# Memorandum

**To:** General Faculty

**Date:** December 4, 2013

**Regarding:** Agenda, Faculty Senate Meeting, December 6 at 3:00 p.m., TLC 1-303

The agenda for the November 15, 2013 Faculty Senate meeting will be as follows:

1. Call to order
2. Roll call
3. Approval of minutes for the November 15th meeting (see Addendum I)
4. Committee reports

**Committee IV: Academic Policies Committee (Vickie Geisler, Chair)**
**Information Item:**

A. Recommendations sent to the VPAA's office and his response (see Addendum II)

**Committee V: Faculty Development Committee (Michael Keim, Chair)**
**Action Item:**

A. Faculty Handbook: language changes to section 103.0602, Instruments for Evaluating Teaching (see Addendum III)

5. New business:

A. Returning to a full 15-week semester plus final exams (Mark Faucette)
Rationale: we now have the shortest semester in the USG. This makes it very difficult for those in STEM fields to provide adequate education to our students.

B. Students parking in faculty parking spaces in the evenings (Mark Faucette)
Rationale: even faculty lots which have signage designating them as faculty only 24/7/365 frequently have students parked in them in the evenings. Some faculty return to campus to work in the evenings when the buildings are quieter and parking spaces are needed at those times.

6. Announcements
7. Adjournment

# Addendum I

# University of West Georgia
# Faculty Senate Meeting
# Draft Minutes

# November 15, 2013

1. Call to order: the meeting convened in room 1-303 of the Technology-enhanced Learning Center and was called to order by Jeff Johnson, Chair at 3:01 p.m.

2. Roll call

*Present*
Basu-Dutt, Blair, Butler, DeFoor, DeSilva, Erben, Faucette, Gant, Griffith, Halonen-Rollins, Hannaford, Haynes, Johnson, Kassis, Keim, Kilpatrick, Kramer, Lloyd, Mayer, Moffeit, Noori, Packard, Pencoe, Ponder, Popov, Robinson, Samples, Sanders, Schroer, Stanfield, Phillips (substitute for Steere), Vasconcellos, Velez-Castrillon, Welch, Willox, Woodward, Xu

*Absent*
Banford, Farmer, Geisler, Hooper, Insenga, Parrish, Riker, Rutledge, Skott-Myhre, Thompson, Van Valen, Yeong

3. Minutes: a motion was made and seconded to approve the minutes of October 18.

4. Committee reports

**Committee I: Undergraduate Programs Committee (James Mayer, Chair)**

**Action Items:**
Course Proposals:

A) School of Nursing:
- a) Bachelor of Science in Nursing, RN to BSN
  Request: Modify (add previously approved courses to program)
  Action: Approved

- b) Bachelor of Science in Nursing
  Request: Modify (substitute new licensure course for old course)
  Action: Approved

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

B) College of Science & Mathematics
1) Department of Chemistry
a) Bachelor of Science in Chemistry
Request: Modify (Change names of two tracks within BS degree)

Action: Approved

*Item approved unanimously by voice vote.*

**Information Items:**

A) School of Nursing
a) Bachelor of Science in Nursing, RN to BSN (GA Highlands campus)
Request: Terminate
Action: Approved

**Committee II: Graduate Programs Committee (Elizabeth Kramer, Chair)**
**Action Items:**

A) College of Education
1) Department of Leadership and Instruction:
a) EDLE 8313 Leadership for Improving Schools
Request: Add
Rationale: This course has been taught as a special topics course for four semesters and is now being converted to a permanent course to justify the value of, and the continued teaching of the class, and to facilitate progression in the Educational Leadership Program.
Action: Approved

*Item approved unanimously by voice vote.*

**Committee VI: Strategic Planning Committee (Rob Sanders, Chair)**
**Action Items:**

A) It is recommended that the Senate adopt the final version of the QEP.

After an introduction by the committee chair, Deputy Provost Jon Anderson explained that adopting the Quality Enhancement Plan means that UWG will implement the plan as written or modifications of it; year-by-year assessments will occur and the plan will change accordingly.

In the discussion of this item, Dr. Kilpatrick said that he would like to see a couple friendly amendments to the plan: 1) that possible outcomes of Core Area B be reconsidered; and 2) that "English" be removed from #4 in the outcomes. These are the relevant sections, from pages 25-26 of the QEP (pages 47-48 of the agenda):

"*Revise General Learning Outcomes for Area B:* Options for new learning outcomes include: Students will demonstrate the ability to:

1. Employ critical thinking skills
2. Synthesize and logically organize material for oral presentations and/or written assignments
3. Adapt written and oral communication to specific rhetorical purposes

4. Use diverse information sources effectively
5. Effectively employ English language conventions appropriate to academic discourse

*Revise or develop Specific Learning Outcomes for B-1, ENGL 1101 Lab, B-2, Critical Thinking and Writing, and B-2, Professional Communication:* Possible learning outcomes include:

B-1 ENGL: Applied Writing, 1101 Lab
Students will:
1. Employ effective revision strategies at different drafting stages of their writing
2. Effectively edit their work for grammar and mechanics as well as format conventions

B-2 Critical Thinking and Writing
Students will demonstrate the ability to
1. Distinguish fact and informed argument from mere opinion in a variety of contexts
2. Identify inductive and deductive reasoning, and incorporate specific rhetorical skills that reflect that understanding in written work
3. Organize evidence and compose persuasive written arguments
4. Effectively employ English language conventions appropriate to academic discourse

B-3 Professional Communication
Students will demonstrate the ability to
1. Adapt communication to specific purposes and audiences
2. Expand or narrow a topic by finding and using sources appropriate for presentations on academic topics
3. Synthesize and organize material for effective presentations
4. Effectively employ English language conventions appropriate to academic discourse"

Dr. Kilpatrick expressed concern in designing (for example) French class tests to measure learning outcomes specifically for English. This generated further discussion and debate, with several senators expressing agreement that the study of foreign languages enhances students' mastery of English.

Dr. Anderson pointed out that the QEP Focus specifically states "English": "Learning Outcome: *increase students' ability to write in standard academic English*" (page 18 of the Plan; page 40 of the agenda). Others noted that the QEP process for the past two years sought and included faculty input.

Faculty Senate Chair Jeff Johnson noted that it has been a Faculty Senate historical practice for slight editorial changes to take place on the floor, but the suggestion of substantive changes has meant that an action item is sent back to the committee for reconsideration. The consensus of the Faculty Senate seemed to be that Dr. Kilpatrick's suggestions were substantive changes. Dr. Anderson spoke about the difficulty in getting the QEP submitted by a December deadline if the item was sent back to the committee. The motion was voted on as written, without any friendly amendments.

*Item approved by voice vote with three (3) objections noted.*

5. Announcements:

a) The Chair provided an update on the Provost Search Committee's progress. The job announcement is available at http://www.westga.edu/provostsearch/. The committee will be reviewing applications after the holidays, with approximately 15 candidates at this time.
b) Dr. Anderson noted that the SACS off-site review was conducted Nov. 5-7 and their report is due on the 22nd. Senate committees might be reengaged for their input if any issues are found.

6. The meeting adjourned at 3:39 p.m.

Respectfully submitted,

Shelley Rogers,
Executive Secretary of the Faculty Senate and General Faculty

# Addendum II

Academic Policies Committee

November 1, 2013

**Recommendation 1: Scheduling online finals**

Faculty teaching fully online classes that require proctored exams:

- must offer students an offsite option that consists of a minimum of three days (including a Saturday). Faculty must inform students in their syllabus that there is an additional fee charged by off campus proctoring sites.
- may proctor their own exam during a time designated for online finals in the Scoop. The instructor is responsible to schedule the room. Only one of the following times should be used for instructor-proctored final exams spring 2014: Saturday 3-5:30 pm, Friday 5-7:30 pm, or any evening M-R 11 pm -1:30 am. Instructors should not schedule proctored exams outside of these times. Faculty are asked to be flexible in accommodating students with conflicts. It is the responsibility of the student to inform the faulty on any potential conflict by midpoint of the semester. This is the only free option for the students.
- may allow students to take the exam in a proctored room on campus or at the Newnan Center during a window of at least three days. The professor must schedule dates and times with the testing center before the semester begins and inform the students that there is an additional fee charged.

Additional instructions for proctored exams can be found at the following website: http://uwgonline.westga.edu/exams.php.

The committee suggests that designated times for online final be included in the final exam schedule published in the Scoop.

Recommendation 2 – Departmental review of credit by exam

In light of Complete College Georgia, the growth of IB programs and the revelation that UWG awards fewer credits by exam than other USG institutions, the Academic Policies committee recommends that a thorough review of credit by exam (IB, AP, CLEP, departmental) take place in each department and that the Deans and Provost's Office will make available all the necessary resources needed to assist the departments. All departments should forward their recommendations to the Deans, Provost and Registrar by March 1, 2014. Departments should evaluate if credit by exam is appropriate for each exam given in their area and what courses credit will be given and what score is necessary.

**Feedback from the VPAA's office**

**Recommendation 1 - Online Proctored Final Exam Schedule**

Using AP's recommendations to the Provost, the VPAA's office set the following dates/times for final exams for online courses taught by faculty who require a face-to-face exam on campus. These dates/times will be published by the Registrar as part of the Final Examinations Schedule. Faculty who require the f2f exam will be responsible for scheduling a room for that exam.

- Spring 2014
    - Friday 5:00 - 7:30 pm
    - Saturday 3:00 - 5:30 pm
- Summer 2014
    - Summer I - May 20 (Tuesday) anytime
    - Summer II - July 23 (Wednesday) anytime
    - Summer III - June 25 (Wednesday) anytime
    - Summer IV - July 24 (Thursday) anytime
- Fall 2014
    - Friday 5:00 - 7:30 pm
    - Saturday 3:00 - 5:30 pm

**Recommendation 2 - Credit-by-Exam**

- The Provost supports the recommendation.

# Addendum III

**103.06 Instruments for Evaluating Teaching**

**103.06 Instruments for Evaluating Teaching**

Evaluation of a faculty member's work should be continual because evaluation aids a faculty member in becoming more effective in the performance of his or her duties as well as offers evidence for promotion and/or tenure.

Although evaluation of classroom success is necessarily somewhat subjective, two~~three~~ modes of evaluation can, to a significant degree, objectively measure teaching effectiveness: ~~self-evaluation,~~ evaluation by the department chair~~,~~ and student evaluation. Because the University of West Georgia believes that teaching is the most important function of a faculty member, the focus of evaluation instruments shall be on teaching and related duties.

With the exception of USG ecore courses the instruments of evaluation are standard forms for all departments. For ecore courses, evaluations will be completed through the common instruments designed for that purpose, and made available by the University system for all such courses. In June of 1996 the Faculty Senate passed a policy of centralizing the form and procedure for course evaluation. As of that date, all faculty must use the Scantron form titled University of West Georgia / Student Evaluation of Instruction (SEI) for any class that has an enrollment of five or more students. Courses that have fewer than five students must be evaluated but may use an alternative evaluation instrument, appropriate to the course upon approval of the department and dean of the college. All classes must be evaluated in the final week of each semester. Any college, department, or area, however, may add questions to the ~~self-evaluation form or the~~ department chair's form which make~~s~~ the form~~s~~ apply to the unique qualifications of the specific area. In addition, a department or area may devise, administer, and tabulate the results of an evaluation form which is especially applicable to the specific area. The department chair shall use the results of the evaluation as a factor in determining annual merit raises and shall include the results of such an evaluation form in the dossier of each department member being considered for contract renewal, promotion, tenure, pre-tenure or post-tenure review. (In the case of a department chair being reviewed for promotion and/or tenure, the appropriate next highest supervisor shall assume responsibility for including the results of such evaluations in the dossier of the candidate.) In place of the standard forms, non-teaching areas may devise their own forms to evaluate fulfillment of duties.

The faculty member should receive the forms shortly after mid-semester from the department chair. They will be sorted by class and section number, with the correct number of forms per section, and placed in a manila envelope and marked with an identifying label. The labels are provided by the office of the Provost and Vice President for Academic Affairs. The evaluation instrument is to be delivered during the last week of class, and it should be administered by a student or faculty proxy, not by the faculty member teaching the class. The instructions for the proctor are included in the envelope. Once the forms have been completed, the proctor shall turn them back -in to the departmental office. If the class is being taught at a remote site, the instructor should provide the proctor with a stamped envelope addressed to the departmental office that the student can drop in the mail. The completed evaluation forms are not to be delivered to the instructor of the class. (If the office is closed during this time, the office and the instructor shall make arrangements for receiving the forms.)

At the end of the semester, these Scantron forms will be sent to Instructional Technology Services (ITS) for processing and returned to the department to file. Once the grades have been turned in by the instructor, he or she may review the data and open-ended comments of the

evaluations.  The department chair will then file both parts of the evaluation in the departmental office and keep for complete records to support applications of tenure, promotion, and post-tenure review.

Student evaluation forms shall be an official part of the administrative evaluation process. The department chair's evaluation in company with the published or unpublished student evaluations shall be in the department chair's care and the cumulative file shall be available only to the faculty member, his or her department chair, college dean or area supervisor, the provost and vice president for academic affairs, and the president except when the faculty member is being considered for promotion or tenure. When the faculty member is being considered for promotion or tenure, the entire file shall be made available to the appropriate review and/or advisory committee. If the department chair's evaluation is computerized, code symbols shall be used to ensure anonymity.

Copies of the forms for student evaluation (103.0601) and the evaluation by the department chair (103.0602) are given on the next pages. **103.0601 Instructor/Course Evaluation Questionnaire (Not Available)**