as Testing Coordinator, scheduling and processing the administration of 812 online exams. Teri also directs the operation of the Teaching Materials Center, the inventory of which she seeks to increase each year through purchases and donations. Teri continues to teach art lessons two afternoons each week to children participating in The Young Artists of Newnan program and also serves as church secretary and Sunday School Director at New Lebanon Baptist Church. Teri enrolled in UWG classes in the summer of 2011 and is working towards a Bachelor’s degree in criminology.