Memorandum

To: General Faculty

Date: September 13, 2017

Regarding: Faculty Senate agenda for September 15, 2017 in TLC 1-203 at 3 p.m.

The agenda for the September 15, 2017 Faculty Senate meeting is as follows:

1. Call to order

2. Roll call

3. Committee Reports

Committee I: Undergraduate Programs Committee (Nick Sterling, Chair)

Action Items (Addendum I):

  A) College of Arts and Humanities

  1) Art Department

   a) Art 3605: Painting III: Painting the Figure

      Request: Add

  B) Richards College of Business

  1) Management Department

   a) Entrepreneurship Certificate

      Request: Add

   b) MGNT 3603: The Creative Startup

      Request: Add

   c) MGNT 3640: Quality Assurance Management

      Request: Add

   d) MGNT 3645: Corporate Social Responsibility

      Request: Add

  C) College of Education

  1) Literacy and Special Education Department

   a) Bachelor of Science in Education with a Major in Special Education and
      Teaching, General: General Curriculum

      Request: Add

b) [Bachelor of Science in Education with a Major in Special Education and Teaching, General: Adapted Curriculum](#)

Request: Add

D) College of Science and Mathematics

   1) Biology Department

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

      Request: Modify

      b) [BIOL 1011: Biology of Human Reproduction](#)

      Request: Delete

      c) [BIOL 1016: Biology of Human Reproduction](#)

      Request: Add

E) College of Social Sciences

   1) Anthropology Department

      a) [Bachelor of Science with a Major in Anthropology—Learning Outcomes](#)

      Request: Modify

      b) [Bachelor of Science with a Major in Anthropology—Course Listings](#)

      Request: Modify

      c) [ANTH 2004: Statistical Methods in Anthropology](#)

      Request: Add

   2) Political Science Department

      a) [ORGL 1100: Leadership in Global Society](#)

      Request: Add

      b) [ORGL 1500: Profiles of Leaders](#)

      Request: Add

      c) [ORGL 2100: Writing for Leadership](#)

      Request: Add

      d) [ORGL 2601: Introduction to Public Administration](#)

      Request: Add

      e) [ORGL 2800: Ethics and Leadership](#)

      Request: Add

f) ORGL 2900: Program and Policy Evaluation for Leaders

Request: Add

Information Items:

A) College of Science and Mathematics

1) Chemistry Department

a) Bachelor of Science with a Major in Chemistry, ACS Option B

Request: Modify

Committee II: Graduate Programs Committee (Chair, Susan Hall-Webb)

Information Items (Addendum II):

A) College of Education

1) Literacy and Special Education Department

a) Master of Education with a Major in Special Education and Teaching, General

Request: Modify

2) Leadership, Research, and School Improvement Department

a) Doctor of Education with a Major in School Improvement

Request: Modify

Committee IV: Faculty Development Committee (Megumi Fujita, Chair)

Action Items (Addenda III-IV):

A) *Faculty Handbook*, Section 112, "Leave of Absence" (**Addendum III**)

Request: Approve

B) *Faculty Handbook*, Section 114, "Outside Employment and Consulting" (**Addendum IV**)

Request: Approve

Committee X Rules Committee (Susan Welch, Chair)

Action Items (Addenda V-VI):

A) UWG Policies and Procedures

1) Proposed revisions to "UWG Policies and Procedures" (**Addendum V**)

Request: Approve

B) UWG Shared Governance Procedure

1) Proposed revisions to "UWG Shared Governance Procedures" (**Addendum VI**)

Request: Approve

4. Old Business

5. New Business

   A) Revisions to UWG Statutes (**Addendum VII**)

     Request: Approve

6. Announcements

7. Adjournment

Addendum I

Course View (Read Only)

Attachments
Current File: ART3605PaintingtheFigure.docx

Originator

College of Arts and Humanities
College

Dixon, Erin
Originator

What would you like to do?
● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☑ Description ☑ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

ART
Prefix

3605
Number

Painting III: Painting the Figure
Course Title

This is an intensive investigation into many modes of painting and representation centering around human and animal forms, including anatomical studies, illustration, metaphorical and abstract painting, depictions of figure in exterior and interior space, and multiple figures interacting in the picture plane. Students will practice gesture drawing in each class, large scale painting, extended poses, foreshortening, and keep a sketchbook. Students will explore the content of the class with various types of paint, including watercolor, oil, and mixed media as well as drawing, using traditional and contemporary approaches.

Course Catalog Description

Fall - 2017
Effective Term

3.00
Credit Hrs

Yearly
Frequency

Letter Grade
Grading

6.00
Lab Hrs

Lec Hrs

Prerequisites

ART 3601 or ART 3602 Minimum Grade: C or ART 3602 Minimum Grade: C

Corequisites

Rationale

The title is changed to reflect new content in the course added to address contemporary trends in Painting.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 15

Comments

Attachments

Current File: ART3605PaintingtheFigure.docx

College Approvals

Kevin Shunn   [APPROVED]
2017-03-02

Chair, Course Department

Pauline Gagnon   [APPROVED]
2017-03-13

Dean, College of Arts and Humanities

Other Approvals

Nicholas Sterling   [APPROVED]
2017-09-06

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Instructor:
Office Room:
Office hours: (eight hours, according to instructor's schedule, and two by appointment; always make an appointment to be certain of no time conflict)
Email:

Prerequisite: Art 3601 or Art 3602

ART 3605 Painting III: Painting the Figure

Required Texts: Assigned reading

Recommended texts
- Painting as Language: Materials, Technique, Form, Content, Jean Robertson, Craig McDaniel - ISBN 0-15-505600-X
- The Artist's Handbook of Materials and Techniques, Ralph Mayer – ISBN 0-670-83701-6
- Art Fundamentals: Theory and Practice Otto G. Ocvirk,ed. –ISBN 0-069-73403-33
- Look Again by Anne D'Alleva, ISBN 0-13-189404-8
- Themes in Contemporary Art by Gll Perry and Paul Wood
- Themes of Contemporary Art by Jean Robertson and Craig McDaniel
- Art journals: Art in America, New American Painting, Art Papers, Modern Painters, Art Forum, Hyperallergyic, Burnaway.
-

Required Supplies
This course in not medium specific, therefore you may work with your preferred painting medium - oils, watercolor, or oils, mixed-media, or across this range.
A camera and printouts for source, inspirational material, and for documentation of process and finished work is essential.
You will be expected to have the supplies for keeping a journal, a sketchbook, developing preliminary drawings into larger and more developed color studies as part of research for finished paintings in your medium of choice for each project. Finished paintings should be on professional level surfaces, 100% rag paper, professional level stretched canvas, and/or on surfaces appropriate your ideas.
Be expected to spend between $75-$150 on supplies.

Course Description
This course will be an intensive investigation into many modes of painting and representation centering around human and animal forms, including anatomical

studies, illustration, metaphorical and abstract painting, depictions of figure in exterior and interior space, and multiple figures interacting in the picture plane. Students will practice gesture drawing in each class, large scale painting, extended poses, foreshortening, and keep a sketchbook. Students will explore the content of the class with various types of paint, including watercolor, oil, and mixed media as well as drawing, using traditional and contemporary approaches.

Objectives and Learning Outcomes
- Students will produce paintings and drawings of the human figure and its anatomy using a variety of media
- Students will compose paintings effectively depicting convincing skin tones
- Students will produce gesture drawings of the human figure
- Students will produce paintings stressing the planes and masses of the figure
- Students will use color in a variety of contexts
- Students will compose paintings of the human figure and other animals in a variety of environments, painted abstractly, realistically, and metaphorically
- Students will demonstrate a basic ability to critique their own artwork objectively, and be honest and thoughtful in critiquing their peers' artwork
- Students will complete a sketchbook of 50 drawings
- Students will write 4 artist statements
- Students will engage in professional practices
- Students will research a movement in art history and create a painting based on their research

Attendance policy
- Attendance at every class is mandatory and is taken at the beginning of each class
- Classes begin at stated times and lateness is unacceptable. If you arrive after class starts you will be considered tardy.
- Leaving early counts as a tardy, as well as arriving from break late.
- Three tardies equal one absence.
- Arriving half an hour after class has started is a ½ absence
- If you are excessively late, or come unprepared for class – come without the required materials, or have not completed the preparation homework assignment, you will be considered absent.
- After 3 unexcused absences your grade will begin to drop.
  - You will be held responsible for the material covered in the missed classes.
  - In order for an absence to be excused you must provide documentation. If you do have a problem and need to miss classes, I expect you to be professional and contact me.

- Communication is essential; treat this class as you would a job.

- Inattention and lack of focus on the class assignment will be considered disruptive behavior and you may be asked to leave, thereby receiving an absent for that class period
- You will be allowed three absences, which are for the purpose of accommodating unexpected accidents or illness. If you are marked absent a third time, your grade will be lowered one full letter grade and each additional absence will earn you a grade drop. If you accumulate six absences, you will receive an F grade and you may be dropped from the class

Critiques
- In progress critiques are a good time to get feed in relation to how the quality of your work is progressing. Such critiques will be given one on one, in small groups, and as a class. Listen carefully and act on suggestions made.
- Formal critiques are planned discussions given as part of your presentation to the class. During critiques, we will look at each other's project and discuss its merits and shortcomings. All critiques are a time to ask questions and hear valuable feedback about your work.

Grades and Expectations
Students will be graded individually based on their own effort and improvement. Students will keep a sketchbook and bring it to class every day. Students will use it to take notes, for select assignments, as well as preparatory sketches, and daily drawings. Students are expected to work at least 6 hours outside of class on sketchbooks and projects each week. All assignments are mandatory and are to be finished on time to the best of your ability. Late work will be dropped a letter grade. There will be 4-5 writing assignments.

SKETCHBOOK: 50 drawings and color chords by the end of the semester- each page numbered with the amount of time spent on the drawing. Bring your sketchbook to class every day, to take notes and draw thumbnails. Any size sketchbook is acceptable.

Grade Breakdown:
Sketchbook =10%
Participation, overall growth, and class citizenship=10%
All other assignments=80%

A=90-100;   **B**=80-89;   **C**=70-79;   **D**=60-69;   **F**=below 60

A: Excellent. Work shows extra time and effort, creative interpretation of the assignment, complete understanding of concepts and subject matter.
B: Above average. Work shows extra time, effort, and progress in understanding of concepts
C: Average. Fulfills requirements of the assignment.
D: Very poor, absolutely minimal effort.
F: Fail

Grading Rubric to accompany Graded Paintings:

Excellent:5   Very Good:4   Adequate:3   Poor:2   Fail:1
Scale:
20-18=**A**,   17-14=**B**,   13-10=**C**,   9-6=**D**,   5-0=**F**

Project	A	B	C	D	F
Completion: Followed directions, completed all phases of the assignment, and turned in by the due date with sufficient effort.	5	4 3	2	1	
Conceptual Comprehension: Understood the concepts presented.	5	4	3	2	1
Creative Problem Solving: Developed ideas beyond a simple demonstration of concept, took risks and presented a unique point of view.	5	4	3 2		1
Craftsmanship: Final presentation clean, demonstrated a high level of skill	5	4	3	2	1

Missed assignments/portfolio submissions/ critiques
- Late submissions will receive a reduced grade AND will not be accepted after 24 hours.
- Missed critiques – mid-terms and final: and portfolio submission – drop in grade by two grades, plus a grade per day.
- Extra credit must be approved by the instructor, and will be given only to students who have submitted 100% of their course work and if the additional work shows progress beyond the course work.

Tentative Schedule

**Week 1 Syllabus, lecture, Self Portrait from direct observation project
Week 2 Continued**

Week 3 Continued
Week 4 Critique, lecture, Anthropomorphism Project
Week 5 Continued
Week 6 Continued
Week 7 Critique, lecture, Figural abstraction project
Week 8 Continued
Week 9 Continued
Week 10 Continued
Week 11 Art Historical Research/Artist Family Tree Final Project
Week 13 Continued
Week 14 Continued
Week 15 Continued
Week 16 Final Critique

Studio Environment/Guidelines

- **Safety is paramount** - follow all directions and be vigilant with safety standards and regulations.
  - No eating in class
  - No open top drinks permitted
  - No drinks next to the computer
  - All flammable solvents and mediums must be stored in the fire-proof (yellow) cabinet – this includes silicoil jars.
  - Handling of rags with solvents – place in fireproof (red) drum - keep lid closed. When the drum is filled, empty contents into a bag, drop off at the printing and publication department and collect a new supply of rags. This will be done according to the class roll sequence. Check off your name when you have done this duty and inform the next person of their duty time. You may have to do this more than once in the semester.
  - Cleaning of brushes:
  - Oils: After wiping excess paint onto newspaper, dip brush into silicoil jars and work out the remaining residue. Never pour spirit solvent into the sink. Recycle excess solvent that you may have in the recycling jars in the fireproof cabinet.
  - Acrylic: Always wipe off excess high viscosity paint (all paint that is not self-leveling, including gesso) on newspaper before you rinse/wash brushes or other studio items in the sink
  - Students pick up all trash paper and other items from the studio at the end of their studio session and arrange studio furniture as required.
  - Students pick up all trash and other items from the studio at the end of their studio session and arrange studio furniture as required.

- **Studio Ethics**
  - Respect your instructor and peers at all times.
  - **Assume responsibility for your own mess. Clean up after yourselves before leaving class.**
  - **TURN OFF YOUR CELLPHONES!** <u>Do not answer calls or text message in class</u>. This is considered disruptive behavior.
  - Do not begin "packing up" with 15 minutes to go in class.
  - Some talking is alright during class, but this is not a gossip session. Some people find it difficult to focus with non-stop talking.
  - This is to be a supportive environment where we are all here to learn from and help each other. Disruptive behavior will not be tolerated (https://www.westga.edu/administration/vpsa/assets/docs/2015-2016_Student-Code-of-Conduct_Rev062415.pdf)
  - Be supportive, collaborative, energetic, compassionate, safe, risk taking in your work, ready to volunteer, professional, creative, playful, challenging, curious, questioning, outspoken, dedicated, fearless.
  - You will be expected to arrive to class each day on time and work hard for the complete session.
  - Music may be played during class but only in the understanding that if it causes a problem for any member of the class that it be turned down or off. Headphones are recommended.
  - iPods and MP3 players are allowed, but may only be worn during work time and must be kept at a volume that neither impairs your ability to listen to instruction, nor serve as a distraction to those around you.
  - Discussion during class time is encouraged. It should be about ideas, materials, and issues relating to this class.
  - Ask questions, **collaborate, and focus on your work attentively and without fear!**
  - Work hard and consistently. You will only get out of the class what you put into it. Leave preconceived expectations behind, focus with a clear and open mind, and approach your project with enthusiasm and a willingness to accept unexpected outcomes.
  - Read all class handouts and texts, and store in your visual journal – make glossaries from each handout – new terms, concepts, artists, ideas…research.
  - Make legible notes in your journal in response to all lectures, demos, class handouts, critiques, and discussions

Extra Help:

· If at any time you feel you need help or if you have any questions regarding the class, please approach me during class or during office hours or by appointment.

·

Studio/Classroom Access:
- Students are given 24 hour access to the painting studio and humanities building as long as other classes are not in session.
- Keep in mind that rooms are shared with other classes. A classroom schedule will be posted on the door.

Studio Security Issues:
- Always close the doors behind you when you are the last the leave.
- Never leave the door propped open if you are working alone and after hours.
- If you are working late, let someone know you are there and what time you intend to leave.
- Do not hesitate to request the escort of an officer late at night to your car – **call 678 839 6000** state that it is not an emergency but that you would like to request an escort. Be patient and polite.

Email & Website:
- All official University communication is done through campus e-mail (MyUWG). Use your University account and check it regularly for announcements. Do not email me using a non-westga email address. My email is:

Students with Disabilities:
· Accommodations will be provided for any student with a registered disability. Please see me as early as possible should you need any accommodations. To register a disability, you may contact the Disability Services Office directly at 678-839-6428, go in person to 272 Parker Hall, or send an email to Dr. Anne Phillips (aphillip@westga.edu).

Academic Honesty Policy:
- Students are bound by the Academic Honesty Policy in the Student Handbook, which states: "At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing." Definitions of cheating, fabrication, and plagiarism, as found in the Student Handbook are as follows:

- **Cheating:** Using or attempting to use unauthorized materials, information or study aids.
- **Fabrication:** Falsification or unauthorized invention of any information or citation.
- **Plagiarism**: Representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.
- Further details regarding Student Conduct can be found in Appendix A of the *UWG Connection and Student Handbook*, found at: http://www.westga.edu/assets/docs/studentHandbook-current.pdf

RIGHT TO KNOW SAFETY TRAINING COURSE

· All students are required to take the BOR online Right-To-Know *Basic Awareness Training Module* and *Chemical Specific Training Module* found at http://www.bf.westga.edu/CPF/Departments/EHS/Right_to_Know/RTK.asp

· This must be taken by the first class of the second week of the semester.

Email communication: Use your "my.westga" email account for all email communication related to this course.

Students should review the following information each semester:
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Program View (Read-Only)

Attachments
Current File: Entrepreneurship Certificate.docx

Originator
Richards College of Business
College

Management
Department

Gainey, Thomas
Originator

What would you like to do?
○ Add New Track/Concentration ○ Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ● Add New Program

Modifications
☐ Program Name   ☐ Program Description   ☐ Degree Name   ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Program Selection
Richards College of Business
College

Management
Department

Entrepreneurship Certificate
Program Name

Entrepreneurship Certificate
Degree Name

On Campus
Program Location

Undergraduate
Degree Level

Spring   2018
Effective Semester/Year

Modification Details

This Entrepreneurship Certificate can be completed by either a business or a non-business major. Students are eligible to take the courses for this certificate when they have completed 45 hours of classes with a 2.0 GPA and have taken the appropriate course prerequisites. To earn the certificate, students must earn a "C" or better in the following five courses: BUSA 2106, MGNT 3600, MGNT 3603 (new course), MGNT 3618, and MGNT 3635.

A description of the certificate is attached.

(Max 4000 characters)

Attachments
Current File: Entrepreneurship Certificate.docx

Rationale

Entrepreneurship is a critical element in any health economy. Entrepreneurs create organizations that meet new market demands and provide employment opportunities. However, the study of Entrepreneurship is complex, requiring a fundamental understanding of many management, marketing, financial, and legal concepts. This certificate program is made up of a sequence of courses designed to provide students with a solid foundation of the necessary knowledge and skills to pursue their own business venture or to work in a small business environment.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

☐ Significant departure from previously approved programs
☐ New instructional site at which more than 50% of program is offered
☐ Change in credit hours required to complete the program
☐ Program deactivation
☑ None of these apply

Comments

(Max 4000 characters)

College Approvals

Faye McIntyre   [APPROVED 2017-08-14]

Dean, RCOB

Thomas Gainey   [APPROVED 2017-03-16]

Chair, Course Department

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Michael Sinkey   [APPROVED 2017-08-13]

RCOB Undergraduate Program Committee Chair

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Richards College of Business
Department of Management
"Entrepreneurship Certificate"

Justification:

- Entrepreneurship is a critical element in any healthy economy. Entrepreneurs create organizations that meet new market demands and provide employment opportunities. The study of Entrepreneurship is complex, requiring a fundamental understanding of many management, marketing, financial, and legal concepts.
- This certificate is made up of a sequence of courses designed to provide students with a solid foundation of the necessary knowledge and skills to purse their own business venture or to work in a small business environment.
- All courses will be offered in the Management Department. Management majors will need to select both MGNT 3603 (Proposed Course) and MGNT 3635 as two of their "Management Selects" to complete this certificate.

Program:

A.   **Eligibility:**

- The "Entrepreneurship Certificate" can be completed by either a business or a non-business major. Students are eligible to take the classes for this certificate when they have completed 45 hours of classes with at least a 2.0 GPA and have taken the appropriate course prerequisites.
- Students can formally apply to enroll in the certificate program in the Department of Management.

B.   **Course Requirements (15 hours and "C" or better in each course):**

BUSA 2106 – Legal and Ethical Environment of Business
MGNT 3600 – Management
MGNT 3603 – The Creative Startup (Proposed New Course)
MGNT 3618 – Entrepreneurship and Small Business Management
MGNT 3635 – New Venture Management

C.   **Certification:** The Registrar will be notified by the Management Department Chair after a student completes all requirements for the certificate program. Completion will be noted on the student's transcript and the student will be awarded a certificate from the Management Department.

Course View (Read Only)

Attachments
Current File: 3603 Syllabus Template.pdf

Originator

Richards College of Business
College

Gainey, Thomas
Originator

What would you like to do?
● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

MGNT
Prefix

3603
Number

The Creative Startup
Course Title

A study of innovation and creativity in the context of an entrepreneurial organization. The course will include an analysis of the search process for new products and services and an overview of creating a start-up organization designed to build business models that deliver customer value.

Course Catalog Description

3
Lec Hrs

Lab Hrs

3
Credit Hrs

Spring - 2018
Effective Term

Other
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

This course will require no new resources. It will be offered as a management select and as part of the proposed Entrepreneurship Certificate. This course fills a gap that exists between current course offerings and the curriculum needed for the Entrepreneurship Certificate. It also provides Management majors another option for select courses to complete their major. It will also be available to students across campus who are interested in starting their own business at some point in their careers. Learning Objectives are as follows: (1) Students will identify elements of the search process in the context of entrepreneurial opportunities (BBA 6); (2) Students will define and describe the process for creating new products and services (BBA 6); (3) Students will analyze and evaluate innovations (BBA 4); (4) Students will demonstrate an ability to create business models that match creative innovation with local, regional, or global demands (BBA 5);

Planning Info

- ● Library Resources are Adequate
- ○ Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 70

Comments

Attachments

Current File: 3603 Syllabus Template.pdf

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Michael Sinkey   [APPROVED
2017-04-18]

RCOB Undergraduate Program Committee
Chair

Nicholas Sterling   [APPROVED
2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Thomas Gainey   [APPROVED
2017-03-16]

Chair, Course Department

Faye McIntyre   [APPROVED
2017-04-19]

Dean, RCOB

Course Description: A study of innovation and creativity in the context of an entrepreneurial organization. The course will include an analysis of the search process for new products and services and an overview of creating a start-up organization designed to build business models that deliver customer value.

Major Questions Addressed in Course:
1. What is the creative process?
2. How are new goods and services identified?
3. How are market anomalies and opportunities identified?
4. How are business models created and evaluated?

Learning Objectives Related to Learning Goals:
1. Students will identify elements of the search process in the context of entrepreneurial opportunities (BBA 6).
2. Students will define and describe the process of creating new products and services (BBA 6).
3. Students will analyze and evaluate innovations (BBA 4).
4. Students will demonstrate an ability to create business models that match creative innovation with local, regional, or global demands (BBA 5).

Student Rights and Responsibilities: Please carefully review the information at the following link: https://www.westga.edu/UWGSyllabusPolicies/ The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Student Attendance and Behavior: As a student it is expected that you engage in class (online or face to face) at all times noted on the course schedule. ***If you do not complete an assignment/exam on time, you will receive a 0 for that assignment/exam.*** Please make arrangements to complete your work early. It is also expected that you act respectfully and participate, especially in group assignments and class discussion. If you behave unprofessionally (as determined by me, the professor), you will be disqualified from a group project or class discussion and lose the associated credit toward your grade. You also should be honest. If you are not honest in your work on an assignment you will receive a "0" for that assignment and may receive a "F" for the course, depending on the severity of the infraction (as deemed by me, the professor). Please follow all instructions with exactness, especially when completing assignments/exams online.

I reserve the right to modify the syllabus throughout the semester

Course Reading: This course will rely heavily on the Business Canvas presented in Business Model Generation, A. Osterwalder, Yves Pigneur, Alan Smith, and 470 practitioners from 45 countries, self published, 2010

Course Schedule, Exams, and Grading
Grading: At the end of this course, you will receive from me a letter grade based on your performance on the evaluation instruments listed below.

1.	Exam 1	20%
2.	Exam 2	20%
3.	Exam 3	20%
4.	Courseden Assignments and Responses	20%
5.	Business Canvas Completion	20%
	Total Points for Grade Calculation	100%

Grading Scale: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Below 60% = F

Course Schedule: This course is scheduled to be delivered according to the outline in the table below. I do reserve the right to adjust the schedule or grading as the semester progresses. Late work receives no credit. Attendance is required.

Week	Module Topics	Dates
1	What is a creative startup?	
2	What is a business plan?	
3	What is a business model?	
4	What is the search process and how can one identify opportunities?	
5	**Exam 1 Review and Exam**	
6	How are new goods and services identified?	
7	What is a market anomaly?	
8	How are new innovations evaluated?	
9	How do firms enter markets?	
10	**Exam 2 Review and Exam**	
11	What is the business model generator or business canvas?	
12	What is the value proposition?	
13	Who is the customer and what are the channels?	
14	What are the cost structure and revenue streams?	
15	**Final Exam Review and Final Exam**	

I reserve the right to modify the syllabus throughout the semester

Course View (Read Only)

Attachments
Current File: QAM Syllabus Summer 2017.doc

Originator

Management
Department

Richards College of Business
College

Gainey, Thomas
Originator

What would you like to do?
● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Course Details

MGNT	3640
Prefix	Number

Quality Assurance Management
Course Title

An introduction to the fundamentals of Quality Assurance Management, including quality of design, quality control and improvement, statistical process control, and human factors, as well as the relationship between quality assurance management and other business disciplines.

Course Catalog Description

3	3	**Spring - 2018**	**Yearly**	**Letter Grade**
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

Corequisites

Rationale

This course has been taught for several years under our MGNT 3625 designation (Contemporary Issues in Management). It is part of our Operations Management Certificate and can be used as a "management select" for our Management Majors. We anticipate that this course will continue to be offered each year and believe that we need to assign it a unique course number. A complete syllabus from Summer 2016 is attached.

Planning Info

○ Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 40

Comments

Attachments

Current File: QAM Syllabus Summer 2017.doc

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Michael Sinkey   [APPROVED 2017-04-18]

RCOB Undergraduate Program Committee Chair

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Thomas Gainey   [APPROVED 2017-03-16]

Chair, Course Department

Faye McIntyre   [APPROVED 2017-04-19]

Dean, RCOB

Course Number:	MGNT 3640-01D
Course Title:	Quality Assurance Management
Instructor:	Dr. Leanne M. DeFoor
Office:	Miller Hall 2224
Telephone:	678-829-5295 (Google Voice – text or voice) or 678-839-4829 (office)
E-mail Address:	Ldefoor@westga.edu
Office Hours:	Through May 26th – in office or virtually by appointment; May 31st through June 2nd - virtually by appointment; Starting 6/5 – daily chat sessions from noon to 1 PM or in-person by appointment.
Required Text:	Essentials of Quality with Cases and Experiential Exercises, Victor E. Sower, John Wiley Publishing, ISBN 978-0-470-50959-3 (available in paperback or as an eBook).

COURSE DESCRIPTION:

An introduction to the fundamentals of Quality Assurance Management, including quality of design, quality control and improvement, strategic quality management, auditing, materials handling, statistical process control, experimental design, quality improvement tools, metrology, inspection and testing, acceptance sampling, cost of quality, and human factors, as well as the relationship between quality assurance management and other business disciplines.

LEARNING OBJECTIVES:

1. Students will construct and interpret tabular and graphical methods of presenting qualitative and quantitative data. (BBA 2)

2. Students will demonstrate a basic knowledge of the fundamental concepts of quality assurance management and its relationship with other business disciplines. (BBA 4)

3. Students will demonstrate the ability to analyze issues and situations having ethical implications for business. (BBA 5)

4. Students will demonstrate a basic knowledge of relevant costs for decision-making. (BBA 6)

5. Students will demonstrate the ability to analyze the current situation of an organization and to develop a plan to ensure organizational viability. (BBA 6)

RELATIONSHIP OF LEARNING OBJECTIVES TO LEARNING OUTCOMES FOR THE B.B.A. DEGREE IN MANAGEMENT:

Achievement of the Learning Objectives for this course will advance the student toward meeting the standards articulated in the Learning Outcomes for the B.B.A. Degree in Business Administration.

METHOD OF INSTRUCTION:

This is a D-section online course (50-94% online). Delivery of information and concepts will be primarily by way of video lectures in CourseDen, the course textbook, and associated homework. The subject matter will be drawn primarily from the text and possibly outside sources. Students must pick up a packet of materials from the Management Department Office no later than the first day of class. An online orientation will be held in CourseDen on the first day of class. Exams will be held face-to-face in the classroom on the following dates: 6/5, 6/12, 6/19, 6/22. You may use classroom time after the exams to work on homework assignments or to seek assistance from the Instructor. The Final Exam is an optional take-home capstone assignment.

COMMUNICATION:

Individual communication between student and instructor will be through university e-mail (MyUWG) only, NOT via CourseDen's mail tool. Communication from the instructor to the class as a whole will be through CourseDen Announcements. *Students must enable notifications in CourseDen by e-mail (preferably) or by text message and subscribe to the Course Calendar in CourseDen.*

Course materials, including the syllabus, calendar, video lectures, homework assignments, virtual office hours, and other information will be delivered through CourseDen. Students **must** check their MyUWG mail and CourseDen at least daily Monday through Friday to ensure they do not miss deadlines or important announcements.

TECHNOLOGY REQUIREMENTS:

The following are minimum requirements for taking this online course. You must meet these requirements to participate in this class.

- Access to a personal computer (PC or Mac), with Google Chrome and Mozilla Firefox browsers.
- High-speed/broadband Internet service (DSL, Cable, etc.) is strongly recommended. If high-speed Internet is not available in your area, you will have difficulty with some course content, such as video lectures and file uploads/downloads. Completion of course requirements will be very difficult, and you may wish to enroll in a traditional campus-based course.
- Software requirements: *Microsoft Office 2007 or higher* (available for free through UWG ITS) or equivalent, *Adobe Acrobat Reader*, and any other downloads listed in CourseDen (D2L).
- You will be using Microsoft Word and Microsoft Excel in this course. You will need to have at least a basic familiarity with this software including use of tables, formulas, and graphs.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

- The use of electronic devices is not permitted in the classroom during testing.
- Cell phones and other communication devices must be rendered silent and **shall not** be visible, heard, or used during exams.
- No food and drink are allowed in the classroom. This is a UWG policy, not an instructor policy.
- **Read this syllabus carefully. The instructor is available during office hours and on exam days to answer any questions you may have regarding this syllabus. Consequently, excuses for failure to fulfill course requirements based upon non-understanding or misunderstanding of this syllabus will not be heard.**
- The instructor reserves the right to make appropriate amendments to this syllabus. All such amendments will be announced sufficiently in advance of the effectiveness of the amendment.
- If you have a disability and wish to request an accommodation, please contact Accessibility Services in the Student Development Center and follow their procedures.

CREDIT HOUR POLICY STATEMENT (3 Credit Hour Course):

In a 15-week term, students in this class generally spend 150 minutes with direct faculty instruction (face-to-face or online) and work about 360 minutes outside the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation. These hour requirements have been compressed to correlate to the 4-week summer term.

EVALUATION AND GRADES:

ACADEMIC HONESTY/CHEATING:

==Receiving or giving help on exams or homework assignments, using cell phones or other unapproved device or materials on exams, or sharing/storing/retaining course materials or answers <u>will</u> result in failure of this course and a record of academic dishonesty placed in the student's permanent records and may result in dismissal from the University.==

For the purposes of this class, the statements in the Student Handbook and Honor Code and the Student Code of Conduct will apply, including but not limited to the following:

1. No student shall give or receive, or otherwise furnish or procure assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.

2. No student shall take, attempt to take, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or degree requirement, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored data.

3. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

UWG now utilizes an academic dishonesty database, and instances of academic dishonesty become part of the student's permanent file; this may affect graduate school admissions and future employment checks.

The professor/university/USG may utilize all means available, including but not limited to IP address monitoring, login data, metadata, and other computer forensic methods to detect cheating on assignments and other graded work. In addition, UWG & USG are authorized to and do monitor for evidence of cheating, including monitoring external website activity (e.g., social media websites) accessed using UWG/USG resources. You have **no right of privacy** for activity you engage in using UWG/USG equipment or services, including but not limited to computers, servers, wireless or wired internet. Any student caught by UWG/USG personnel will be dealt with per the Academic Honesty policy. ==THIS PROFESSOR HAS FAILED MANY STUDENTS FOR CHEATING IN PRIOR SEMESTERS- I HAVE A ZERO TOLERANCE POLICY. DO NOT CHEAT.==
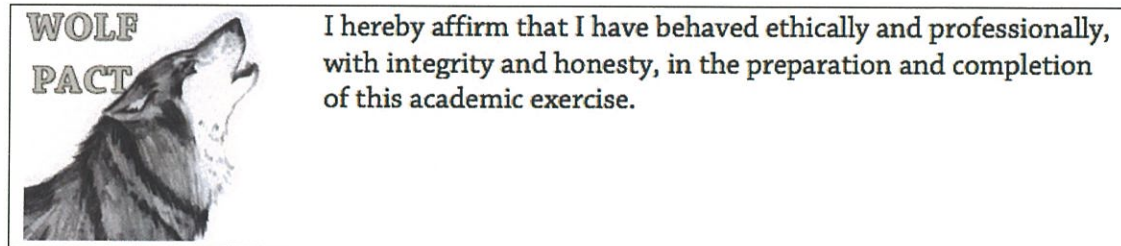
COURSE BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disorderly conduct as defined in Section 4.00 of the UWG Code of Conduct or disruptive or disrespectful behavior during any meeting of this course, including online sessions or examinations, is subject to disenrollment from this course with a grade of "F." Disruptive and disrespectful behavior includes, but is not limited to, inattentiveness, disrespectful or threatening words or actions toward classmates or the professor, moving about the classroom during proctored exams (including entering and exiting the classroom), cursing or yelling at others, sleeping during exams, using electronic devices during exams, and the like. Students will treat each other and the professor with the utmost respect and professionalism *at all times*. The professor is available after class and during office hours to hear any concerns you may have concerning the class.

STATEMENT OF ETHICAL EXPECTATIONS:

Richards College of Business community members are committed to honesty and integrity in interactions and undertakings, respect for rights, differences, and dignity of others, and accountability for personal behavior.

The Richards College of Business has implemented the Wolf Pact to emphasize our shared commitment to academic honesty, ethics, and integrity in our dealings with one another. By remaining enrolled in this course, you affirm that you will abide by the terms of the Wolf Pact.

WOLF PACT — I hereby affirm that I have behaved ethically and professionally, with integrity and honesty, in the preparation and completion of this academic exercise.

ADDITIONAL STUDENT RESOURCES/POLICIES:

UWG Online Help Desk Services: 678-839-6248 or online@westga.edu

Accessibility Services: 678-839-6428 or ccd@westga.edu

Center for Academic Success (formerly Excel Center): 678-839-6280 or helpme@westga.edu

UWG University Writing Center: 678-839-6513 or writing@westga.edu

UWG Online Student Guide (contains a variety of information and resources for online learning)

UWG Mandatory Syllabus Policies (required information for all UWG course syllabi)

Course View (Read Only)

Attachments
Current File: Corporate Social Responsibility.pdf

Originator

Management
Department

Gainey, Thomas
Originator

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● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

MGNT	3645	**Corporate Social Responsibility**
Prefix	Number	Course Title

Corporate Social Responsibility (CSR) is the broad concept that firms should not only be driven by profits, but also by the purpose of benefiting society. CSR is about sustainable wealth creation that involves an organization's many stakeholders. Because it involves many different - and even competing interests - CSR is concerned with wide areas in the interface between business and society.

Course Catalog Description

3		33		**Spring - 2018**		**Letter Grade**
Lec Hrs	Lab Hrs	Credit Hrs		Effective Term	Other Frequency	Grading

Prerequisites

Corequisites

Rationale

This course has been taught for several years under our MGNT 3625 designation (Contemporary Issues in Management). We offer this course twice per year and it is taken by our Management Majors as a "management select" course. We anticipate that we will continue to offer this course on a regular basis and believe that we need to assign it a unique course number. A complete syllabus from Spring 2017 is attached.

Planning Info

○ Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change? NO (See Policy)

Present or Projected Annual Enrollment: 70

Comments

Attachments

Current File: Corporate Social Responsibility.pdf

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Michael Sinkey   [APPROVED 2017-04-18]

RCOB Undergraduate Program Committee Chair

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Thomas Gainey   [APPROVED 2017-03-16]

Chair, Course Department

Faye McIntyre   [APPROVED 2017-04-19]

Dean, RCOB

Instructor: Susana Velez-Castrillon, Ph.D.   **Office:** Miller Hall 2208

Email: svelez@westga.edu   **Phone:** 678-839-4847

Office Hours: Tuesday and Thursday   12:30 pm to 1:30 pm
                                                                    3:30 pm to 5:30 p.m.

During office hours I am available in my office and also online using CouseDen's Blackboard tool.

Also available by appointment

Class Schedule: Tuesday and Thursday 11:00 am. To 12:30 p.m. Miller Hall Room 2202

COURSE DESCRIPTION

Corporate Social Responsibility (CSR) is the broad concept that firms should not only driven by profits, but also by the purpose of benefitting society. CSR is about sustainable wealth creation that involves an organization's many stakeholders. Because it involves many different – and even competing interests- CSR is concerned with wide areas in the interface between business and society.

Much of this course is dedicated to the examination of current CSR trends and to discussion of different perspectives on issues that affect organizational effectiveness.   CSR is about decision-making that considers multifaceted organizational and societal implications.

Throughout this course, we will study CSR theories and apply them to current CSR topics. We will develop concepts and frameworks for analyzing sometimes controversial issues. It is your responsibility to prepare for class, and to respectfully engage in discussion.

LEARNING OUTCOMES AND OBJECTIVES

The objectives of this course are:

- To be able to define and explain the main concepts of CSR
- To develop analytical skills to examine CSR issues from different perspectives.
- To explain how different external factors affect CSR expectations.

These objectives support the following learning goals of the Richards College of Business:

Primary Learning Goal:

- *LG5. Understand how ethical decision-making and globalization affect organizations.*
  - ○ LO5.1 Students will demonstrate the ability to analyze issues and situations having ethical and legal implications for business.

Secondary Learning Goals

- *LG 1: Communicate effectively.*
  - ○ LO1.1 Students will produce professional quality business documents.

- *LG 3: Use information technology to solve business problems.*
  - ○ LO3.1 Students will effectively use a word processing program.
  - ○ LO3.3 Students will effectively use a presentation program.

- *LG4: Possess a basic knowledge of accounting, economics, finance, the legal environment of business, management, and marketing.*
  - ○ LO4.1 Students will demonstrate a basic knowledge of the fundamental concepts of accounting, economics, finance, the legal environment of business, management, and marketing.

COURSE MATERIALS

<u>Required Textbook</u>:   No textbook is required for this class. *This does not mean that no reading is required for the course*. I have selected freely available readings for each topic and you must read them according to the class schedule. Most of the readings are available as pdf files in CourseDen, while others are available on different websites (I provide the links for those).

<u>Required simulation</u>:   "Strategic CSR Simulation" available here:
http://www.strategiccsrsim.com/registerstudent.asp?SimAccess=5719703

If this link does not work, you can go to this page
http://www.strategiccsrsim.com/default.asp and enter the following access code (Simulation ID): **5719703**

DETERMINANTS OF THE TERM GRADE

Three exams (Each one 15 points) x 3= 45 points	= 37.5%
Simulation results and press kit (30 points)	= 25%
- Pre-simulation memo: 3 points	
- Company performance: 12 points	
- Press kit: 15 points	
In-class exercises (15 points)	= 12.5%
Homework (15 points)	=12.5%
Plagiarism 2 points	
Personal mission statement and values: 7 points	
Company Mission Statement 3 points	
Company Code of Conduct 3 points	
Product Lifecycle 10 points	
Quizzes (15 points)	=12.5%
Total (120 points)	**= 100%**

	Grade Scale	
A	90.0 – 100%	
B	80.0 – 89.9%	
C	70.0 – 79.9%	
D	60.0 – 69.9%	
F	0 – 59.9%	

Exams (45 points total – 15 points each): Three exams will be given. Exams may consist of short essays, multiple choice, fill-in-the-blank, or any other type of question. Each exam is worth 15 points.

The class notes provide a foundation, but *all discussions, cases, in-class exercises, and material used or presented in class or CourseDen may be included in the exam. Moreover, students are responsible for content presented in the readings and presentation files that may not have been covered in class.*

A missed exam will count as zero. The exams are not cumulative. No one should enroll who cannot take the exams as scheduled.

1. Be on time to take tests. Being late is not a good reason to request a make-up exam. No one arriving 15 minutes after the start of an exam will be allowed to take it. Tests will be collected 70 minutes after the start of the class.
2. *If you are doing poorly on exams, please see the instructor as soon as possible;* waiting will not increase your chances of improving your grade.
3. Exams are the property of the instructor and the University of West Georgia and may not be taken or duplicated.

Exam weighting and number are subject to change at the discretion of the instructor.

Simulation Results and Press Kit (30 points total): The class will be divided into groups of 3-4 students for the simulation. Since you may not know other students in this course, we will have 'speed dating' to learn more about each other and help you in forming the teams.

Here are the step-by-step instructions to get started:

1. Create your Teamwork Profile and bring it to the speed dating. The form is available on CourseDen. You cannot participate in the speed dating if you don't bring this form.

2. During the speed dating session identify potential team members whose class schedule, work hours, and other responsibilities are compatible with yours.

3. Once you have chosen your team, create a "Group Expectations Document". Brief guidelines are available on CourseDen:
   a. All members of the team must sign this document.
   b. Give one copy of the document to your instructor.
   c. Your team cannot start using the simulation without turning this document in.

4. Before the simulation starts each member of the team must submit a "Ratings of ethics transgressions". This activity is available on the simulation website (http://www.strategiccsrsim.com/default.asp). Because this is an individual assignment, all team members must have their own subscription to the simulation.

5. Read the player's guide and familiarize yourself with the simulation.

6. After you are familiar with the simulation, your team must submit a "pre-simulation memo" on the simulation website.
   This is a group assignment. Please note that this is supposed to be a memo, and should be formatted and written as a professional business memo. You may find example of how to write business memos online.

7. Once the simulation starts, your team will be responsible for submitting a decision every two weeks. *You can submit your decision at any time before the due dates which are usually on Sunday by 11:00 p.m.*

8. Every decision must be documented in a "Team Decision Justification Memo" which is available in the simulation. Because you need to provide analysis for each decision a team cannot just get lucky and guess the right decision. On the other hand, if you are unlucky and your decision just does not work out as planned, you can show in your memo that you actually gave some thought to the decision - it just did not work as expected.
   Again, these are memos and should be formatted as such (see point 5 above).

9. Results of each round will be available five minutes after decisions are closed (Sunday at 11:05 p.m.)

10. At the end of the simulation, you need to hand-in a press (or media) kit.
    "A press kit, also known as a media kit, is a packet of promotional material created for the media and its representatives as well as your prospective clients, vendors, investors, and others. It essentially serves as your company's calling card."[1] Your press kit should include the following:

    a. Cover Letter
    b. Press Release
    c. Background
    d. Bios with each executive's photograph

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[1] Source: http://www.allbusiness.com/marketing/public-relations-press-kit/445-1.html#ixzz2H38EL9uN
Accessed on 12/17/2014

    e. Brochure
    f. Post-simulation memo (this one is also supposed to look and read like a professional memo)

Your Team's *raw* grade on the simulation is calculated as follows:
- Pre-simulation memo: 3 points
- Company performance: 12 points
- Press kit: 15 points

Further details about the simulation and the press kit are available in CourseDen, inside the folder "Things I need for the simulation".

Your *individual final* grade on the simulation is a combination of my assessment and a review by your peers of your participation, punctuality, contribution, and team work. The peer-review rubric is available on CourseDen.

In-Class Exercises (15 points): there are several team or individual assignments to be completed during a class period. Some, but not all, of these exercises are listed in the class schedule.

These in-class exercises total 15 points, and number of points per exercise varies.

Homework: More detailed information will be available in CourseDen.

Plagiarism tutorial (2 points): Complete the three parts of the plagiarism tutorial available in CourseDen:

- A pre-tutorial test available online. Make sure to e-mail a copy of the results to svelez@westga.edu
- A post-tutorial test available online, after you have read the tutorial. Make sure to e-mail a copy of the results to svelez@westga.edu
- A signed document of the plagiarism statement. Bring this to class on or before the due date.

Personal mission statement and values (7 points): The aim of this assignment is to give you an opportunity to reflect about your own goals, how do you hope to achieve them, and which principles will guide you as you pursue these goals. This assignment has two parts.

- *Personal mission statement (3 points):* Write your personal mission statement a- what you hope to achieve in your personal and professional life. Do not write the mission statement of a company you hope to start in the future. This is your *personal* mission statement.
  The mission statement will be evaluated on:
      a. Clarity: It should be clear from the mission statement what you expect to accomplish in your personal and professional life
      b. Brevity: You should be able to memorize your mission statement.
- *Description of core values (4 points):* List and describe at least 4 values that identify you and that you think will help you to succeed professionally. For each value you need to provide:

a. A definition
b. Why is it important to you
c. Why do you think it is important in your expected career

Turn this in in CourseDen using the Dropbox tool. The Originality Check (TurnitIn) function is active, so you may check your file for any plagiarism issues before submission,

Format: 1-2 pages, 12-point Times New Roman, Double space, 1-inch margins

Company Mission Statement (3 points):

a. Find online the mission statement of an organization (it can be a company, a charity, a civic group, a religious institution, etc.) that you admire. You can also use the mission statement of an organization you work for.
b. Remove any identifying information (company's name, logo, etc.)
c. Print the mission statement in 1 page.
d. On the other page (same sheet), write the name of the organization using a small font.
e. Bring this to class on the date specified on the syllabus.

Company Code of Conduct (3 points):

a. Find online the code of conduct of an organization (it can be a company, a charity, a civic group, a religious institution, etc.) that you admire. You can also use the code of conduct of an organization you work for.
b. Print the code of conduct.
c. Bring this to class on the date specified on the syllabus.

Group Homework - Product Lifecycle (10 points):

a. Conduct a lifecycle assessment on a simple product. I suggest you choose something of interest that would be helpful to you going out into the job market. For instance, a student interested in fashion might pick blue jeans or a t-shirt. The key is to pick a product that is not too complicated.
b. Prepare a lifecycle diagram that outlines the key environmental and social aspects of this product's full lifecycle.
c. Produce a report that would be useful both for the company's senior executives and the product design team. The focus should be on identifying the pathways, knowing what needs to be quantified, and getting a sense of where to target improvements to the sustainability of the product.
d. You may support the analyses using external sources, but you are not required to conduct detailed calculations. If you come across quantities or comparisons, I encourage their inclusion in order to illustrate the key choices along the lifecycle, but it's not necessary to quantify all impacts.
e. It is necessary to demonstrate where you are getting the information about the process and the potential impacts.

Quizzes: Quizzes of different point values will be available on CourseDen. You are responsible for reading the corresponding material and answering the quiz as scheduled.

Extra Credit: BB&T Lecture on Free Enterprise: Attend the lecture and scan your ID at the end, for 5 points of extra credit. Tickets for the lecture are free, but you need to get them in advance from the Townsend Center.

From time to time new extra credit opportunities may arise. If an extra credit opportunity arises it will be made available to the entire class.

DEADLINES, MAKE-UP ASSIGNMENTS AND EXAMS, AND LENGTH LIMITS

Please let me know if under *rare and extreme circumstances* you will be late in submitting an assignment. A minor delay (less than a week) will result in a penalty of 10% of the grade. A major delay (over a week) will result in 0 points for the assignment.

A similar policy is in place for projects that exceed length limits. Minor excesses (10% or less) will normally result in penalties of 5% of the grade, and significant excesses (more than 10%) in a penalty of 10% of the grade.

Make-up exams, assignments, case studies, in-class exercises will be given *only in the event of extraordinary circumstances and university-accepted documented situations*:

1. You need to contact the instructor and provide all relevant documentation, 72 hours before the exam for pre-scheduled events (such as university-endorsed functions), and up to 72 hours after the exam for fortuitous events (such as illness).
2. Absences that meet the requirements specified above, will be permitted to make up in-class exercises by providing written essay answers (3 pages minimum, double spaced, 12 point New Times Roman font) related to topics assigned by the instructor. A maximum of one make-up assignment will be allowed for absences.
3. Scheduling of all make-up assignments and exams is at the discretion of the instructor.

COMMUNICATION EXPECTATION FOR MANAGEMENT DEPARTMENT

The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.

Based on these expectations, I am available during office hours Tuesdays and Thursdays from 12:30 pm to 1:30 pm and from 3:30 pm to 5:30 pm or by appointment.

During office hours I am available in my office and also online using CouseDen's Blackboard tool.

The preferred method of communication is through CourseDen's e-mail tool. I will try to respond to your e-mail within 24 hours, but you should not expect a response during non-business hours.

USE OF CourseDen (CD): CourseDen is an _absolutely necessary_ resource for this class. All information, instructions, and updates will be posted on CourseDen. Also, _CourseDen is the preferred method of communication with your instructor and classmates_. You must get in the habit of checking CourseDen frequently.

TECHNOLOGY

The use of technology (i.e. laptops, tablets, smartphones, etc.) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester.

THE HONOR CODE

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.
Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism*, cheating*, fabrication*, aid of academic dishonesty, lying, bribery or threats, and stealing.

Definitions:
- Cheating - "using or attempting to use unauthorized materials, information or study aids".
- Fabrication - "falsification or unauthorized invention of any information or citation"
- Plagiarism - "representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged"

Further details regarding Student Conduct can be found in Appendix A of the UWG Connection and Student Handbook.

WOLF PACT

By enrolling and continuing in this course you agree to the following.

Having read the Honor Code for the University of West Georgia, I understand and accept my responsibility to uphold the values and beliefs described therein and to conduct myself in a manner that will reflect the values of the Institution and the Richards College of Business so as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly and within the parameters set by my instructor. I understand and accept that if I am found guilty of violations (through

processes due me as a UWG student and outlined in the UWG Student Handbook), penalties will be imposed. I also recognize that my responsibility includes willingness to confront members of the UWG community if I feel there has been a violation of the Honor Code. Ultimately, I will conduct myself in a manner that promotes UWG as the best place to work, learn, and succeed for my generation, and those to come!

ACADEMIC HONESTY GUIDELINES

- I will provide instructions for each assignment about whether an assignment must be submitted individually or in groups.
- In some instances, you may be able to work in groups but students must submit his or her own work, using his/her own wording and answers that can be based on the group's discussion.
- The following instances are some non-exhaustive examples of academic dishonesty:
  - Using material submitted by other students – in the past or in the present, at UWG or at any other school.
  - Submitting material created by a classmate
  - Presenting anyone else's work as yours (including but not limited to: work you find online, hiring someone to write any assignment for you, etc.)
  - Presenting a paper, homework, or any type of assignment consisting mostly of direct quotes *– even if they are properly cited.* You need to present original and creative work.
  - Helping other students to cheat, by showing them your answers, reports, calculations, processes, etc.
      Any violation of the honor code will result in a grade of F and an official notification to
      UWG's Academic Dishonesty Tracking System.

CREDIT HOUR POLICY (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, simulations, assignments, projects, group work, research, and test preparation.

OTHER IMPORTANT INFORMATION

Students, please carefully review the information available at this link:
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf
It is your responsibility to read the information available in this website, as it contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information at least once each semester.
        The instructor reserves the right to make changes to this syllabus.

Course Schedule

Date	Topic	Required readings *CD indicates CourseDen*	Assignments Due
Jan 10 (Tu)	Course Introduction Why do we need to start with business ethics?	Syllabus	
Jan 11 (We)	***Open Drop ends at 4:00 pm Wednesday, January 11th.*** *Full Term and Session I (non-eCore) classes dropped during Open Drop will receive a refund of p*		
Jan 11 (We)	Withdrawal "W" period begins. Students who withdraw from a full term - 16 week (non-eCore) class between midnight March 2nd will receive a grade of W. **Reminder: there is no refund associated with withdraw**		
MODULE I: BUSINESS ETHICS			
Jan 12 (Th)	Introducing Business Ethics	*The ethical enterprise - Introduction to Ethics* *(Available in CD)*	Syllabus Quiz due. All CourseDe content will be released after y pass this quiz with 70% or bett
Jan 17 (Tu)	Speed dating		Complete the Teamwork profil (CD) and bring it to class
Jan 19 (Th)	Ethics Bowl: Making decisions in business ethics	*Ethics and Leadership* (Available in CD)	
Jan 24 (Tu)	Managing ethics in the workplace Introduction to the Strategic CSR simulation	*The ethical enterprise - State of the Art in Ethics (CD)*	*Homework*: Find the code of conduct of a company you adm or work for, or would like to wc for. Print it and bring it to class
Jan 26 (Th)	Movie: Inside Job	*The 10 Most Shameful Scandals of 2013* (CD)	*Homework*: Plagiarism stateme (all instructions are in CD) E-mail pre- and post-test to svelez@westga.edu

10 | U p d a t e d   o n   1 / 1 0 / 2 0 1 7

Date	Topic	Required readings *CD indicates CourseDen*	Assignments Due
MODULE 2: PERSONAL AND PROFESSIONAL ETHICS AND VALUES			
Jan 31 (Tu)	Personal Values and Mission In class exercise: is management a profession?	*Creating a New Mission Statement (CD)*	*Homework*: Personal Mission Statement and values. Further instructions on page 5. Submit through CourseDen's Dropbox tool
Feb 1 (We) 6:00 pm	BB&T Lectures in Free Enterprise Townsend Center for the Performing Arts Extra-credit opportunity for attending. Be sure to scan your UWG ID at the end of the lecture Tickets for the lecture are free, but you need to get them in advance from the Townsend Center.		
Feb 2 (Th)	Internal Context of CSR: Culture, Mission Statements and Values In class exercise: Google in China	*How to Write a Mission Statement That Isn't Dumb (CD)*	*Homework*: Find the mission statement of a company you admire, or work for, or would l to work for. Print it and bring it
Feb 7 (Tu)		Exam 1	
PART III: CORPORATE SOCIAL RESPONSIBILITY			
Feb 9 (Th)	What is CSR	*The pyramid of CSR (CD)*	Quiz: The pyramid of CSR Group Expectations Document (Complete the template availab in CD and turn it in class)
Feb 14 (Tu)	The Importance of CSR: How much does CSR matter?	- *The Business Case for CSR (CD)* - *Criticism of CSR (CD)*	
Feb 16 (Th)	The Strategic Context of CSR	*Just Good Business (CD)*	

11 | U p d a t e d   o n   1 / 1 0 / 2 0 1 7

Date	Topic	Required readings *CD indicates CourseDen*	Assignments Due
Feb 21 (Tu)	Globalization In class exercise: The Shakedown	*Going Global (CD)*	
Feb 23 (Th)	Sustainability	*A change in climate (CD)*	
Feb 26 (Su)			
Feb 28 (Tu)	Life Cycle Analysis Presentations	*Group Homework*: Product lifecycle: Choose a product you are passionate ab (for instance, if you like fashion choose a pair of jeans as your product) and draw diagram of this product's life cycle. More Instructions in CourseDen,	
Mar 2 (Th)	Guest Speaker: Crystal Atwood, Director of Operations Community Foundation of West Georgia		
Mar 2 (Th)	Last day to withdraw with a grade of W from Full Term- 15 week courses. Students withdrawing from full term courses after midnight will be awarded a grade of WF. Note: A WF grade is calculated as an F in the GPA.		
Mar 5 (Su)			
Mar 7 (Tu)	Social entrepreneurship	*The for-benefit company (CD)*	
Mar 9 (Th)	Exam 2: Chapter 4, Globalization, Sustainability, Social entrepreneurship, Reputation		
Mar 14 (Tu)	**Organizational (Internal) Stakeholders: Shareholders**	*The Myth of shareholder capitalism (CD)*	
Mar 16 (Th)	**Organizational (Internal) Stakeholders (II):** Employees, Managers, and Unions In class exercise: The layoff	*The CEO of Anglo American on Getting Serious About Safety (CD)*	
Mar 19 – 25	Spring Break – No Classes		

12 | U p d a t e d   o n   1 / 1 0 / 2 0 1 7

Date	Topic	Required readings *CD indicates CourseDen*	Assignments Due
Mar 28 (Tu)	**Economic Stakeholders:** Customers	*Business ethics and customer* *Stakeholders (CD)*	
Mar 30 (Th)	**Economic Stakeholders II:** Competitors, Creditor, Distributors, Suppliers	Use of 'Conflic☐Minerals' Ge☐More *Scrutiny (CD)*	
Apr 2 (Su)			
Apr 4 (Tu)	Documentary: Is Wal-Mart Good for America?	Watch the Documentary and submit the questionnaire posted in CourseDen>Dropbox	
Apr 6 (Th)	**Societal Stakeholders (I):** Government	*Why It Pays to Become a Rule Maker*	
Apr 9 (Su)			
Apr 11 (Tu)	**Societal Stakeholders (II):** Communities, Nonprofits, NGOs, Environment, Non-Human Stakeholders	- *Greenpeace Forces Lego to Split with* *Shell* - *The Justin Bieber of Organic Beef*	
Apr 13 (Th)	**Societal Stakeholders (III):** In class exercise: Lululemon	*Social Media as Stakeholder (CD)*	
Apr 18 (Tu)	Primer on negotiation	Introduction to Negotiation: A Primer for "Getting to Yes"	
Apr 20 (Th)	In-class exercise: Outsourcing at Resilient Resins	Outsourcing at Resilient Resins (CD)	Press Kit Peer reviews
Apr 25 (Tu)	Stakeholder Negotiations Role Play		
Apr 27 (Th) at 11:00 am		Exam 3 – Chapters 6,7, 8	

The schedule is tentative and may change due to situational factors.

13 | U p d a t e d   o n   1 / 1 0 / 2 0 1 7

Program View (Read-Only)

Attachments
Current File: GeneralCurriculumCurrent and Proposed B.S.Ed. in Special Education program sheet - April. 17 2017.pdf

Originator

| Literacy and Special Education | Bucholz, Jessica |
| Department | Originator |

| College of Education |
| College |

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Information Item   (See Procedure)

Program Selection

| College of Education |
| College |

Bachelor of Science in Education with a Major in Special Education and Teaching, General

| Bachelor of Science in Education with a Major in Special Education and Teaching, Gene |
| Program Name (You can only edit this if you checked 'Program Name' in the Modifications box) |

Existing Program (as shown in the DMA)

| Bachelor of Science in Education |
| Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box) |

| On Campus | Undergraduate |
| Program Location | Degree Level |

| Fall | 2017 |
| Effective Semester/Year | |

Modification Details

We are creating two concentration areas within our BSEd program. This change will allow our teacher candidates to be eligible for certification in either special education adapted curriculum or special education general curriculum. The two track/concentration names should be

Concentration Name1: Special Education General Curriculum
Concentration Name 2: Special Education Adapted Curriculum.

(Max 4000 characters)

Attachments

Current File: GeneralCurriculumCurrent and Proposed B.S.Ed. in Special Education program sheet - April. 17 2017.pdf

Rationale

We are creating two concentration areas within our BSEd program. This change will allow our teacher candidates to be eligible for certification in either special education adapted curriculum or special education general curriculum. The two track/concentration names should be

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Concentration Name 2: Special Education Adapted Curriculum.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix
Send questions to cjenks@westga.edu

Check all that apply to this program

- ☐ Significant departure from previously approved programs
- ☐ New instructional site at which more than 50% of program is offered
- ☐ Change in credit hours required to complete the program
- ☐ Program deactivation
- ☑ None of these apply

Comments

We are creating two concentration areas within our BSEd program. This change will allow our teacher candidates to be eligible for certification in either special education adapted curriculum or special education general curriculum. The two track/concentration names should be
Concentration Name1: Special Education General Curriculum
Concentration Name 2: Special Education Adapted Curriculum.

(Max 4000 characters)

College Approvals

John Ponder   [APPROVED 2017-04-17]

Chair, Course Department

Laura Smith   [REQUIRED]

Associate Dean, College of Education

Other Approvals

Nicholas Sterling   [REQUIRED]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Current:

Bachelor of Science in Education
Special Education: General Curriculum (Mild Disabilities) - Plan of Study

Name:

ID Number:

CORE CURRICULUM	Hrs	Gr	Trf/ Sub	PROFESSIONAL EDUCATION	Hrs	Gr	Tr/ Sub
A. Essential Skills[a]	9			Professional Education[b, c]	60		
1. ENGL 1101[b]	3			Block I[e]	18		
2. ENGL 1102[b]	3			SPED 4712 Lang. Comm. & Tech.: Mild	3		
3. MATH 1111[b] recommended	3			READ 3251 Children's Literature	3		
				CEPD 4101 Educ Psychology	3		
B. Institutional Priorities[a]	5			SPED 3713 Intro. to Sp. Ed. & Mild Dis.	3		
1. COMM 1110 recommended	3			SPED 4709 Special Ed. Policies & Proced.	3		
2. Institutional Elective	2			READ 4253 Rdg. Wrtng Conn	3		
C. Humanities/Arts[a]	6			Block II[e]	15		
1. XIDS 2100 recommended	3			SPED 3702 Eval. of Child. w/ Dis	3		
2. Humanities Elective	3			SPED 3714 Behav. & Class. Management	3		
D. Science,Math,Technology[a]	10			SPED 3751 Practicum I[d]	3		
1. Lab Science	4			SPED 3761 Mild. Disab.:Methods Lit. & SS	3		
2. BIOL 1010 recommended	3			READ 3262 Teach C&P: Reading Ed	3		
3. CS 1030 recommended	3			Block III[e]	15		
E. Social Sciences[a]	12			MEDT 3401 Integrating Tech in Class	3		
1. HIST 1111 OR 1112	3			SPED 4713 Collab. in Sch Settings	3		
2. HIST 2111 OR 2112	3			SPED 3752 Practicum II[d]	3		
3. POLS 1101	3			SPED 4761 Mild Disab.:Methods Sci.&Math	3		
4. GEOG 1013 recommended	3			READ 4251 Assess/Correct of Read	3		
F. Major Specific Courses[b]	18			Block IV	12		
1. ISCI 2001 Life/Earth Science	3			SPED 4786[d]	9		
2. ISCI 2002 Physical Science	3			SPED 4789	3		
3. MATH 2008 Foundation of Numbers and Operations	3						
4. EDUC 2110 Investigating Critical & Contemporary Issues in Educ	3						
5. EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity	3						
6. EDUC 2130 Exploring Learning and Teaching	3			Total Professional Education	60		
Total Core Curriculum	60			Total Core	60		
Physical Education	3			Total Program	123		
1. PWLA 1600	2						
2. PWLA Activity Course	1						

Program Notes

a   See catalog and advisor in major area

b   Requires a grade of C or better in each course

c   Courses require admission to Teacher Education

d   Advance application required

e   Special Education courses in each block must be taken during the block shown in order to progress through the blocks

Advisor Signature: _____   Date:_____

Student Signature:_____   Date:_____

College of Education
University of West Georgia
Effective Fall 2017

Proposed:

Proposed: Bachelor of Science in Education
Special Education - Plan of Study

Name: ID Number:

CORE CURRICULUM	Hrs	Gr	Trf/ Sub	PROFESSIONAL EDUCATION	Hrs	Gr	Tr/ Sub
A. Essential Skills[a]	**9**			**Professional Education[b, c]**	**60**		
1. ENGL 1101[b]	3			**Special Education Courses**	**24**		
2. ENGL 1102[b]	3			SPED 4709 Special Ed. Policies & Proced.	3		
3. MATH 1111[b] recommended	3			SPED 3750 Practicum: Diverse Experiences[d]	3		
B. Institutional Priorities[a]	**5**			SPED 3751 Practicum I[d]	3		
1. COMM 1110 recommended	3			SPED 3752 Practicum II[d]	3		
2. Institutional Elective	2			SPED 4786[d]	9		
C. Humanities/Arts[a]	**6**			SPED 4789	3		
1. XIDS 2100 recommended	3			**READ Courses**	**12**		
2. Humanities Elective	3			READ 3262 Teach C&P: Reading Ed	3		
D. Science,Math,Technology[a]	**10**			READ 3251 Children's Literature	3		
1. Lab Science	4			READ 4253 Rdg. Wrtng Conn	3		
2. BIOL 1010 recommended	3			READ 4251 Assess/Correct of Read	3		
3. CS 1030 recommended	3			**Other Education Courses**	**6**		
E. Social Sciences[a]	**12**			MEDT 3401 Integrating Tech in Class	3		
1. HIST 1111 OR 1112	3			CEPD 4101 Educ Psychology	3		
2. HIST 2111 OR 2112	3			**Select One Concentration Area:**			
3. POLS 1101	3			**General Curriculum Concentration Area[b, c]**	**18**		
4. GEOG 1013 recommended	3			SPED 3713 Intro. to Sp. Ed. & Mild Dis.	3		
F. Major Specific Courses[b]	**18**			SPED 3702 Eval. of Child. w/ Dis	3		
1. ISCI 2001 Life/Earth Science	3			SPED 3714 Behav. & Class. Management	3		
2. ISCI 2002 Physical Science	3			SPED 4713 Collab. in Sch Settings	3		
3. MATH 2008 Foundation of Numbers and Operations	3			SPED 3761 Mild. Disab.:Methods for Instruc.	3		
4. EDUC 2110 Investigating Critical & Contemporary Issues in Educ	3			SPED 4761 Mild Disab: Advanced Methods	3		
5. EDUC 2120 Exploring Socio-Cultural Perspectives on Diversity	3			**Adapted Curriculum Concentration Area[b, c]**	**18**		
6. EDUC 2130 Exploring Learning and Teaching	3			SPED3700 Intro to Spec. Ed. and Severe Dis.	3		
Total Core Curriculum	**60**			SPED 3704 Assess Students w/Severe Dis.	3		
Physical Education	**3**			SPED 3703 Behavior Management	3		
1. PWLA 1600	2			SPED 4722 Collaboration for Adapted Curr.	3		
2. PWLA Activity Course	1			SPED 3760 Curr. & Methods: Adapted Curr I	3		
				SPED 4760 Curr. & Methods: Adapted Curr II	3		
				Total Core Curriculum	**60**		
				Total Professional Education	**60**		
				Total Program	**123**		

Program Notes

a   See catalog and advisor in major area

b   Requires a grade of C or better in each course

c   Courses require admission to Teacher Education

d   Field Experience/Internship applications must be submitted by posted deadlines

e   Special Education courses in each block must be taken during the block shown in order to progress through the blocks

College of Education
University of West Georgia
Effective Fall 2017

Advisor Signature: _____ Date:_____

Student Signature:_____ Date:_____

Program View (Read-Only)

Attachments
Current File: AdaptedCurriculumCurrent and Proposed B.S.Ed. in Special Education program sheet - April. 17 2017.pdf

Originator

College of Education
College

Literacy and Special Education
Department

Bucholz, Jessica
Originator

What would you like to do?
● Add New Track/Concentration ○ Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications
☐ Program Name   ☐ Program Description   ☐ Degree Name   ☑ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Program Selection

College of Education
College

General Curriculum
Track/Concentration Name

Bachelor of Science in Education
Degree Name

Bachelor of Science in Education with a Major in Special Education and Teaching, General
Track/Concentration's Program

On Campus
Track Location

Undergraduate
Degree Level

Fall   2017
Effective Semester/Year

Modification Details

We are creating two concentration areas within our BSEd program. This change will allow our teacher candidates to be eligible for certification in either special education adapted curriculum or special education general curriculum. The two track/concentration names should be
Concentration Name1: Special Education General Curriculum
Concentration Name 2: Special Education Adapted Curriculum.

(Max 4000 characters)

Rationale

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(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

- [ ] Significant departure from previously approved programs
- [ ] New instructional site at which more than 50% of program is offered
- [ ] Change in credit hours required to complete the program
- [ ] Program deactivation
- [x] None of these apply

Comments

We are creating two concentration areas within our BSEd program. This change will allow our teacher candidates to be eligible for certification in either special education adapted curriculum or special education general curriculum. The two track/concentration names should be

Concentration Name1: Special Education General Curriculum

Concentration Name 2: Special Education Adapted Curriculum.

(Max 4000 characters)

College Approvals

John Ponder   [APPROVED 2017-02-27]

Chair, Course Department

Laura Smith   [APPROVED 2017-03-09]

Associate Dean, College of Education

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Current:

Bachelor of Science in Education
Special Education: General Curriculum (Mild Disabilities) - Plan of Study

Name:

ID Number:

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Program Notes

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b Requires a grade of C or better in each course
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Advisor Signature: _____   Date:_____

Student Signature:_____   Date:_____

College of Education
University of West Georgia
Effective Fall 2017

Proposed:

Proposed: Bachelor of Science in Education
Special Education - Plan of Study

Name: ID Number:

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				SPED 4760 Curr. & Methods: Adapted Curr II	3		
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				Total Professional Education	**60**		
				Total Program	**123**		

Program Notes

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c   Courses require admission to Teacher Education

d   Field Experience/Internship applications must be submitted by posted deadlines

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College of Education
University of West Georgia
Effective Fall 2017

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

College of Education
University of West Georgia
Effective Fall 2017

Program View (Read-Only)

Originator

College of Science and Mathematics
College

Biology Department
Department

Tabit, Christopher
Originator

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Track or Concentration (to not specify a track, do not c
Track or Concentration

Program Selection

College of Science and Mathematics
College

Bachelor of Science with a Major in Biology
Existing Program (as shown in the DMA)

Bachelor of Science with a Major in Biology
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Bachelor of Science
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

On Campus
Program Location

Undergrad
Degree Level

Fall   2017
Effective Semester/Year

Modification Details

Under Supporting Courses for the Major:
Biology currently requires - CHEM 2411 + L.

Biology would like to amend this requirement to read:
CHEM 2411 + CHEM 2411L OR CHEM 2455 + CHEM 2455L

(Max 4000 characters)

Rationale

Chemistry faculty and Biology faculty sat down and designed a course specifically to meet the Biology undergraduate students.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

- ☐ Significant departure from previously approved programs
- ☐ New instructional site at which more than 50% of program is offered
- ☐ Change in credit hours required to complete the program
- ☐ Program deactivation
- ☑ None of these apply

Comments

Biology is requesting an alternative Organic Chemistry course be allowed to meet requi for graduation.

(Max 4000 characters)

College Approvals

Gregory T. Payne   [APPROVED 2017-08-03]

Coordinator, COSM Curriculum Committee

Christopher Tabit   [APPROVED 2017-07-31]

Chair, Course Department

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Course View (Read Only)

Originator

Biology Department
Department

College of Science and Mathematics
College

Tabit, Christopher
Originator

What would you like to do?
○ Add New Course ○ Modify Existing Course ● Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Course Details

BIOL
Prefix

1011
Number

Biology of Human reproduction
Course Title

Course Catalog Description

Lec Hrs

Lab Hrs

Credit Hrs

Fall - 2017
Effective Term

Every Term
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

Core hijacked the number BIOL 1011K for their fundamentals of Biology course. This conflicts with BIOL 1011 here at UWG (Human Reproduction). Faculty Senate requires Biology to delete this course from our catalog of courses and substitute BIOL 1016.

Planning Info

● Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: |60

Comments

Final Approval

David Jenks   [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

College Approvals

Christopher Tabit   [APPROVED 2017-06-30]

Chair, Course Department

Gregory T. Payne   [APPROVED 2017-08-03]

Coordinator, COSM Curriculum Committee

Course View (Read Only)

Originator

Biology Department
Department

College of Science and Mathematics
College

Tabit, Christopher
Originator

What would you like to do?

◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications

☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

BIOL
Prefix

1016
Number

Biology of Human Reproduction
Course Title

The Biology of Human Reproduction is designed to familiarize students with the basic structure and function of the reproductive tract, Developmental processes, the genetics of reproduction and disease and dysfunctions of the reproductive tract. Topics of general interest such as birth control, sexually transmitted diseases, infertility and means of overcoming infertility will be discussed.

Course Catalog Description

3
Lec Hrs

Lab Hrs

3
Credit Hrs

Fall - 2017
Effective Term

Every Term
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

Biology was required to renumber BIOL 1011 Biology of Human Reproduction. eCore utilized BIOL1011K for fundamentals of Biology.

Planning Info

• Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: 60

Comments

Final Approval

David Jenks [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

Christopher Tabit [APPROVED 2017-06-30]

Chair, Course Department

Gregory T. Payne [APPROVED 2017-08-03]

Coordinator, COSM Curriculum Committee

Program View (Read-Only)

Attachments

Current File: Anthropology Learning Outcomes 2015.docx

Originator

| College of Social Sciences | | Gezon, Lisa |
| College | | Originator |

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Review Not Required (See Procedure)

Program Selection

| College of Social Sciences | | | On Campus | | Undergraduate |
| College | | | Program Location | | Degree Level |

Bachelors of Science with a Major in Anthropology
Existing Program (as shown in the DMA)

| Bachelors of Science with a Major in Anthropology | | Fall | 2015 |
| Program Name (You can only edit this if you checked 'Program Name' in the Modifications box) | | Effective Semester/Year | |

Bachelor of Science
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Modification Details

Modify Learning Outcomes. See attached.

(Max 4000 characters)

Rationale

These changes make the learning outcomes measurable, using Bloom's taxonomy of higher level thinking.

(Max 4000 characters)

Attachments

Current File: Anthropology Learning Outcomes 2015.docx

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

☐ Significant departure from previously approved programs
☐ New instructional site at which more than 50% of program is offered
☐ Change in credit hours required to complete the program
☐ Program deactivation
☐ None of these apply

Comments

(Max 4000 characters)

College Approvals

Lisa Gezon   [APPROVED 2015-02-19]

Chair, Course Department

Amber Smallwood   [APPROVED 2015-02-27]

Coordinator, COSS Executive Committee

Other Approvals

Final Approval

Myrna Gantner   [APPROVED 2015-03-21]

Final Approver

Anthropology B.S. Learning Outcomes

These changes make the learning outcomes measurable, using Bloom's taxonomy of higher level thinking.

Current:
- apply critical thinking skills through the use of anthropological methods
- demonstrate a broad base of anthropological knowledge
- recognize [evaluate, compare] the diversity of cultural practices through time and space
- demonstrate oral and written communication skills
- apply anthropological knowledge through research in anthropology

Proposed changes:
-
- demonstrate a broad base of anthropological knowledge
- Compare the diversity of cultural practices through time and space
- analyze anthropological topics through oral and written communication
- Collect and assess data using anthropological methods

Proposed changes (without track changes):
- demonstrate a broad base of anthropological knowledge
- compare the diversity of cultural practices through time and space
- analyze anthropological topics through oral and written communication
- Collect and assess data using anthropological methods

| Deleted: apply critical thinking skills through the use of anthropological methods |
| Deleted: recognize |
| Deleted: demonstrate oral and written communication skills |
| Deleted: apply anthropological knowledge through research in anthropology |

Program View (Read-Only)

Originator

College of Social Sciences
College

Anthropology Department
Department

Gezon, Lisa
Originator

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Program Selection

College of Social Sciences
College

Bachelors of Science with a Major in Anthropology
Existing Program (as shown in the DMA)

Bachelors of Science with a Major in Anthropology
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Bachelor of Science
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Fall   2018
Effective Semester/Year

On Campus
Program Location

Undergraduate
Degree Level

From the list of courses that can be taken to fulfill the Archaeology requirement for the major, delete the following: ANTH 4120, ANTH 4203, ANTH 4205, and ANTH 4885 Title = Indigenous Archaeology

(Max 4000 characters)

┌─ Rationale ─

These courses no longer exist.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix
Send questions to cjenks@westga.edu

Check all that apply to this program

- [ ] Significant departure from previously approved programs
- [ ] New instructional site at which more than 50% of program is offered
- [ ] Change in credit hours required to complete the program
- [ ] Program deactivation
- [x] None of these apply

Comments

From the list of courses that can be taken to fulfill the Archaeology requirement for the major, delete the following: ANTH 4120, ANTH 4203, ANTH 4205, and ANTH 4885 Title = Indigenous Archaeology

(Max 4000 characters)

College Approvals

Lisa Gezon   [APPROVED 2017-04-06]

Chair, Course Department

Kathleen Skott-Myhre   [APPROVED 2017-05-01]

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Course View (Read Only)

Attachments
Current File: ANTH 2004 Statistical Methods in Anthropology (2).docx

Originator

College of Social Sciences
College

Gezon, Lisa
Originator

Anthropology Department
Department

What would you like to do?
● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Course Details

ANTH	2004
Prefix	Number

Statistical Methods in Anthropology
Course Title

This course provides an introduction to the use of quantitative analysis methods in anthropological research. Topics will include descriptive statistics, hypothesis testing, and multivariate statistics. Students will be expected to gain a basic understanding of the logic behind each test, when it should be used, and how results should be interpreted.

Course Catalog Description

3	0	3	Fall - 2017	Other	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

None

Corequisites

None

Rationale

This course will meet our goals of giving our students access to quantitative methods. We are simultaneously proposing a change to Area F to require students to take two quantitative methods courses, and to include this course as one of the options. In response to comments from COSS Faculty Council, this is a revised syllabus. The Learning Outcomes were changed to more clearly align with terminology found in Bloom's Taxonomy. Similarly, the language of some of the class assignments has been adjusted (e.g., Structured Commentaries, Problem Sets, etc.). As a 2000-level course, student learning will be focused on Remembering and Understanding fundamental statistical concepts. By the end of the course, students will begin transitioning to Applying knowledge using anthropological datasets.

Planning Info
- ● Library Resources are Adequate
- ○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: | 35

Comments

Attachments
Current File: ANTH 2004 Statistical Methods in Anthropology (2).docx

Syllabus
ANTHROPOLOGY 2004 01: Statistical Methods in Anthropology
Summer Semester 2016

Dr. Thomas A. Jennings
Room 8, Anthropology Building

In-Person Office Hours: Tuesdays from 2:00-4:30 PM in the Anthropology Building Room 8
Online Office Hours: Monday/Wednesday from 12:00-2:00 PM
Or by appointment
Send ALL communications to me using the CourseDen email system for this course!
Emergency email address: tjenning@westga.edu

Course Goals

This course provides an introduction to the use of quantitative analysis methods in anthropological research. Topics will include descriptive statistics, hypothesis testing, and multivariate statistics. The course will focus on choosing the appropriate statistical tests to answer specific research questions, proper interpretation of results, and visual and graphical methods for displaying results. This course is not intended to be an advanced math class, and the derivation of statistical tests will not be covered in detail. However, students will be expected to gain a basic understanding of the logic behind each test, when it should be used, and how results should be interpreted.

In addition to regular problem-set assignments, students will be expected to write a report on an application of multiple statistical tests to an anthropological dataset.

Learning Outcomes

- Identify and describe core applications of statistics in anthropology, through a survey of quantitative methods in each subdicipline
- State the differences between statistical tests and their application to specific data types
- Demonstrate an ability to organize simple anthropological data sets through critical reorganization of poorly constructed databases
- Execute introductory statistical tests using anthropological data
- Demonstrate technical reading and writing skills by restating the uses of statistics in assigned anthropological research articles

Course Structure

This is a hybrid course. This means that much of your time will be spent outside of class doing readings and submitting problem-set assignments in an online format. You will also be required to meet each Thursday during the summer session (July 7th, July 14th, July 21st, and July 28th) at 12:30-2:45 PM. Keeping up with your online assignments and attending class are critical for success in this course.

Attendance and Participation (5%)

There are four face-to-face meetings Attendance and participation will be recorded at each of these class periods as required by University policy. You are responsible for completing readings and online assignments and coming prepared to discuss them in the face-to-face classes.

Reading Reviews (10%)

Reading Reviews will cover textbook chapters. Due dates are listed in the Class Schedule. Each review will be a 100-word summary of the chapter identifying key points or topics from throughout the

1

entire chapter. In addition, below your chapter summary in the same document, identify and define <u>four</u> key terms that were introduced in the chapter.

Structured Commentaries (15%)

Structured commentaries will cover articles. Due dates are listed in the Class Schedule. Articles will be posted on CourseDen. For each Structured Commentary, write one paragraph. Structure each paragraph in the following way:

1. Name the author(s) and the topic they address. (1 sentence).
2. State the main argument of the article. (~1 sentence).
3. Identify three statistical methods the author uses. (1-2 sentences).
4. Restate the results (not discussion) of the three statistical tests you identified (1-2 sentences)

Problem Sets (10%)

Problem sets will provide you with actual data to apply your understanding of statistics. Problem sets will progress from organizing data sets to executing an introductory statistical test (e.g., t-test, chi-square). You may be asked to create a table of descriptive statistics, compare two or more variables, and/or create a graphic representation.

Quizzes (10%)

There will be quizzes each week. Quizzes may cover readings, problem sets, or lectures.

Applied Statistics Project (25%)

Your Applied Statistics Project assignment is to apply statistical methods to an anthropological dataset. The Applied Statistics Project requirements mirror the requirements of the combined Problem Sets. Your research dataset might be projectile point measurements and characteristics, bone measurements and characteristics, or quantitative ethnographic data. You are required to use multiple statistical tests, graphically display results, and write a minimum of five pages of text.

Examination (25%)

There will be one cumulative final exam. Exam questions will come from lectures, films, problem sets or readings, whether I discuss them in class or not.

Make-up Policy

Make ups of any kind will only be allowed for students who must miss an assignment for a legitimate excuse (as per University regulations). Assignments must be completed within **one week** of the original assignment date. However, permission is **NOT** automatic. If you know you are going to miss an assignment, you must make arrangements with me **IN ADVANCE**. If you must miss an assignment because of an emergency, you must email me within 24 hours.

Final Grade

Your final course grade will reflect your mastery of course material as demonstrated on the assignments and examinations.

Grade scale: (percentage of points attained out of all possible points)
100 – 90 % - A
89 – 80 % - B
79 – 70 % - C
69 – 60 % - D
59 – 0 % - F

2

Academic Dishonesty

Academic dishonesty will NOT be tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) as stipulated by university rules. See http://www.westga.edu/undergrad/1762.htm

Required Texts

One textbook is required for this course. This text will be supplemented with required articles. Reading assignments are listed for each week in the Class Schedule below.

Vanpool TL and Leonard RD (2011) *Quantitative Analysis in Archaeology*. Oxford: Wiley-Blackwell.

*CLASS SCHEDULE**

*Note: this syllabus is subject to change. Any changes will be posted on CourseDen, and it will be your responsibility to read your CourseDen messages regularly. Exam date will not change.

Online and Lecture Schedule

July 5-6th	Data, graphs, and descriptive statistics. Read and submit Reading Review 1 (Chapters 3-5). Problem Set 1. Structured Commentary 1: Jennings 2016 Assignments due by July 7th at 11:59 PM.
July 7th	Face-to-face class lecture: Intro to statistical methods, describing data
July 8th-13th	Probability comparisons of data: t-tests, ANOVA, nonparametric tests, chi-square, circular statistics. Read and submit Reading Review 2 (Chapters 6-10). Problem Set 2. Structured Commentary 2: Jennings 2013; Smallwood et al. 2015 Assignments due by July 13th at 11:59 PM
July 14th	Face-to-face class lecture: Comparing continuous data
July 15th-20th	More multivariate statistics: regression, correlation, PCA, cluster analysis. Read and submit Reading Review 3 (Chapters 11-15). Problem Set 3. Structured Commentary 3: Eren et al. 2013; Jennings et al. 2010; Jennings et al. 2015 Assignments due by July 20th at 11:59 PM
July 21st	Face-to-face class lecture: Multivariate statistics
July 22nd-27th	Complete research project data analysis and report.
July 28th	Face-to-face class: **Final Exam; Applied Statistics Project Due in class**

Americans with Disabilities Act Statement

If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services. See http://www.westga.edu/studentDev/index_8884.php

Equal Opportunity Statement

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by UWG.

Affirmative Action Statement

University of West Georgia adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

Students, please carefully review the following information at this link:
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

4

Course View (Read Only)

Attachments
Current File: ORGL 1100 Leadership in a Global Society.docx

Originator

Political Science Department
Department

College of Social Sciences
College

McLean, Dylan
Originator

What would you like to do?
◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
Senate Action Item   (See Procedure)

Course Details

ORGL   **1100**
Prefix   Number

Leadership in a Global Society
Course Title

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

Course Catalog Description

3
Lec Hrs

Lab Hrs

3
Credit Hrs

Spring - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

Planning Info

- ● Library Resources are Adequate
- ○ Library Resources Need Enhancement

Is this a SACS substantive change? NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments

Current File: ORGL 1100 Leadership in a Global Society.docx

College Approvals

Chapman Rackaway [APPROVED]
2017-08-18

Chair, Course Department

Kathleen Skott-Myhre [APPROVED]
2017-08-25

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling [APPROVED]
2017-09-06

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

University of West Georgia
Department of Political Science
ORGL 1100
Leadership in a Global Society

Course Description:

Students learn how cultural context affects leadership style, conflict negotiation, and ethical decision making; examine how leaders might impact culture; and develop their own multicultural awareness and competencies. Contemporary cases of how leadership varies depending on cultural context are researched. Key geographical regions of the world will be analyzed from a leadership perspective, and an individual cultural experience highlighting the intersection of leadership and culture also occurs.

Learning Outcomes:

At the end of the course, students should be able to:

-identify the impact of culture on leadership styles

-describe multicultural awareness and competencies

-articulate impact of cultural context on conflict negotiation and ethical decision making

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllab i.pdf

Course View (Read Only)

Attachments
Current File: ORGL 1500 Profiles of Leaders.docx

Originator

College of Social Sciences
College

McLean, Dylan
Originator

What would you like to do?
◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

Political Science Department
Department

ORGL	1500	**Profiles of Leaders**
Prefix	Number	Course Title

The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.

Course Catalog Description

3		3	Spring - 2018	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

- Library Resources are Adequate
- Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments
Current File: ORGL 1500 Profiles of Leaders.docx

College Approvals

Chapman Rackaway   [APPROVED
2017-08-18]

Chair, Course Department

Kathleen Skott-Myhre   [APPROVED
2017-08-25]

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling   [APPROVED
2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

University of West Georgia
Department of Political Science
ORGL 1500
Profiles of Leaders

Course Description:

The objective of this course is to focus on the basic principles of personal and interpersonal leadership through the exploration of various leaders. It uses the case study method to analyze several well-known leaders. Students will explore the motivation, decision-making, time management, power, team building, conflict resolution, and change management of pivotal leaders.

Learning Outcomes:

At the end of the course, students should be able to:

-identify leadership characteristics

-articulate leadership strategies and motivation

-describe successful leadership skills

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllab
i.pdf

Course View (Read Only)

Attachments
Current File: ORGL 2100 Writing for Leadership.docx

Originator

College of Social Sciences
College

McLean, Dylan
Originator

Political Science Department
Department

What would you like to do?
● Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

Shared Governance Process
_____ (See Procedure)
Senate Action Item

Course Details

ORGL
Prefix

2100
Number

Writing for Leadership
Course Title

Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include: How to Inspire, How to Navigate Change, and How to Change Minds.

Course Catalog Description

3
Lec Hrs

3
Lab Hrs

3
Credit Hrs

Spring - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

Planning Info

◉ Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments

Current File: ORGL 2100 Writing for Leadership.docx

Final Approval

David Jenks [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling [APPROVED
2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

Chapman Rackaway [APPROVED
2017-08-18]

Chair, Course Department

Kathleen Skott-Myhre [APPROVED
2017-08-25]

Coordinator, COSS Executive Committee

University of West Georgia
Department of Political Science
ORGL 2100
Writing for Leadership

Course Description:

Move beyond the inspirational poster! In this course, students read and study the works of famous leaders as models for their own communications as leaders. Students will learn to analyze the rhetoric and persuasive techniques in the speeches, writings, and rhetoric of leaders both real and fictional, such as Shakespeare's Henry V, Winston Churchill, Sun Tzu, Marcus Aurelius, Queen Elizabeth I and others, while reading excerpts from contemporary business advice literature. Themes for the class will include: How to Inspire, How to Navigate Change, and How to Change Minds.

Learning Outcomes:

At the end of the course, students should be able to:

-identify rhetorical tools of persuasion in writing and speech

-identify productive modes of communication for leadership

-describe the themes and worldviews of selected leaders, both historical and contemporary

-begin to apply rhetorical tools and modes of leadership communication in various media

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Course View (Read Only)

Attachments

Current File: ORGL 2601 Introduction to Public Administration.docx

Originator

Political Science Department	College of Social Sciences	McLean, Dylan
Department	College	Originator

What would you like to do?

◉ Add New Course   ○ Modify Existing Course   ○ Delete Existing Course

Modifications

☐ Prerequisites   ☐ Corequisites   ☐ Description   ☐ Title   ☐ Credit   ☐ See Comments

Shared Governance Process

Senate Action Item   (See Procedure)

Course Details

ORGL	2601	Introduction to Public Administration
Prefix	Number	Course Title

This course introduces students to Public Administration, which is a sub-field of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy decision making.

Course Catalog Description

3		3	Spring - 2018	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

- ○ Library Resources are Adequate
- ○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments

Current File: ORGL 2601 Introduction to Public Administration.docx

Final Approval

David Jenks [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling [APPROVED
2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

Chapman Rackaway [APPROVED
2017-08-18]

Chair, Course Department

Kathleen Skott-Myhre [APPROVED
2017-08-25]

Coordinator, COSS Executive Committee

University of West Georgia
Department of Political Science
ORGL 2601
Introduction to Public Administration

Course Description:

This course introduces students to Public Administration, which is a sub-field of Political Science. Administrative aspects of Political Science will be examined, focusing on concepts and methods used to analyze public policy, political systems, governmental structures, bureaucracy, government and public management, and public policy decision making.

Learning Outcomes:

At the end of the course, students should be able to:

-identify and analyze the key perspectives of the managerial, political, and legal approaches to Public Administration.

-identify and evaluate how politics is central to public administration; and identify and explain the roles that public administrators play.

-distinguish public management from private management and identify the key functions of two government agencies

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllab
i.pdf

Course View (Read Only)

Attachments
Current File: ORGL 2800 Ethics and Leadership.docx

Originator

Political Science Department
Department

College of Social Sciences
College

McLean, Dylan
Originator

What would you like to do?
◉ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☐ Prerequisites ☐ Corequisites ☐ Description ☐ Title ☐ Credit ☐ See Comments

┌─ Shared Governance Process ─┐
Senate Action Item   (See Procedure)

Course Details

ORGL	2800	Ethics and Leadership
Prefix	Number	Course Title

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. Teaches students to develop ethical decision making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

Course Catalog Description

3	0	3	Spring - 2018	Yearly	Letter Grade
Lec Hrs	Lab Hrs	Credit Hrs	Effective Term	Frequency	Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

Planning Info

◉ Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change? NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments

Current File: ORGL 2800 Ethics and Leadership.docx

College Approvals

Chapman Rackaway [APPROVED 2017-08-18]

Chair, Course Department

Kathleen Skott-Myhre [APPROVED 2017-08-25]

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

University of West Georgia
Department of Political Science
ORGL 2800
Ethics and Leadership

Course Description:

The objective of this course is to explore the theories, models, and constructs related to the study and practice of ethics and leadership. It teaches students to develop ethical decision making strategies, communicate effectively in diverse group settings, value civic engagement and actively apply ethical leadership skills.

Learning Outcomes:

At the end of the course, students should be able to:

-articulate theories and models associated with ethics and leadership

-develop ethical decision making strategies

-identify organizational code of ethics and the relevance within an institution

-explain moral character and the ideal traits of a leader

-describe the ethics relevant to giving orders or directives

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Course View (Read Only)

Attachments
Current File: ORGL 2900 Policy Eval for Leaders.docx

Originator

College of Social Sciences
College

McLean, Dylan
Originator

What would you like to do?
⊙ Add New Course ○ Modify Existing Course ○ Delete Existing Course

Modifications
☑ Prerequisites ☑ Corequisites ☑ Description ☑ Title ☑ Credit ☑ See Comments

Shared Governance Process
☑ Senate Action Item   (See Procedure)

Course Details

Political Science Department
Department

ORGL | **2900**
Prefix | Number

Program and Policy Evaluation for Leaders
Course Title

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policy makers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

Course Catalog Description

3	**Spring - 2018**	**Yearly**
Lec Hrs	Effective Term	Frequency
0	**3**	**Letter Grade**
Lab Hrs	Credit Hrs	Grading

Prerequisites

Corequisites

Rationale

This course is being added to create additional core area F options for students pursuing the BS in Organizational Leadership eMajor curriculum that are consistent with the program's upper level courses. The Curriculum Leadership Committee, which consists of a representative from every eMajor partner institution and is responsible for the program's governance, suggested developing a suite of five 1/2000 level courses for this purpose. These courses will help lay a foundation for upper level coursework within the program. Adding this course to UWG's catalog is necessary to maintain consistency with our partner institutions in the eMajor collaborative.

Planning Info

○ Library Resources are Adequate
○ Library Resources Need Enhancement

Is this a SACS substantive change?   NO   (See Policy)

Present or Projected Annual Enrollment: 30

Comments

Attachments

Current File: ORGL 2900 Policy Eval for Leaders.docx

Final Approval

David Jenks [REQUIRED]

Final Approver

Other Approvals

Nicholas Sterling [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

College Approvals

Chapman Rackaway [APPROVED 2017-08-18]

Chair, Course Department

Kathleen Skott-Myhre [APPROVED 2017-08-25]

Coordinator, COSS Executive Committee

University of West Georgia
Department of Political Science
ORGL 2900
Program and Policy Evaluation for Leaders

Course Description:

Students will learn the methods of collecting, analyzing, interpreting, and communicating policy and program information used in organizational evaluations. Program and policy evaluation assists program managers and policy makers (leaders) in making decisions about which programs to fund, policies to modify, expand or eliminate. Students will learn how to be critical and effective users of evaluations. This course will examine a broad range of social and organizational policy areas including health, criminal justice (public sector), education, public finance, human services, and development.

Learning Outcomes:

At the end of the course, students should be able to:

-describe and analyze the purposes of program evaluation

-explain and justify an array of evaluation methods and approaches, including impact evaluation, cost-effectiveness analysis, cost-benefit analysis

-collect, analyze, and interpret qualitative and quantitative data

-apply methodological tools to evaluate the impact of public policies and programs

-communicate evaluation findings, options, and recommendations to a diverse audience and integrate evaluation standards into their research, analysis, and recommendations in an ethical, sensitive, and culturally inclusive manner

UWG Common Language for Course Syllabi
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllab
i.pdf

Program View (Read-Only)

Originator

College of Science and Mathematics	Chemistry Department	Basu-Dutt, Sharmistha
College	Department	Originator

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Information Item (See Procedure)

Program Selection

College of Science and Mathematics	Bachelor of Science with a Major in Chemistry	ACS Track - Biochemistry option B
College	Existing Program (as shown in the DMA)	Track or Concentration

Bachelor of Science with a Major in Chemistry	ACS Track - Biochemistry option B	On Campus
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)	Track or Concentration Name (You can only edit this if you checked 'Track/Concentration Name' in the Modifications box)	Program Location

Bachelor of Science		
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)	Fall 2017	
	Effective Semester/Year	

Modification Details

Removing ACS Option B because it was incorporated in the more flexible Option A. Option A changes were approved through faculty governance in Spring 2017 which ensured that no students would see interruptions in their progression to get a Chemistry degree.

(Max 4000 characters)

Rationale

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

- ☐ Significant departure from previously approved programs
- ☐ New instructional site at which more than 50% of program is offered
- ☐ Change in credit hours required to complete the program
- ☐ Program deactivation
- ☑ None of these apply

Comments

Removing ACS Option B because it was incorporated in the more flexible Option A. changes were approved through faculty governance in Spring 2017 which ensured students would see interruptions in their progression to get a Chemistry degree.

(Max 4000 characters)

College Approvals

Sharmistha Basu-Dutt   [APPROVED 2017-04-06]

Chair, Course Department

Scott Gordon   [APPROVED 2017-05-30]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling   [APPROVED 2017-09-06]

Chair, Undergraduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIR

Final Approver

Addendum II

Program View (Read-Only)

Originator

College of Education	Literacy and Special Education	Bucholz, Jessica
College	Department	Originator

What would you like to do?

○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications

☐ Program Name   ☐ Program Description   ☐ Degree Name   ☑ See Comments

Shared Governance Process

Senate Information Item   (See Procedure)

Program Selection

College of Education	Master of Education with a Major in Special Education and Teaching, General
College	Existing Program (as shown in the DMA)

Master of Education with a Major in Special Education and Teaching, General
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Master of Education
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Fall	2017
Effective Semester/Year	

On Line	Graduate
Program Location	Degree Level

Current admission criteria:
Complete requirements for a Bachelors degree from an accredited institution
Present a cumulative 3.0 (4.0 scale) grade point average or higher on all undergraduate work
Present a current renewable certificate in Special Education
Present current official scores on the Graduate Record Examination (GRE) showing competitive scores
Submit a personal statement of purpose, not to exceed 200 words, that identifies the applicant's reasons for pursuing graduate study

Proposed admission criteria:
Complete requirements for a Bachelors degree from an accredited institution
Present a cumulative 3.0 (4.0 scale) grade point average or higher on all undergraduate work
Present a current renewable certificate in Special Education

(Max 4000 characters)

The changes are to align with other admission requirements of MEd programs in the COE and to be competitive with programs at other institutions. The faculty believe the decrease in the number of applicants has been due to the more rigorous requirements for admission that are not required of other programs.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix

Send questions to cjenks@westga.edu

Check all that apply to this program

- [ ] Significant departure from previously approved programs
- [ ] New instructional site at which more than 50% of program is offered
- [ ] Change in credit hours required to complete the program
- [ ] Program deactivation
- [x] None of these apply

Comments

The changes are to align with other admission requirements of MEd programs in the COE and to be competitive with programs at other institutions. The faculty believe the decrease in the number of applicants has been due to the more rigorous requirements for admission that are not required of other programs.

(Max 4000 characters)

College Approvals

John Ponder   [APPROVED 2017-02-16]

Chair, Course Department

Laura Smith   [APPROVED 2017-04-03]

Associate Dean, College of Education

Other Approvals

Susan Hall Webb   [APPROVED 2017-09-08]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Program View (Read-Only)

Attachments
Current File: EDDSI Application Modification - GRE Writing Score.docx

Originator

College of Education
College

Leadership, Research, and School Improvement
Department

Varga, Mary Alice
Originator

What would you like to do?
○ Add New Track/Concentration ● Modify Existing Program ○ Deactivate Existing Program ○ Terminate Existing Program ○ Add New Program

Modifications
☐ Program Name ☐ Program Description ☐ Degree Name ☑ See Comments

Shared Governance Process

Senate Information Item   (See Procedure)

Program Selection

College of Education
College

Doctor of Education with a Major in School Improvement

Doctor of Education with a Major in School Improvement
Existing Program (as shown in the DMA)

Online
Program Location

Graduate
Degree Level

Doctor of Education with a Major in School Improvement
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Doctor of Education
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Fall   2017
Effective Semester/Year

Modification Details

The School Improvement Doctoral Program currently requires applicants to complete the verbal and quantitative portions of the GRE and does not require the Writing portion of the GRE as part of the application process. We would like to modify these admission requirements to include the GRE Writing score.

(Max 4000 characters)

Attachments

Current File: EDDSI Application Modification - GRE Writing Score.docx

Rationale

Since the major culminating project in the doctoral program is writing a dissertation, the Writing Score would be an important factor to assist with choosing competitive candidates for the program.

A 4.0 recommended Writing Score will be communicated as the preferred score for applicants. Kaplan notes a 4.0 as a moderate score.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the Policy Summary and Decision Matrix
Send questions to cjenks@westga.edu

Check all that apply to this program
- ☐ Significant departure from previously approved programs
- ☐ New instructional site at which more than 50% of program is offered
- ☐ Change in credit hours required to complete the program
- ☐ Program deactivation
- ☑ None of these apply

Comments

Modification to admission requirements.

(Max 4000 characters)

College Approvals

Laura Smith   [APPROVED 2017-04-14]

Associate Dean, College of Education

Andy Nixon   [APPROVED 2017-04-13]

Chair, Course Department

Other Approvals

Susan Hall Webb   [APPROVED 2017-09-08]

Chair, Graduate Programs Committee

Julia Farmer   [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks   [REQUIRED]

Final Approver

Addendum III

112 Educational and Professional Leave

Leaves of absence of one year or less with or without pay may be granted by the institution's president and reported to the Chancellor. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee. (For paid leave, see 112.01. For unpaid leave, see 112.02). When funds are available, leaves with pay may be granted for the purpose of scholarly work and encouraging professional development. Such leaves are for a calendar year or less and are subject to renewal.

112.01 Faculty Paid Educational and Professional Leave

Faculty paid leave is one mechanism for encouraging professional growth and development. Paid leave shall be granted only for the purposes of promoting scholarly work and encouraging professional development. The University of West Georgia shares with other universities the traditional responsibilities to discover, develop, preserve and disseminate knowledge. Much of this mission is realized through the professional, scholarly and creative activities of faculty members and through their interactions with students. Therefore, faculty development is a critical element in reaching West Georgia's goal of achieving educational excellence within a personal environment.

112.0101 Eligibility and Application Procedures

A. Tenured faculty may apply for paid leave during or after their sixth year of full-time service at the University of West Georgia. Faculty members who are being reviewed for tenure are not eligible to apply for paid leave during that year.

Applications are due on or before December 1st for the following academic year. Exceptions to the application deadline or the period of leave are subject to individual review.
Applications are submitted to the department chair/director for department recommendation. Applications must include a current curriculum vita and a proposal for activities to be accomplished should the leave be granted. The proposal should include a clear statement of the nature, significance and objectives of the project, specific plans for completing it, the tangible results expected, and a statement of how this project will benefit the faculty member's department, College or the University as a whole. Proposal activities would ordinarily focus on research and/or creative endeavors, although proposals for specific activities aimed at significant improvements in pedagogical practices and student learning will be considered. The department chair or library unit head will forward all applications submitted, accompanied by his/her recommendation, to the Dean of the College/Dean of Libraries for a decision.

B. At the time of application, the faculty member will be asked to sign an agreement indicating that:

> 1. for a leave with pay of less than one year, the faculty member agrees to return to the institution at the end of the leave for a period of at least one year.

Deleted: Leaves of Absence

Deleted: Subject to approval by the Board of Regents,

Deleted: leaves of absence without pay may be granted for a period of not more than one calendar year for graduate study, military service, health reasons, or service or research for other institutions or agencies. Renewals may be requested for similar reasons.

Deleted: partial

Deleted: Only persons who have been employed by University of West Georgia for at least three years are eligible.

Deleted: Time spent on any type of leave of absence is not counted as full-time service.

Deleted: up to one year

2. for a one year leave with pay , the faculty member agrees to return to the institution at the end of the leave for a period of at least two years.
3. in the event that the faculty member does not return to the institution for the full amount of time specified in the agreement, he or she agrees to reimburse the University for the amount of compensation while on leave, as well as any other expenses paid by the University during the leave, including all benefit costs.

C. Faculty may be granted an award of paid leave no more often than every seventh year.

112.0102 Awards

Granting of leave will depend upon availability of resources to fund the hiring of part-time or replacement faculty and upon the merit of the proposal. The most common award options would be one year (two semesters) off with 1/2 pay or 1/2 year (one semester) off with full pay; however, other arrangements which better meet the needs of the individual faculty member's project may be considered. Leaves with pay will require that the appropriate Dean certify that during the leave, the unit will be able to:

1. Satisfactorily carry on its instructional, research and administrative activities.
2. Fulfill obligations to graduate students or honors students whose programs or theses are being directed by the faculty member.

Faculty members granted leave on the basis of the activities included in the proposal must file a report with the department chair/library unit head and Dean indicating what was accomplished during paid leave. A public presentation is also required when the faculty member returns to teaching and/or other duties.

112.02 Faculty Unpaid Educational and Professional Leave
Leaves of absence of one year or less without pay may be granted by the institution's president and reported to the Chancellor. Such a request must be approved by the department chair, dean, and the Provost. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

Deleted: leaves of a
Deleted: or greater (with pay)
Deleted: of fulltime service at the University of West Georgia

112 Educational and Professional Leave

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112.0101 Eligibility and Application Procedures

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Applications are due on or before December 1st for the following academic year. Exceptions to the application deadline or the period of leave are subject to individual review. Applications are submitted to the department chair/director for department recommendation. Applications must include a current curriculum vita and a proposal for activities to be accomplished should the leave be granted. The proposal should include a clear statement of the nature, significance and objectives of the project, specific plans for completing it, the tangible results expected, and a statement of how this project will benefit the faculty member's department, College or the University as a whole. Proposal activities would ordinarily focus on research and/or creative endeavors, although proposals for specific activities aimed at significant improvements in pedagogical practices and student learning will be considered. The department chair or library unit head will forward all applications submitted, accompanied by his/her recommendation, to the Dean of the College/Dean of Libraries for a decision.

B. At the time of application, the faculty member will be asked to sign an agreement indicating that:
> 1. for a leave with pay of less than one year, the faculty member agrees to return to the institution at the end of the leave for a period of at least one year.

2. for a one year leave with pay , the faculty member agrees to return to the institution at the end of the leave for a period of at least two years.
3. in the event that the faculty member does not return to the institution for the full amount of time specified in the agreement, he or she agrees to reimburse the University for the amount of compensation while on leave, as well as any other expenses paid by the University during the leave, including all benefit costs.

C. Faculty may be granted an award of paid leave no more often than every seventh year.

112.0102 Awards

Granting of leave will depend upon availability of resources to fund the hiring of part-time or replacement faculty and upon the merit of the proposal. The most common award options would be one year (two semesters) off with 1/2 pay or 1/2 year (one semester) off with full pay; however, other arrangements which better meet the needs of the individual faculty member's project may be considered. Leaves with pay will require that the appropriate Dean certify that during the leave, the unit will be able to:

1. Satisfactorily carry on its instructional, research and administrative activities.
2. Fulfill obligations to graduate students or honors students whose programs or theses are being directed by the faculty member.

Faculty members granted leave on the basis of the activities included in the proposal must file a report with the department chair/library unit head and Dean indicating what was accomplished during paid leave. A public presentation is also required when the faculty member returns to teaching and/or other duties.

112.02 Faculty Unpaid Educational and Professional Leave
Leaves of absence of one year or less without pay may be granted by the institution's president and reported to the Chancellor. Such a request must be approved by the department chair, dean, and the Provost. Extensions of such leaves, or the initial granting of leaves of more than one year, require the approval of the Chancellor or his/her designee.

Addendum IV

114 Outside Employment and Consulting

114.01 Policy. Full-time members of the faculty, staff and administration are encouraged to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University.

Board of Regents' policy requires that institutions have procedures in place for authorizing outside employment of faculty members and ensuring that such employment does not constitute a conflict of interest or interfere with the performance of the faculty member's full-time duties. Board policy further requires that the institution be reimbursed for any use of institutional facilities, resources, and services used in outside employment. For ongoing outside employment, approval must be requested each academic year.

114.02 Authorization Procedure. Department chairs and unit supervisors shall be responsible for approving and reporting the outside professional activities of the faculty and staff who report to them.

Before engaging in outside employment, including teaching at another institution (e.g., e-core, e-major, Kaplan), faculty members must submit a memorandum to their department chair requesting authorization. In addition to the department chair, authorization for outside employment must also be approved by the college dean and the Provost and Vice President for Academic Affairs (as designee of the President). If a faculty member consults for/with another USG institution, he or she is to follow BOR policy (BOR 8.2.15.2).

114.0201 Format
The memorandum to the Department Chair should indicate:

A.   Nature of the outside employment.
B.   Times and period during which the work will be performed.
C.   Statement that the work will not constitute a conflict of interest and will not interfere with full-time duties.
D.   Indication of whether institutional facilities, resources, or services will be used and, if so, to what extent.

114.0202 Operational Definitions

A. Conflict of Interest: Any outside activity that would bring personal interest, monetary or otherwise, into apparent conflict with responsibility to serve the interests of the institution or that would raise doubts about the objectivity and impartiality of one's professional judgment.

B. Interference: Any activity that unduly detracts in time, energy, or concentration from commitment to full-time duties. In general, time spent in outside employment should not average more than one day a week during regular semesters.

C. Reimbursement: Reimbursement does not ordinarily apply to traditional, encouraged faculty activities related to instruction and research, such as publication of profession-related books, articles, and software, speaking engagements, or grants. Reimbursement need not apply in cases of inconsequential expense. However, common sense and fairness do apply: if a faculty member is using university resources for personal gain, the institution is due reimbursement for resources used, and the faculty member should work out with the chair and dean a fair rate of reimbursement, which Board policy indicates should be "consistent with rates charged outside groups or persons." (Provost and Vice President for Academic Affairs, Rev. 10/94)

Any member of the faculty, staff, or administration who uses institutional personnel, facilities, equipment and/or materials in any of the above-mentioned approved professional/public service activities or in any occupation, pursuit, or endeavor not related to duties assigned to or expected of him or her by University of West Georgia is required to reimburse the institution at rates 74 consistent with those charged outside groups or persons. (See Board of Regents Policy Manual, Section 914.02 and 802.1602.)

In order to avoid a conflict of interest, a full-time member of the faculty, staff, or administration shall not engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of his or her official duties.

A full-time member of the faculty, staff or administration who plans to engage in an outside activity which necessitates (1) absence from work, (2) cancellation of classes or activities for which he or she is directly responsible, (3) rescheduling of classes or office hours, or (4) delay in submitting grades or reports must secure the prior approval of his or her department chair or unit supervisor.

The President of the University shall be responsible for the establishment and implementation of administrative procedures to ensure that policies governing outside activities are enforced in an equitable manner.

Any member of the faculty, staff or administration who believes that there has been an infringement of his or her rights related to outside activities shall have the right to appeal (See Article VI, Section 2, UWG Statutes).

114 Outside Employment and Consulting

114.01 Policy. Full-time members of the faculty, staff and administration are encouraged to engage in outside activities which enable them to use their professional expertise and to increase the quality and quantity of public services offered through the University.

Board of Regents' policy requires that institutions have procedures in place for authorizing outside employment of faculty members and ensuring that such employment does not constitute a conflict of interest or interfere with the performance of the faculty member's full-time duties. Board policy further requires that the institution be reimbursed for any use of institutional facilities, resources, and services used in outside employment. For ongoing outside employment, approval must be requested each academic year.

114.02 Authorization Procedure. Department chairs and unit supervisors shall be responsible for approving and reporting the outside professional activities of the faculty and staff who report to them.

Before engaging in outside employment, including teaching at another institution (e.g., e-core, e-major, Kaplan), faculty members must submit a memorandum to their department chair requesting authorization. In addition to the department chair, authorization for outside employment must also be approved by the college dean and the Provost and Vice President for Academic Affairs (as designee of the President). If a faculty member consults for/with another USG institution, he or she is to follow BOR policy (BOR 8.2.15.2).

114.0201 Format
The memorandum to the Department Chair should indicate:

A.   Nature of the outside employment.
B.   Times and period during which the work will be performed.
C.   Statement that the work will not constitute a conflict of interest and will not interfere with full-time duties.
D.   Indication of whether institutional facilities, resources, or services will be used and, if so, to what extent.

114.0202 Operational Definitions

A. Conflict of Interest: Any outside activity that would bring personal interest, monetary or otherwise, into apparent conflict with responsibility to serve the interests of the institution or that would raise doubts about the objectivity and impartiality of one's professional judgment.

B. Interference: Any activity that unduly detracts in time, energy, or concentration from commitment to full-time duties. In general, time spent in outside employment should not average more than one day a week during regular semesters.

C. Reimbursement: Reimbursement does not ordinarily apply to traditional, encouraged faculty activities related to instruction and research, such as publication of profession-related books, articles, and software, speaking engagements, or grants. Reimbursement need not apply in cases of inconsequential expense. However, common sense and fairness do apply: if a faculty member is using university resources for personal gain, the institution is due reimbursement for resources used, and the faculty member should work out with the chair and dean a fair rate of reimbursement, which Board policy indicates should be "consistent with rates charged outside groups or persons." (Provost and Vice President for Academic Affairs, Rev. 10/94)

Any member of the faculty, staff, or administration who uses institutional personnel, facilities, equipment and/or materials in any of the above-mentioned approved professional/public service activities or in any occupation, pursuit, or endeavor not related to duties assigned to or expected of him or her by University of West Georgia is required to reimburse the institution at rates 74 consistent with those charged outside groups or persons. (See Board of Regents Policy Manual, Section 914.02 and 802.1602.)

In order to avoid a conflict of interest, a full-time member of the faculty, staff, or administration shall not engage in any occupation, pursuit or endeavor which will interfere with the regular and punctual discharge of his or her official duties.

A full-time member of the faculty, staff or administration who plans to engage in an outside activity which necessitates (1) absence from work, (2) cancellation of classes or activities for which he or she is directly responsible, (3) rescheduling of classes or office hours, or (4) delay in submitting grades or reports must secure the prior approval of his or her department chair or unit supervisor.

The President of the University shall be responsible for the establishment and implementation of administrative procedures to ensure that policies governing outside activities are enforced in an equitable manner.

Any member of the faculty, staff or administration who believes that there has been an infringement of his or her rights related to outside activities shall have the right to appeal (See Article VI, Section 2, UWG Statutes).

Addendum V

Appendix F: Policies and Procedures Article IV, Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate (Revised March 12, 2010)

The Senate shall be comprised solely of the voting members of the General Faculty as defined in Article I, Section 2C of the Statutes. Its membership shall include:

1. The President, an ex-officio (nonvoting) member;

2. The Provost and Vice President for Academic Affairs, an ex-officio (nonvoting) member;

3. Chair of the Senate;

4. Chair-Elect of the Senate, an ex-officio (nonvoting) member, or Past Chair of the Senate, an ex-officio (nonvoting) member;

6. Duly elected senators, apportioned to each college, the School of Nursing and the Library, such that the number of senators allocated to each unit shall equal 10% of their full-time faculty. The Library and the School of Nursing shall elect their senators at large. For the colleges, each department within a college elects one senator and the remaining senators allocated to that college are elected at-large by the college. Should any department fail to elect a senator in an election cycle for which it has a vacancy, that vacancy will be added to the at-large pool for its college for that election.

7. Executive Secretary

B. The Chair of the Faculty Senate

With the consent of the President of the University, the Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as the representative of the University of West Georgia to the University System of Georgia Faculty Council; serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training for new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence; and mentoring the current Chair-Elect.

    1. Eligibility

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In order to run for Chair-Elect of the Senate, a person must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate.

2. Election of the Chair of the Faculty Senate
At the March meeting of the Faculty Senate in the current Chair's first year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair-Elect; in conjunction with the spring General Faculty Meeting the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the newly elected Chair-Elect is currently a member of the Senate, he or she will resign his or her Senate seat (and committee assignments) before assuming the role of the Chair-Elect and will be replaced by an election within the person's respective college or school.

3. Term of Office
The Chair-Elect of the Faculty Senate will begin service on June 1 following his or her election for a one-year term in that position. Consecutively, he or she will automatically serve a two-year term in office as Chair of the Faculty Senate, followed by a one-year term as Past Chair of the Faculty Senate.

4. Support
To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Chair of the Faculty Senate shall receive reassigned time of one-course per semester or the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Chair's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release.

C. The Responsibilities of the Chair-Elect of the Faculty Senate

The Chair-Elect will serve as an *ex officio* member of the Faculty senate for one year before taking office as Chair. While serving in the position, the Chair-Elect will learn the responsibilities of the Chair of the Faculty Senate and will be mentored by the current Chair. Responsibilities for the Chair-Elect will include the following: attend monthly Faculty Senate meetings as an ex officio member; attend occasional President's Advisory Council (PAC) meetings; attend one state-level meeting for Faculty Senate leaders during the year. Should the Chair of the Faculty Senate be absent, the Chair-Elect shall preside. Should the position of the Chair of the Faculty Senate become vacant between elections, the Chair-Elect of the Faculty Senate shall fill the vacancy.

D. The Past Chair of the Faculty Senate

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After the two year term in office, the Chair of the Senate will serve a one (1) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

E. The Executive Secretary

The Secretary of the General Faculty shall serve as the ex-officio (nonvoting) Executive Secretary of the Senate. His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

1. Support
    To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Executive Secretary shall receive reassigned time of one-course per year or the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Secretary's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release

F. The Executive Committee of the Faculty Senate

The Faculty Senate shall include an Executive Committee with the following functions and composition.
1. Functions. The Executive Committee shall have broad responsibility for:
    a. Planning and facilitating the activities of the Senate, including the following functions: assign senators to Senate standing committees and subcommittees; create ad hoc Senate committees and assign senators; assign senators to such non-senate university committees, task forces and search committees as may be needed; propose any legislation to the Senate the Executive Committee may deem appropriate.
    b. Overseeing the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
    c. Interviewing candidates for university-wide positions and provide evaluations to the appropriate search committees.
2. Composition. The Executive Committee shall be composed of the chairs of the Senate standing committees, the Chair of the Senate, the Chair-Elect or Past Chair of the Senate, the Executive Secretary, the President of the University, and the Provost of the University.

G. Election of the Faculty Senate

The following shall be the rules which govern election to the Senate, with the exception that in any year in which a college is reorganized in such a manner as to

affect the ability to adhere to these rules, the Executive Committee shall have the authority to allow exceptions to these rules as it may deem necessary.

1. Senators shall be elected for a term of three (3) years from the General Faculty, excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. Terms shall be staggered with one-third elected each year. Senators may be re-elected; however, no senator shall be eligible for re-election until at least one (1) year after completion of his or her second consecutive full (three-year) term.

2. In case of a temporary vacancy of at least one semester, a replacement shall be elected by the unit of the absent senator to serve during his or her absence.

3. By February 15th of each year the Executive Secretary shall notify, in writing, the dean or head of each unit and the Provost and Vice President for Academic Affairs of the number of Senate positions to be filled by each unit.

4. All members of a unit who meet the requirements set forth above are eligible to be elected as senators. To be elected a person must receive a majority of the votes cast at a meeting of the members of his or her unit which has been called for that specific purpose. That meeting should be held before April 7th, and must be announced at least two weeks prior to being held. Senators shall be elected on a basis of representative faculty participation, and consistent with the provisions of A (3) above, and shall be inaugurated at the last meeting of the Faculty Senate in spring semester. (The newly constituted Senate and its committees shall begin office the first meeting of Summer semester.) The dean or head of each unit shall notify, in writing, the Chair of the Faculty Senate, the Executive Secretary of the Faculty Senate and the Provost and Vice President for Academic Affairs of the election results by the agenda deadline for the final Spring semester meeting of the Faculty Senate.

5. The composition of the Senate shall be reviewed at least every five (5) years by the Senate Rules Committee. When revisions in numbers or representation are made, the terms of newly elected senators shall be modified, if necessary to one-year, two-year, or three-year terms to maintain a balanced rotating membership among units.

6. Unexpired terms of Chair of the Senate shall be filled by the same procedure used in the initial election.

H. Standing Committees, Purpose

The Senate shall empower standing committees (listed in I below) to recommend policy and/or procedures on all matters appropriate to their respective areas of

concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation.   The effective working system of the Senate, then, will consist of the standing committees. The Senate Rules Committee reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

I.   Standing Committees, Functions

In order to fulfill its purposes with representation from its membership, each standing committee shall set meetings that do not conflict with the contractual obligations of its members.

J.   Standing Committee, Membership and Purpose
Each Faculty Senate Committee shall be assigned senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

1.   Undergraduate Programs Committee
Purpose: to receive and consider requests for modifications to the undergraduate curriculum as specified in the UWG Shared Governance Procedures for Modifications to Academic Programs and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning undergraduate degrees and academic programs (including majors, concentrations and minors) and individual undergraduate courses; to advise on incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews. The Core, Honors, and Interdisciplinary Programs (CHIP) subcommittee of this committee, consisting of four senators and three representatives, will make recommendations about curricula in the stated areas. The members of this sub-committee will be chosen by the committee as a whole.

Membership: ten senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Registrar and a Provost appointee will sit on the main committee; the Dean of the Honors College and the Executive Director of Interdisciplinary Programs will sit on the CHIP subcommittee; one student, appointed by SGA. (Total: 22)

2.   Graduate Programs Committee
Purpose: to receive and consider requests for modifications to the graduate curriculum as specified in the UWG Shared Governance Procedures for Modifications to Academic Programs and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on

incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews; and to develop policies regarding graduate faculty.

Membership: five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

3. Academic Policies Committee.
   Purpose: to recommend policy and procedures concerning advising, undergraduate admissions, retention, progression and graduation, registration, University calendar, class scheduling, final examination scheduling, testing, advanced placement and other programs regarding dual enrolled students, commencement, and catalog-- including catalog content; to consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support, Testing, Registrar, Registration and Records. It is recommended that members of this committee also serve as Senate representatives on non-Senate university committees designated for decision making regarding the above items. The chair of the Academic Policies Committee will represent the Senate on the university calendar committee.

   Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Registrar, one appointed by the Provost, and one appointed by the Senior Diversity Officer; one student, appointed by SGA. (Total: 15)

4. Faculty Development Committee.
   Purpose: to recommend policy concerning appointments, promotions, tenure, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to determine the allocation of UWG funded grant support; to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored projects, and other faculty development issues as may be requested by administration; A member of this committee will serve as Senate representative on the Alternative Dispute Resolution Committee. It is also recommended that a member of this committee serve on the university's advisory committee on honorary degrees.

   Membership: five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, the Library; three administrators: one appointed by the Provost and Vice President for

Academic Affairs; one appointed by the Senior Diversity Officer; and the University Counsel. (Total: 15)

5. <u>Institutional Planning Committee</u>.
   Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, including the integration of technology into the strategic mission of the University, and SACSCOC and specialized accreditations; to advise regarding the development of Quality Enhancement Plans (QEP) and campus development; and to monitor the implementation of the University's strategic plan. It is recommended that members of this committee be invited to represent the Senate on related committees across campus, e.g., QEP.

   Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Associate Vice President for Institutional Effectiveness and Assessment and one appointed by the Provost and Vice President for Academic Affairs; one student, appointed by SGA. (Total: 14)

6. <u>Student Affairs Committee</u>.
   Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and Enrollment Management and to recommend policy and procedures concerning financial aid, orientation, housing, health, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, and other student matters referred to the committee. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., SAFBA.

   Membership: three senators; seven faculty, one elected from each the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President for Student Affairs and Enrollment Management, and one by the Dean of the Graduate School; two students, one appointed by SGA and one appointed by the Dean of the Graduate School. (Total: 15)

7. <u>Facilities and Information Technology Committee</u>.
   Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and the Vice President for Information Technology and Chief Information Officer; to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone services, mail services, technology planning and support, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be

invited to serve on related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

Membership: three senators; seven faculty, one elected from the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library: three administrators, one appointed by the Provost and Vice President for Academic Affairs; one by the Vice President of Business and Finance; and one by the Vice President of Information Technology and Chief Information Officer; one student, appointed by SGA. (Total: 14)

8. Intercollegiate Athletics and University Advancement Committee.
Purpose: to serve in an advisory capacity to the Vice President of Business and Finance and Vice President for University Advancement, to recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association and accreditation rules and regulations; to recommend policy and procedures concerning university public relations, alumni relations, marketing, university events, and convocations; to consult on priorities for fund raising and capital campaigns. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., athletic budget, graduation ceremony planning committee.

Membership: three senators; eight faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; and the University's NCAA Faculty Athletics Representative; three administrators: the Director of Athletics; one appointed by the Provost, and one by the Vice President for University Advancement; one student, appointed by SGA (Total: 15)

9. Budget Committee.
Purpose: to serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Finance; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the Director of Budget Services and one each appointed by the Provost, the Vice President for
Student Affairs and Enrollment Management, the Vice President for Business and Finance, the Vice President for University Advancement; one student, appointed by SGA. (Total: 17)

10. Rules Committee.
Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and

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its committees and the rules under which they operate; to resolve disputes between Senate committees, to recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the UWG Faculty Handbook, Statutes, Bylaws, Policies, and Procedures, and any operating protocols the Senate establishes.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)

11. Diversity and Internationalization Committee.
    Purpose: to advise the Senior Diversity Officer; to advise the Center for Diversity and Inclusion; to advise on issues of internationalization; to advise and consult regarding adherence to Title IX requirements; to advise on incorporating diversity and inclusion into curricula as appropriate. One member of the committee will represent Faculty Senate on the Education Abroad Advisory Council. It is also recommended that a member of this committee serve on other related committees across campus, e.g. Presidential Committee on Campus Inclusion.

    Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost; the University General Counsel; one appointed by the Director of International Student Admissions and Programs; and one appointed by the Senior Diversity Officer; one student, appointed by SGA (Total: 15)

12. Teaching, Learning, & Assessment Committee.
    Purpose: to advise the Provost and Vice President for Academic Affairs and the Vice President for Information Technology and Chief Information Officer; to consult with ITS regarding issues related to instruction and research on campuses and online; to advise and assist with QEP implementation; to advise the Center for Teaching and Learning; and to advise the Executive Director of Extended Learning (eCore, continuing education, distance and distributed education, satellite campuses.) It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology fees committee, assessment committee.

    Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost and Vice President for Academic Affairs, one appointed by the Vice President for Information Technology and Chief Information Officer, one appointed by the Executive Director of Extended Learning, and the Director of Assessment; one student, appointed by SGA. (Total: 15)

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A. Standing Committees, Restriction on Membership

1. The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. Graduate students shall be appointed by the Dean of the Graduate School.

2. The President, Provost and Vice President for Academic Affairs, Chair of the Senate, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee.

3. The faculty representatives on the committees shall be elected from faculty excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. The faculty representation, including senators, on each committee shall be assigned to various committees as outlined in F above.

4. The Executive Secretary shall notify, in writing, the Chair of the Senate, the Deans of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; and the Provost and Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15th.

5. Election of non-senators to committees shall proceed in each of the following seven units: the College of Arts and Humanities, the College of Science and Mathematics, the College of Social Sciences, the College of Business, the School of Nursing, the College of Education and the Library. The faculty of each unit shall elect its representatives by whatever rules that unit has approved for doing so, no later than April 15. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Administrative, ex officio appointments will be likewise reported.

B. Terms of Office for Committee Members

1. Elected members shall serve a two-year term and shall serve no more than two full terms consecutively on the same committee. Exceptions can be made upon reorganization/recomposition.

2. Newly elected members will assume their term effective June 1.

3. Senate members ordinarily shall serve on the same committee until completion of their terms.

4. Unexpired terms due to permanent loss of a committee member shall be filled by election from the unit of the member whose term is to be filled. In case of temporary vacancy of at least one (1) semester, a replacement shall be elected by the member's unit to serve during the absence of the elected committee member.

C. Standing Committee Recommendations

1. Recommendations from standing committees shall routinely be presented to the full Senate. The Senate by majority vote may submit such recommendations to the President for his or her approval, or refer them back to appropriate committees for further consideration, providing appropriate reason(s) for nonacceptance. The Senate shall develop effective written means of communicating all actions to the General Faculty. On petition of twenty five (25) percent of the General Faculty, the President of the University shall call the General Faculty into special session to consider any action of the Senate, provided notice and agenda of the meeting are given to each member of the General Faculty at least five (5) days before the date of such meeting.

2. Upon receipt of a recommendation from the Senate, the President within thirty (30) days, shall either approve or disapprove the recommendation. The recommendations will become official policy when approved by the President, except when approval by the Chancellor or Board of Regents is required. If a recommendation from the Senate to the President is not accepted, the President shall report in writing to the Senate his or her reasons for rejecting the recommendation and upon two-thirds vote of the Senate the matter shall be referred to the General Faculty for consideration and recommendation.

D. Ad Hoc Committees, Subcommittees and Task Forces

The Senate or Executive Committee may appoint ad hoc committees. Also each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

Section 3. Modification

Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty which may be taken either at a physical meeting or by means of electronic or other written forms of balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10

university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

University of West Georgia

ARTICLE I. BY-LAWS OF THE GENERAL FACULTY

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair:	The President of the University
Vice Chair: Affairs	The Provost and Vice President for Academic
Secretary:	An elected faculty member
Parliamentarian:	An elected faculty member

B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the chair is absent or when the chair desires to participate actively in the debate on the floor.

C. REGULAR MEETINGS. The General Faculty shall hold at least one meeting in each academic semester. Items may be placed on the agenda by any member or department by submission in writing to the Secretary. The agenda shall be distributed to each member at least one week prior to the meeting. The agenda may be amended at a regular meeting by two-thirds vote.

D. SPECIAL MEETINGS. Special meetings of the General Faculty may be held on call by the President. In addition, the President shall call a meeting of the General Faculty on application of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including notice of the items to be considered at the meeting. Additional items may be placed on the agenda at special meetings by two-thirds vote.

E. QUORUM. A quorum at regular and special meetings of the General Faculty shall be as defined in the current version of Roberts Rules of Order. No vote shall be taken at a meeting of the General Faculty unless a quorum is present.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on

request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

G. All actions of the General Faculty shall be in the form of recommendations to the President of the University. Should the President approve these actions, he or she shall inform the General Faculty at the next regular or special meeting, of the actions taken to implement these recommendations. If any action of the General Faculty should be vetoed by the President, the President shall, no later than thirty (30) days after the action by the General Faculty, submit to the General Faculty in writing his or her reasons for rejecting the action. If the matter should be approved again by a two-thirds vote of the General Faculty, a quorum being present and voting, the issue shall be submitted by the President to the Chancellor's Office for consultative purposes.

ARTICLE II. BY-LAWS OF OTHER FACULTIES OF THE UNIVERSITY

The By-Laws of the General Faculty shall apply to the other faculties of the University, except that the presiding officers shall be the deans of the respective colleges, and other officers of the body shall be determined by the faculty members of that body.

ARTICLE III. BY-LAWS OF THE FACULTY SENATE

A. MEETINGS. Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

B. AGENDA. The agenda of the Senate shall be prepared by the Executive Secretary of the Senate. Normally new business intended for discussion by the Senate shall be presented in writing to the

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Executive Secretary one week in advance of the regular meeting. Senate agendas may be amended by two-thirds vote of the members present.

C. MEETINGS OF THE STANDING COMMITTEES. Standing Committees of the Senate shall meet not less than once each semester, with meeting announcements to be mailed to each committee member at least five (5) scheduled University calendar days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. Official copies of committee minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

D. CHAIRS OF THE STANDING COMMITTEES. At the first meeting of the year, each committee will elect a senator member as chair-elect. If the chair-elect is not the current committee chair, the chair will work closely with the chair-elect throughout the academic year in order to prepare him or her to take over as committee chair the following year. Results of the election will be reported within one (1) week, in writing, to the Executive Secretary of the Faculty Senate and the Provost and Vice President of Academic Affairs. The new chair shall take office on June 1.

E. VOTING. Voting in the Senate shall be by either voice or show of hands. At the discretion of the presiding officer or by request of one (1) senator, vote will be by roll-call, with the vote of each senator recorded in the minutes. Voting in the committees shall be by a show of hands, and a record shall be kept of vote totals.

F. QUORUM. A quorum for the Senate and its committees shall be fifty (50) percent of the membership of the respective bodies.

ARTICLE IV. RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of all the bodies described in these By-Laws in all cases where they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order a given body may adopt.

ARTICLE V. AMENDMENT OR REPEAL OR BY-LAWS

Motion for change or repeal of these By-Laws shall be presented in writing to all members of the General Faculty. The proposed amendment shall be voted on either: 1) at the next meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic or other written balloting independent of a meeting.

Deleted: The official file of the minutes of each committee meeting shall be kept in the Registrar's Office.

Deleted: Each Senate committee shall annually elect one (1) faculty member of the Senate as chair. The election shall be held at a special meeting of the continuing members and the newly selected members of the committee to be called by the out-going chair before the end of each spring semester.

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In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

Appendix F: Policies and Procedures Article IV, Faculties of the University

Section 2. Faculty Senate Organization

A. Composition of the Senate <mark>(Revised March 12, 2010)</mark>

The Senate shall be comprised solely of the voting members of the General Faculty as defined in Article I, Section 2C of the Statutes. Its membership shall include:

1. The President, an ex-officio (nonvoting) member;

2. The Provost and Vice President for Academic Affairs, an ex-officio (nonvoting) member;

3. Chair of the Senate;

4. Chair-Elect of the Senate, an ex-officio (nonvoting) member, or Past Chair of the Senate, an ex-officio (nonvoting) member;

5. Duly elected senators, apportioned to each college, the School of Nursing and the Library, such that the number of senators allocated to each unit shall equal 10% of their full-time faculty. The Library and the School of Nursing shall elect their senators at large. For the colleges, each department within a college elects one senator and the remaining senators allocated to that college are elected at-large by the college. Should any department fail to elect a senator in an election cycle for which it has a vacancy, that vacancy will be added to the at-large pool for its college for that election.

6. Executive Secretary

B. The Chair of the Faculty Senate

With the consent of the President of the University, the Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate. Additional responsibilities include serving as the representative of the University of West Georgia to the University System of Georgia Faculty Council; serving as a liaison between Senate and other stakeholders in the University community; setting the agenda for Senate meetings; providing for an orientation and training for new chairs of Senate committees; resolving issues with Senators who do not serve or who resign; casting a vote only in case of a tie; and designating a replacement to preside over Senate meetings in case of absence; and mentoring the current Chair-Elect.

1. Eligibility
In order to run for Chair-Elect of the Senate, a person must be a tenured full-time faculty member who has served in the Senate within the prior three years and who is not currently Chair or Past-Chair of the Senate.

2. Election of the Chair of the Faculty Senate

At the March meeting of the Faculty Senate in the current Chair's first year in office, the Senate shall nominate at least two (2) qualified persons to stand for election as the next Chair-Elect; in conjunction with the spring General Faculty Meeting the University faculty will vote in such a fashion that the winner of the election will have received a majority of votes cast. Ballots will specifically include an option for a write-in candidate.

If the newly elected Chair-Elect is currently a member of the Senate, he or she will resign his or her Senate seat (and committee assignments) before assuming the role of the Chair-Elect and will be replaced by an election within the person's respective college or school.

3. Term of Office
   The Chair-Elect of the Faculty Senate will begin service on June 1 following his or her election for a one-year term in that position. Consecutively, he or she will automatically serve a two-year term in office as Chair of the Faculty Senate, followed by a one-year term as Past Chair of the Faculty Senate.

4. Support
   To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Chair of the Faculty Senate shall receive reassigned time of one-course per semester or the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Chair's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release.

C. The Responsibilities of the Chair-Elect of the Faculty Senate

The Chair-Elect will serve as an *ex officio* member of the Faculty senate for one year before taking office as Chair. While serving in the position, the Chair-Elect will learn the responsibilities of the Chair of the Faculty Senate and will be mentored by the current Chair. Responsibilities for the Chair-Elect will include the following: attend monthly Faculty Senate meetings as an ex officio member; attend occasional President's Advisory Council (PAC) meetings; attend one state-level meeting for Faculty Senate leaders during the year. Should the Chair of the Faculty Senate be absent, the Chair-Elect shall preside. Should the position of the Chair of the Faculty Senate become vacant between elections, the Chair-Elect of the Faculty Senate shall fill the vacancy.

D. The Past Chair of the Faculty Senate

After the two year term in office, the Chair of the Senate will serve a one (1) year term as Past Chair, an ex-officio (nonvoting) member of the Senate. The Past Chair will serve on the Executive Committee of the Senate.

E. The Executive Secretary

The Secretary of the General Faculty shall serve as the ex-officio (nonvoting) Executive Secretary of the Senate. His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

1. Support
   To support the effective carrying out of his or her duties, in due recognition of the time commitment of such service, the Executive Secretary shall receive reassigned time of one-course per year or the equivalent. In consultation with the individual's supervisors up through the level of the Provost, there may be an alternative of an equivalent stipend. In the case of reassigned time, the Secretary's home department shall be compensated by an amount sufficient to hire a part-time instructor to fill the gap left by the course release

F. The Executive Committee of the Faculty Senate

The Faculty Senate shall include an Executive Committee with the following functions and composition.
1. Functions. The Executive Committee shall have broad responsibility for:
   a. Planning and facilitating the activities of the Senate, including the following functions: assign senators to Senate standing committees and subcommittees; create ad hoc Senate committees and assign senators; assign senators to such non-senate university committees, task forces and search committees as may be needed; propose any legislation to the Senate the Executive Committee may deem appropriate.
   b. Overseeing the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results.
   c. Interviewing candidates for university-wide positions and provide evaluations to the appropriate search committees.
2. Composition. The Executive Committee shall be composed of the chairs of the Senate standing committees, the Chair of the Senate, the Chair-Elect or Past Chair of the Senate, the Executive Secretary, the President of the University, and the Provost of the University.

G. Election of the Faculty Senate

The following shall be the rules which govern election to the Senate, with the exception that in any year in which a college is reorganized in such a manner as to affect the ability to adhere to these rules, the Executive Committee shall have the authority to allow exceptions to these rules as it may deem necessary.

1. Senators shall be elected for a term of three (3) years from the General Faculty, excluding the Officers of Administration named in Article III. Academic

department chairs, however, shall be eligible for election. Terms shall be staggered with one-third elected each year. Senators may be re-elected; however, no senator shall be eligible for re-election until at least one (1) year after completion of his or her second consecutive full (three-year) term.

2. In case of a temporary vacancy of at least one semester, a replacement shall be elected by the unit of the absent senator to serve during his or her absence.

3. By February 15th of each year the Executive Secretary shall notify, in writing, the dean or head of each unit and the Provost and Vice President for Academic Affairs of the number of Senate positions to be filled by each unit.

4. All members of a unit who meet the requirements set forth above are eligible to be elected as senators. To be elected a person must receive a majority of the votes cast at a meeting of the members of his or her unit which has been called for that specific purpose. That meeting should be held before April 7th, and must be announced at least two weeks prior to being held. Senators shall be elected on a basis of representative faculty participation, and consistent with the provisions of A (3) above, and shall be inaugurated at the last meeting of the Faculty Senate in spring semester. (The newly constituted Senate and its committees shall begin office the first meeting of Summer semester.) The dean or head of each unit shall notify, in writing, the Chair of the Faculty Senate, the Executive Secretary of the Faculty Senate and the Provost and Vice President for Academic Affairs of the election results by the agenda deadline for the final Spring semester meeting of the Faculty Senate.

5. The composition of the Senate shall be reviewed at least every five (5) years by the Senate Rules Committee. When revisions in numbers or representation are made, the terms of newly elected senators shall be modified, if necessary to one-year, two-year, or three-year terms to maintain a balanced rotating membership among units.

6. Unexpired terms of Chair of the Senate shall be filled by the same procedure used in the initial election.

H. Standing Committees, Purpose

The Senate shall empower standing committees (listed in I below) to recommend policy and/or procedures on all matters appropriate to their respective areas of

concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation.   The effective working system of the Senate, then, will consist of the standing committees. The Senate Rules Committee reserves the right to resolve all jurisdictional and procedural questions that might arise among the committees.

I.   Standing Committees, Functions

In order to fulfill its purposes with representation from its membership, each standing committee shall set meetings that do not conflict with the contractual obligations of its members.

J.   Standing Committee, Membership and Purpose
Each Faculty Senate Committee shall be assigned senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.

   1.   Undergraduate Programs Committee
   Purpose: to receive and consider requests for modifications to the undergraduate curriculum as specified in the UWG Shared Governance Procedures for Modifications to Academic Programs and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning undergraduate degrees and academic programs (including majors, concentrations and minors) and individual undergraduate courses; to advise on incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews. The Core, Honors, and Interdisciplinary Programs (CHIP) subcommittee of this committee, consisting of four senators and three representatives, will make recommendations about curricula in the stated areas. The members of this sub-committee will be chosen by the committee as a whole.

   Membership: ten senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: the Registrar and a Provost appointee will sit on the main committee; the Dean of the Honors College and the Executive Director of Interdisciplinary Programs will sit on the CHIP subcommittee; one student, appointed by SGA. (Total: 22)

   2.   Graduate Programs Committee
   Purpose: to receive and consider requests for modifications to the graduate curriculum as specified in the UWG Shared Governance Procedures for Modifications to Academic Programs and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on

incorporating diversity and inclusion into curricula as appropriate; as well as to review comprehensive program reviews; and to develop policies regarding graduate faculty.

Membership: five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

3. Academic Policies Committee.
    Purpose: to recommend policy and procedures concerning advising, undergraduate admissions, retention, progression and graduation, registration, University calendar, class scheduling, final examination scheduling, testing, advanced placement and other programs regarding dual enrolled students, commencement, and catalog-- including catalog content; to consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support, Testing, Registrar, Registration and Records. It is recommended that members of this committee also serve as Senate representatives on non-Senate university committees designated for decision making regarding the above items. The chair of the Academic Policies Committee will represent the Senate on the university calendar committee.

    Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Registrar, one appointed by the Provost, and one appointed by the Senior Diversity Officer; one student, appointed by SGA. (Total: 15)

4. Faculty Development Committee.
    Purpose: to recommend policy concerning appointments, promotions, tenure, grievances, discipline and dismissals; to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to determine the allocation of UWG funded grant support; to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored projects, and other faculty development issues as may be requested by administration; A member of this committee will serve as Senate representative on the Alternative Dispute Resolution Committee. It is also recommended that a member of this committee serve on the university's advisory committee on honorary degrees.

    Membership: five senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, the Library; three administrators: one appointed by the Provost and Vice President for

Academic Affairs; one appointed by the Senior Diversity Officer; and the University Counsel. (Total: 15)

5. Institutional Planning Committee.
Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, including the integration of technology into the strategic mission of the University, and SACSCOC and specialized accreditations; to advise regarding the development of Quality Enhancement Plans (QEP) and campus development; and to monitor the implementation of the University's strategic plan. It is recommended that members of this committee be invited to represent the Senate on related committees across campus, e.g., QEP.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Associate Vice President for Institutional Effectiveness and Assessment and one appointed by the Provost and Vice President for Academic Affairs; one student, appointed by SGA. (Total: 14)

6. Student Affairs Committee.
Purpose: to serve in an advisory capacity to the Vice President for Student Affairs and Enrollment Management and to recommend policy and procedures concerning financial aid, orientation, housing, health, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, and other student matters referred to the committee. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., SAFBA.

Membership: three senators; seven faculty, one elected from each the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: one appointed by the Provost and Vice President for Academic Affairs, one by the Vice President for Student Affairs and Enrollment Management, and one by the Dean of the Graduate School; two students, one appointed by SGA and one appointed by the Dean of the Graduate School. (Total: 15)

7. Facilities and Information Technology Committee.
Purpose: to serve in an advisory capacity to the Vice President for Business and Finance and the Vice President for Information Technology and Chief Information Officer; to recommend policy and procedures concerning campus planning and development, auxiliary services, campus security and safety, campus facilities such as telephone services, mail services, technology planning and support, parking and traffic control, physical plant, and environmental and sustainability issues. It is recommended that members of this committee be

invited to serve on related committees across campus, e.g., technology committees, Vehicle Incident Review Panel.

Membership: three senators; seven faculty, one elected from the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library: three administrators, one appointed by the Provost and Vice President for Academic Affairs; one by the Vice President of Business and Finance; and one by the Vice President of Information Technology and Chief Information Officer; one student, appointed by SGA. (Total: 14)

8. Intercollegiate Athletics and University Advancement Committee.
   Purpose: to serve in an advisory capacity to the Vice President of Business and Finance and Vice President for University Advancement, to recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association and accreditation rules and regulations; to recommend policy and procedures concerning university public relations, alumni relations, marketing, university events, and convocations; to consult on priorities for fund raising and capital campaigns. It is recommended that members of this committee be invited to serve on related committees across campus, e.g., athletic budget, graduation ceremony planning committee.

   Membership: three senators; eight faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing and the Library; and the University's NCAA Faculty Athletics Representative; three administrators: the Director of Athletics; one appointed by the Provost, and one by the Vice President for University Advancement; one student, appointed by SGA (Total: 15)

9. Budget Committee.
   Purpose: to serve in an advisory capacity to the Vice President for University Advancement and Vice President of Business and Finance; to review the budget of the University and make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University; and to consult on discussions concerning salaries and benefits.

   Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the Director of Budget Services and one each appointed by the Provost, the Vice President for
   Student Affairs and Enrollment Management, the Vice President for Business and Finance, the Vice President for University Advancement; one student, appointed by SGA. (Total: 17)

10. Rules Committee.
    Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and

its committees and the rules under which they operate; to resolve disputes between Senate committees, to recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the UWG Faculty Handbook, Statutes, Bylaws, Policies, and Procedures, and any operating protocols the Senate establishes.

Membership: four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total: 13)

11. Diversity and Internationalization Committee**.**
    Purpose: to advise the Senior Diversity Officer; to advise the Center for Diversity and Inclusion; to advise on issues of internationalization; to advise and consult regarding adherence to Title IX requirements; to advise on incorporating diversity and inclusion into curricula as appropriate. One member of the committee will represent Faculty Senate on the Education Abroad Advisory Council. It is also recommended that a member of this committee serve on other related committees across campus, e.g. Presidential Committee on Campus Inclusion.

    Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost; the University General Counsel; one appointed by the Director of International Student Admissions and Programs; and one appointed by the Senior Diversity Officer; one student, appointed by SGA (Total: 15)

12. Teaching, Learning, & Assessment Committee.
    Purpose: to advise the Provost and Vice President for Academic Affairs and the Vice President for Information Technology and Chief Information Officer; to consult with ITS regarding issues related to instruction and research on campuses and online; to advise and assist with QEP implementation; to advise the Center for Teaching and Learning; and to advise the Executive Director of Extended Learning (eCore, continuing education, distance and distributed education, satellite campuses.) It is recommended that members of this committee be invited to serve on related committees across campus, e.g., technology fees committee, assessment committee.

    Membership: three senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; four administrators: one appointed by the Provost and Vice President for Academic Affairs, one appointed by the Vice President for Information Technology and Chief Information Officer, one appointed by the Executive Director of Extended Learning, and the Director of Assessment; one student, appointed by SGA. (Total: 15)

A. Standing Committees, Restriction on Membership

1. The Executive Committee shall assign Senators from its eligible members to each standing committee. The administration members designated in Article IV, section F (excluding those identified by role in the statutes) shall be appointed by the Provost and Vice President for Academic Affairs. The undergraduate students shall be chosen in the manner determined by the Student Government Association General Assembly. Graduate students shall be appointed by the Dean of the Graduate School.

2. The President, Provost and Vice President for Academic Affairs, Chair of the Senate, and Executive Secretary of the Senate shall not be eligible to serve on the standing committees of the Senate, except in an ex-officio (nonvoting) capacity, and no faculty representative shall serve on more than one committee.

3. The faculty representatives on the committees shall be elected from faculty excluding the Officers of Administration named in Article III. Academic department chairs, however, shall be eligible for election. The faculty representation, including senators, on each committee shall be assigned to various committees as outlined in F above.

4. The Executive Secretary shall notify, in writing, the Chair of the Senate, the Deans of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; and the Provost and Vice President for Academic Affairs of the number of committee positions to be filled by each unit. Such notification shall be made by February 15th.

5. Election of non-senators to committees shall proceed in each of the following seven units: the College of Arts and Humanities, the College of Science and Mathematics, the College of Social Sciences, the College of Business, the School of Nursing, the College of Education and the Library. The faculty of each unit shall elect its representatives by whatever rules that unit has approved for doing so, no later than April 15. The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. Administrative, ex officio appointments will be likewise reported.

B. Terms of Office for Committee Members

1. Elected members shall serve a two-year term and shall serve no more than two full terms consecutively on the same committee. Exceptions can be made upon reorganization/recomposition.

2. Newly elected members will assume their term effective June 1.

3. Senate members ordinarily shall serve on the same committee until completion of their terms.

4. Unexpired terms due to permanent loss of a committee member shall be filled by election from the unit of the member whose term is to be filled. In case of temporary vacancy of at least one (1) semester, a replacement shall be elected by the member's unit to serve during the absence of the elected committee member.

C. Standing Committee Recommendations

1. Recommendations from standing committees shall routinely be presented to the full Senate. The Senate by majority vote may submit such recommendations to the President for his or her approval, or refer them back to appropriate committees for further consideration, providing appropriate reason(s) for nonacceptance. The Senate shall develop effective written means of communicating all actions to the General Faculty. On petition of twenty five (25) percent of the General Faculty, the President of the University shall call the General Faculty into special session to consider any action of the Senate, provided notice and agenda of the meeting are given to each member of the General Faculty at least five (5) days before the date of such meeting.

2. Upon receipt of a recommendation from the Senate, the President within thirty (30) days, shall either approve or disapprove the recommendation. The recommendations will become official policy when approved by the President, except when approval by the Chancellor or Board of Regents is required. If a recommendation from the Senate to the President is not accepted, the President shall report in writing to the Senate his or her reasons for rejecting the recommendation and upon two-thirds vote of the Senate the matter shall be referred to the General Faculty for consideration and recommendation.

D. Ad Hoc Committees, Subcommittees and Task Forces

The Senate or Executive Committee may appoint ad hoc committees. Also each standing committee of the Senate may appoint ad hoc subcommittees or task forces to meet its charge.

Section 3. Modification

Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty which may be taken either at a physical meeting or by means of electronic or other written forms of balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10

university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion will have passed if it receives a majority of the votes cast.

University of West Georgia

ARTICLE I. BY-LAWS OF THE GENERAL FACULTY

A. OFFICERS: The officers of the General Faculty shall be as follows:

Chair:	The President of the University
Vice Chair:	The Provost and Vice President for Academic Affairs
Secretary:	An elected faculty member
Parliamentarian:	An elected faculty member

B. ELECTION AND SUCCESSION OF OFFICERS. The Secretary and Parliamentarian shall be elected by the General Faculty for three-year terms. In the event of a vacancy, the General Faculty, upon recommendation of the Senate, shall elect a successor for the unexpired term. The Vice Chair shall preside when the chair is absent or when the chair desires to participate actively in the debate on the floor.

C. REGULAR MEETINGS. The General Faculty shall hold at least one meeting in each academic semester. Items may be placed on the agenda by any member or department by submission in writing to the Secretary. The agenda shall be distributed to each member at least one week prior to the meeting. The agenda may be amended at a regular meeting by two-thirds vote.

D. SPECIAL MEETINGS. Special meetings of the General Faculty may be held on call by the President. In addition, the President shall call a meeting of the General Faculty on application of twenty-five percent of the membership. Such Special Meetings shall be called with at least five days notice including notice of the items to be considered at the meeting. Additional items may be placed on the agenda at special meetings by two-thirds vote.

E. QUORUM. A quorum at regular and special meetings of the General Faculty shall be as defined in the current version of Roberts Rules of Order. No vote shall be taken at a meeting of the General Faculty unless a quorum is present.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on

request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting. In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

G. All actions of the General Faculty shall be in the form of recommendations to the President of the University. Should the President approve these actions, he or she shall inform the General Faculty at the next regular or special meeting, of the actions taken to implement these recommendations. If any action of the General Faculty should be vetoed by the President, the President shall, no later than thirty (30) days after the action by the General Faculty, submit to the General Faculty in writing his or her reasons for rejecting the action. If the matter should be approved again by a two-thirds vote of the General Faculty, a quorum being present and voting, the issue shall be submitted by the President to the Chancellor's Office for consultative purposes.

ARTICLE II. BY-LAWS OF OTHER FACULTIES OF THE UNIVERSITY

The By-Laws of the General Faculty shall apply to the other faculties of the University, except that the presiding officers shall be the deans of the respective colleges, and other officers of the body shall be determined by the faculty members of that body.

ARTICLE III. BY-LAWS OF THE FACULTY SENATE

A. MEETINGS. Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

B. AGENDA. The agenda of the Senate shall be prepared by the Executive Secretary of the Senate. Normally new business intended for discussion by the Senate shall be presented in writing to the

Executive Secretary one week in advance of the regular meeting. Senate agendas may be amended by two-thirds vote of the members present.

C. MEETINGS OF THE STANDING COMMITTEES. Standing Committees of the Senate shall meet not less than once each semester, with meeting announcements to be mailed to each committee member at least five (5) scheduled University calendar days prior to a meeting. Under emergency circumstances, meetings will be called as the necessity dictates. Meetings shall be called by the committee chair as business dictates or upon application in writing of five (5) committee members. Official copies of committee minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

D. CHAIRS OF THE STANDING COMMITTEES. At the first meeting of the year, each committee will elect a senator member as chair-elect. If the chair-elect is not the current committee chair, the chair will work closely with the chair-elect throughout the academic year in order to prepare him or her to take over as committee chair the following year. Results of the election will be reported within one (1) week, in writing, to the Executive Secretary of the Faculty Senate and the Provost and Vice President of Academic Affairs. The new chair shall take office on June 1.

E. VOTING. Voting in the Senate shall be by either voice or show of hands. At the discretion of the presiding officer or by request of one (1) senator, vote will be by roll-call, with the vote of each senator recorded in the minutes. Voting in the committees shall be by a show of hands, and a record shall be kept of vote totals.

F. QUORUM. A quorum for the Senate and its committees shall be fifty (50) percent of the membership of the respective bodies.

ARTICLE IV. RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of all the bodies described in these By-Laws in all cases where they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order a given body may adopt.

ARTICLE V. AMENDMENT OR REPEAL OR BY-LAWS

Motion for change or repeal of these By-Laws shall be presented in writing to all members of the General Faculty. The proposed amendment shall be voted on either: 1) at the next meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic or other written balloting independent of a meeting.

In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least 10 university business days within the Fall or Spring semesters in advance of the vote. Votes outside of meetings shall be cast over a period of no fewer than 5 university business days within the Fall or Spring semesters. The motion shall be approved upon a majority of votes cast.

Addendum VI

**UWG Shared Governance Procedures for Modifications to Academic Degrees
and Programs**

*Many changes also need approval by the BOR, SACS, and/or specialized accreditors prior to implementation.
This document only addresses the UWG internal approval process.*

The Provost serves as the Chief Academic Officer for the Institution. As such, all changes to programs and courses need approval of the Provost. The Dean, serving under the Provost, serves as the Chief Academic Officer for the college or school of his or her appointment. It is the responsibility of both the Dean and members of the faculty to engage in improvements and innovations in pedagogy, curriculum, and programming in an effort to increase student learning. Many of these changes should flow naturally out of market conditions, environments, national norms, and data collected and analyzed through the assessment of student learning outcomes.

The process for new or modified academic programs and curriculum normally (but not exclusively) initiates within a college or school. As such, it is the responsibility of the Dean as the chief academic officer of the college or school to manage the curriculum creation/modification process within his/her area of appointment. Each college or school has the opportunity to define internal processes for the creation and modification of curriculum and academic programs, within the boundaries of UWG and BOR policy and procedures.

When the creation or modification of an academic program or curriculum is approved by the Dean, many changes should also be submitted for consideration by the faculty senate and its committees, while others should be reported directly to the Office of the Provost and Vice President for Academic Affairs.

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are *actions items* by the Senate:
   o Any changes to degree requirements within a college or across colleges
   o Changes in semester credit hours for an existing course
   o New academic programs and new courses (degrees, minors, certificates, etc…)
   o Changes to a course level (i.e. changing from 3000 to 4000 level)
   o Adding or removing a course from the Core Curriculum
   o Changes to course prerequisites that span across colleges
   o Modifying the requirements to complete an academic program
   o New or modified concentrations within a degree program
   o New XIDS course topics
2. The following are *information items* for the Senate:
   o Changes in admission standards for an academic program
   o Suspending (deactivating) or eliminating (terminating) academic programs
   o Offering an existing academic program more than 95% online
   o Offering an approved academic program more than 50%, but less than 95% online
3. The following are *reviewed by the Senate graduate and undergraduate programs* committees to assure quality of academic programs
   o Comprehensive Program Reviews
   o Academic program learning outcome assessments
4. The following are *not items considered* by the Senate and should be reported directly to office of the Provost:
   o Modifications/additions/deletions to existing academic program learning outcomes
   o Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
   o Minor modifications to courses including : course name, description, course learning outcomes, course deletions (with the exception of Core courses) and prerequisites within a college or school
   o Creation or modifications of assessment artifacts
   o Moving an approved course to online delivery

This document was approved by the Senate on March 9, 2012 and adopted by the president on May 9, 2012
Amended by the Senate on December 7, 2012 and approved by the president on March 20, 2013
Amended by the Senate on April 24, 2015 and approved by the president on June 15, 2015

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Deleted: Modifications to XIDS courses (Action Item by the Committee)

UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs

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Addendum VII

UWG Statutes

ARTICLE II. THE OFFICE OF THE PRESIDENT

SECTION 1. The President

A. The President shall be the executive head of the University and of all its departments, and shall exercise such supervision and direction as will promote efficient operation of the institution. The President shall be elected by the Board of Regents upon the recommendation of the Chancellor and shall hold office at the pleasure of the Board of Regents. He or she shall be responsible to the Chancellor for the operation and management of the University, for the execution of all directives of the Board of Regents and the Chancellor and to exercise such additional powers as may be assigned or set forth by the Board of Regents. (See Policies, Board of Regents, University System of Georgia.)

B. The President shall be a person of professional rank. He or she shall be a member of the General Faculty, Chair of the President's Advisory Committee, and Chair of the General Faculty.

C. In the absence of the President, his or her functions shall be exercised by his or her designee as approved by the Chancellor of the University System of Georgia.

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Deleted: and Chair of the Faculty Senate, and ex officio member of all standing committees of the Senate.

UWG Statutes

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