

**University of West Georgia
Faculty Senate Meeting
Minutes**

**April 22, 2016
Approved May 1, 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.

2. Roll Call

Present

Nancy Penceo (substituting for Banford), Boldt, J. Butler, Connell, DeFoor, Elman, Farran, Faucette, Fujita, Gerhardt, Markesha Henderson (substituting for C. Johnson), Lee, Lopez, Mbaye, McCord, McGuire, McKendry-Smith, L. Miller, Mindrila, Neely, Remshagen, J. Roberts, Schoon, C. Schroer, Seay, Self, M. Snipes, Stanfield, Sterling, D. Stuart, Tefend, Varga, Velez-Castrillon, Webb, S. Welch, D. Williams, Xu, Yates

Absent

Blair, McCullers, R. Morris, Ogletree, L. Robinson, C. Samples, Trotman Scott, Willox

3. Minutes:

A) Correct the January 29, 2016 minutes for GPC to read Business Web Design instead of Marketing Metrics.

Item approved unanimously via voice vote.

B) Minutes of March 25, 2016 were approved electronically on April 4.

4. Committee reports

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

Action Items:

A) College of Arts and Humanities

- 1) Bachelor of Arts with a Major in English
Request: Modify

Item approved unanimously via voice vote.

- 2) Bachelor of Arts with a Major in English (GFA)
Request: Modify

Dr. Self noted that this item should move straight to the VPAA without a vote.

- 3) Minor in Film Studies
Request: Modify

Item approved unanimously via voice vote.

B) College of Education

- 1) SEED 4286 Teaching Internship
Request: Modify

Item approved unanimously via voice vote.

C) Ingram Library

- 1) LIBR 2100 Information Literacy and Research
Request: Add

Item approved unanimously via voice vote.

Information Items:

A) Honors College and Trans-disciplinary Studies

- 1) XIDS 2001 What Do You Really Know About STEM
Request: Modify

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

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

Action Items:

A) Richards College of Business

- 1) Department of Marketing and Real Estate
 - a) Master of Business Administration with a Concentration in Digital Marketing
Request: Modify
 - b) Master of Business Administration with a Concentration in Sales and Consumer Research
Request: Modify

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

B) Tanner School of Nursing

- 1) Post-Master's Certificate in Health Systems Leadership—Clinical Nurse Leader Role
Request: Modify
- 2) Post-Master's Certificate in Health Systems Leadership—Leader/Manager Role
Request: Modify

- 3) Master of Science in Nursing Program—Post Master’s Certificate Nursing Education
Request: Modify

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

Information Items:

A) College of Education

- 1) Master of Education with a Major in Special Education and Teaching (General Curriculum)
Request: Modify

B) Richards College of Business

- 1) CISM 5330 Enterprise Architecture was approved at the January 22, 2016 GPC meeting, but after going through the process, it was discovered that the course already existed in Banner but had not been offered for over 10 years and had been forgotten. The request to change the approval from “add” to “modify” was approved.

C) Matt Varga was elected to serve as chair of the Graduate Programs Committee, 2016-17.

Committee III: Honors Program Committee (Mark Faucette, Chair)

Action Item:

- A) Motion to Amend: The following shall be substituted for the language in Section (A) of the policy adopted in the February meeting of the Senate on the composition and qualification of the honors college faculty and conversion of honors courses. A) Any faculty member interested in teaching honors courses shall complete the Honors College Faculty Application and submit it to the Honors College. (restated to indicate only the need to fill out the informational form.) The following shall be substituted for the language in Section (B) of the same policy: B) Students who wish to convert a non-honors section of a course to an honors section must first obtain permission from the faculty member and then in co-operation with that faculty member determine the additional or different work that must be completed by the student for honors credit. Students must complete an Honors Course Conversion Form, which the faculty member and chair of the relevant department can then sign. (deleted Only members of the Honors College Faculty can allow students to convert their courses for honors credit.)

Item approved unanimously via voice vote.

Information Item:

- A) The language on the form to convert a non-honors course to an honors course has been modified to indicate clearly that the options listed under the third bullet point on that form are only examples and not restrictions of work which may receive honors credit.

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

Action Items:

- A) Proposal from the ad hoc committee (Debra MacComb, Jean Cook, Charles Lipp, Scott Sykes) of APC for admitting 10th grade students to UWG’s MOWR program.

The ad hoc committee considering dual enrollment for 9th and 10th grade students initially met on Thursday, February 18th and subsequently consulted with and/or considered suggestions from APC members; Myrna Gantner, Associate VPAA; Jane Simpson, University Counsel; Charla Campbell, ORSP; April Wood, Associate Director MOWR; and Mike Hester, Executive Director of Special Programs to complete this proposal.

The ad hoc committee agreed that while there are undoubtedly intellectually prepared 9th and 10th grade students who would benefit from dual enrollment, it also expressed reservations about such students' readiness to conduct themselves appropriately in a college/college classroom environment. Areas in which questions about maturity were raised included behavior and social skills, work habits, and the ability to engage productively with course materials and classroom language that might be age inappropriate. Further, student-instructor confidentiality when students are minors presents potential legal problems.

The following recommendations **for admission of 10th grade students at UWG** are based on the most recent Advanced Academy requirements as well a comparison of admission requirements for MOWR students across the state. We do note that many of the institutions at or above our tier only allow junior and senior high school students to be admitted, or otherwise have an age limit of 15-16.

Recommended requirements for admission:

- 3.5 unweighted, academic high school GPA.
- One of the following: (1) 1650 Composite SAT score OR 25 Composite ACT score, (2) 650 SAT Critical Reading score OR 26 ACT English score, (3) 650 SAT Math score OR 26 ACT Math score, (4) 600 SAT Writing score OR 26 ACT Writing score.
- A student must be a High School Sophomore when enrollment begins.

Further recommendations:

- By email notification and corresponding webpages that would reference students who are possibly minors (Advanced Academy, MOWR, etc.), reiterate to faculty and staff that MOWR students are covered by FERPA even though they are minors. Notification would include procedures for faculty who are contacted by parents or guardians of MOWR students.
- If admitted, a student and his/her parent(s) or legal guardian(s) would complete a Minor Acknowledgement Form:

I, the undersigned below, in consideration of my child's or ward's participation in The University of West Georgia's Dual Enrollment Program ("Program"), including, but not limited to any related activities such as training, preparation, and travel, wherever the travel, training, and preparation may occur, acknowledge that I am aware that my child is below the average age of a University student. I understand that my child intends to register in the Program, which has classes that may feature mature subject matter not designed specifically for students under age 18; and that The University of West Georgia accepts no responsibility or liability for any extraordinary supervision of students enrolled in the program.

I agree that while my child or ward participates in the Program, she/he shall be bound by the rules, regulations, policies and procedures expressed in Undergraduate Academic Policies as are other students enrolled in the undergraduate curriculum. Specifically, she/he will be held accountable for the deadlines and final exam schedule posted by the Registrar's office. Further, final grades will be reported only as letter grades as they are for all other undergraduates; no numerical equivalent will be assigned for the purposes of ranking student achievement.

In consideration of my child's or ward's participation in the Program and on my child's or ward's behalf, and on behalf of my child's or ward's heirs, executors, administrators and next of kin, I hereby release, covenant not to sue, and forever discharge the Released Parties (as defined below) of and from all liabilities, claims, actions, damages, costs and expenses of any nature arising out of, related to, or in any way connected with my child's or ward's participation in the Program, and further agree to indemnify and hold each of the Released Parties

harmless from and against any and all such liabilities, claims, actions, damages, costs and expenses including by way of example, but not limited to, all attorneys' fees, costs of court, and the costs and expenses of other professionals and disbursements up through and including any appeal. I, for myself and my child and/or ward, understand that this Release and indemnity includes any claims based on the negligence, action or inaction of any of the Released Parties and covers bodily injury (including, without limitation, death), property damage, and loss by theft or otherwise, whether suffered by my child or ward either before, during or after such participation. I declare that my child or ward is physically and emotionally fit and has the maturity level required to participate in the Program. I further authorize medical treatment for me and/or my child or ward, at my cost, if the need arises. For the purposes hereof, the "Released Parties" are: The University of West Georgia, the Board of Regents of the University System of Georgia, and the officers, directors, employees, agents, representatives, successors, assigns and volunteers of each of the foregoing entities.

I also agree that during the time my child or ward is involved with the Program, he/she is bound by all rules, regulations, policies, procedures and guidelines governing their conduct as set forth by The University of West Georgia's Student Code of Conduct and all applicable program requirements.

Item approved unanimously via voice vote.

Information Item:

- A) The Academic Policies Committee would like to thank Debra MacComb, Scott Sykes, Jean Cook, and Charles Lipp for their work on the ad hoc Dual Enrollment Committee.

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

Information Item:

- A) David Boldt will be chairing this committee again next year.

Committee VI: Strategic Planning Committee (Heather Mbaye, Chair)

Information Items:

- A) QEP review (Nadja Williams)

Dr. N. Williams stated that this is the first full year for the implementation of the QEP, which creates a baseline. The SACS monitoring report has been eliminated. There were a number of improvement opportunities for Summer, including English enrolled without course credit, which had a huge enrollment. The freshmen wrote more this year. The use of writing/tutorial services exploded this year. Dr. Williams gave a shout-out to Rod McRae, who met with and helped so many folks. There were faculty development opportunities such as Lunch & Learns and Ipad giveaways. The low points continue to be that measuring impact for SACS is difficult because there are a lot of moving parts, and it is a faculty work-intensive QEP. Additional resources are needed, like in the Writing Center and more Smart Thinking hours. Dr. Williams commented that another initiative—LEAP—has the potential to help students.

At this point, Micheal Crafton spoke briefly about LEAP, but first gave a shout out to Nadja for making the QEP work. The Faculty Senate applauded her. Dr. Crafton mentioned the First Year Experience, high impact practices, and the capstone components of LEAP. He said that the QEP will pay off in huge dividends.

- B) Heather Mbaye will continue to chair this committee next year.

Committee VIII: Technology Committee (Craig Schroer, Chair)

Information Item:

A) Craig Schroer will be chairing this committee again next year.

Committee XI: Intercollegiate Athletics Committee (Michelle Frazier Trotman Scott, Chair)

Information Item:

A) Michelle Frazier Trotman Scott will continue to chair this committee next year.

Committee XII: Budget Committee (Andrea Stanfield, Chair)

Information Item:

A) Budget and salary studies update (Kyle Marrero)

President Marrero commented that the line-by-line budget will be out next week. There will be a Town Hall meeting in August in which it will be presented/discussed.

We will be receiving \$1,086,000 recurring from the USG based on credit hour generation; one of the highest percentage increases in the USG. Tuition growth from all sources will provide \$3.1M in new recurring funds into the budget. There will be \$1.7M from the USG (legislature) for merit, which is 2.29%. Total new funds (all sources) will provide \$5.9M to our FY17 budget.

Salaries: the new CUPA 87% comparison requires \$375K recurring; P&T will require 303K recurring. A total of \$678K is needed for promotion, tenure, and equity for the 87% of the CUPA median. We received the Sibson staff equity study: of the 19 pay bands of the Sipson study, it will take \$2.5+M recurring to get our staff to the entry point of the 19 pay bands. It is almost \$6M recurring to get them to their median of the 19 pay bands (equivalent to the faculty goal of the CUPA median). We will commit \$500K for phase one for staff. This, along with the faculty equity and P&T, will budget \$1.7M of our growth money to salary increases. Thus, with the state allocation of \$1.7M for merit and our internal contribution of \$1.7M, the total salary increases effective July 1 will be \$3.4M. Dr. Marrero happily noted that \$7.3M recurring has gone to faculty and staff salary increases in the last three years. This fact was applauded.

The administration is going through our priority list. We will add approximately 33 new FTEs beginning July 1; also an additional 3 will be provided to Newnan—21 in total for Academic Affairs. We are on track to achieve 5% student enrollment growth this Fall, with 13,400 projected. Dr. Marrero reminded the faculty that student growth is not rewarded economically until the following year, so he expressed appreciation for faculty being patient with increased class sizes and additional sections.

Dr. Marrero provided a hypothetical example of the application of the faculty merit and equity salary increase for a beginning salary of \$50K:

\$50,000 (salary now) plus \$1000 equity adjustment plus \$1500 merit (3%) on top of that equals \$52,500
next year: subtract the \$1500 merit for a base of \$51,000
add \$1000 equity adjustment plus \$1575 (for a 3% merit on \$52,500)
and the new salary is \$55,075

Next year the President intends to tackle the issue of compression in full professor salaries. The Post-Tenure Review process could have a monetary component. He explained that when moving from

associate to full, the raise is \$3K but if equity is \$5K, then the faculty member gets the \$5K, then any merit on top of that.

Ms. Stanfield added that the Budget Committee members are “very satisfied” with this.

Committee XIII: Rules Committee (Susan Welch, Chair)

Action Items:

- A) UWG Faculty Handbook Modification of Policy 301, Advisement
Request: Modify

Item approved unanimously via voice vote.

- B) UWG Academic Affairs Policies, Procedure 2.7.7, Reporting Grades
Request: Approve

Item approved unanimously via voice vote.

- C) UWG Academic Affairs Policies, Procedure 2.7.5, Class Roster
Request: Approve

A friendly amendment was added to eliminate the language “or never attended” from B) Class Roster Procedure, third sentence. The item was approved unanimously via voice vote.

Information Item:

- A) Sue Welch will continue to chair this committee during 2016-17.

5. Old business: none.

6. New business

- A) Information item: Sexual Misconduct Policy

Willie Black presented the new UWG policy, which mirrors the USG policy, effective July 1, 2016. There were no questions from the floor.

7. Announcements

- A) Online election for Executive Secretary of the Faculty Senate and General Faculty continues until 5:00 p.m. on Apr. 27th. Please vote, if you have not already done so.
- B) Introduction of new senators. Dr. Farmer introduced the incoming senators. Those who were present stood and were recognized.
- C) Dr. Farmer thanked out-going Senators and the Executive Secretary. The Executive Secretary was presented with a gift card to Amazon.com (from private donations) and was recognized by the Senate.

D) Dr. Marrero announced that Engage West! meetings will be held on Apr. 26 at 1:00 p.m. and Apr. 27 at 8:30 a.m. Please try to attend one. On Thursday, Apr. 27 is the Best of the West Celebration and Dine West begins May 1.

8. Adjournment

The meeting adjourned at 4:03 p.m.

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