

Memorandum

To: General Faculty
Date: April 24, 2018
Regarding: Faculty Senate Agenda for April 27, 2018 in TLC 1-203 at 3 p.m.

1. Call to Order
2. Roll Call
3. Minutes

A) Approval of minutes from March 30, 2018 ([Addendum I](#))

4. Committee Reports

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

Action Items ([Addendum II](#)):

A) College of Arts and Humanities

- 1) Art Department

a) [Bachelor of Fine Arts with a Major in Art, Photography](#)

Request: Modify

b) [ART 3700: Survey of Photography](#)

Request: Add

c) [ART 3705: Artificial Lighting](#)

Request: Add

- 2) History Department

a) [Bachelor of Arts with a Major in History, General](#)

Request: Modify

B) Richards College of Business

- 1) Management Department

a) [Bachelor of Business Administration with a Major in Management Information Systems](#)

Request: Modify

b) [Bachelor of Business Administration with a Major in Management](#)

Request: Modify

- 2) Marketing and Real Estate Department

- a) [Certificate in Advertising](#)
Request: Modify
- C) College of Science and Mathematics
 - 1) Mathematics
 - a) [1001L: Support for Quantitative Reasoning](#)
Request: Add
- D) College of Social Sciences
 - 1) Mass Communications Department
 - a) [Bachelor of Science with a Major in Mass Communications](#)
Request: Modify
 - 2) Political Science Department
 - a) [POLS 4604: Democratic Theory](#)
Request: Add
 - 3) Psychology Department
 - a) [PSYC 4085: Horizon Seminar](#)
Request: Modify
 - b) [PSYC 4884: Integrative Seminar](#)
Request: Modify
- E) Tanner Health System School of Nursing
 - 1) Nursing Department
 - a) [NURS 4486: Study Abroad](#)
Request: Add

Committee II: Graduate Program Committee (Susan Hall Webb, Chair)

Action Items ([Addendum III](#)):

- A) Tanner Health System School of Nursing
 - 1) Master of Science in Nursing (MSN) Program
 - a) [Health Systems Leadership, Clinical Nurse Leader Track, Full Time](#)
Request: Modify
 - b) [Health Systems Leadership, Clinical Nurse Leader Track, Part Time](#)
Request: Modify
 - c) [Health Systems Leadership, Nurse Leader/Manager Track, Full Time](#)

Request: Modify

- d) [Health Systems Leadership, Nurse Leader/Manager Track, Part Time](#)

Request: Modify

- e) [Nurse Education Track, Full Time](#)

Request: Modify

- f) [Nurse Education Track, Part Time](#)

Request: Modify

- g) [NURS 6102: Role of the Caring Healthcare Professional](#)

Request: Modify

- h) [NURS 6109: Informatics, Technology, and Healthcare Outcomes](#)

Request: Modify

- i) [NURS 6123: Health Systems Leadership, Clinical Nurse Leader Practicum](#)

Request: Modify

- j) [NURS 6125: Health Systems Leadership, Clinical Nurse Leader Seminar](#)

Request: Modify

B) Richards College of Business

1) Management Department

- a) [Master of Business Administration \(MBA\)/Master of Professional Accountancy \(MPAcc\), Combined Degree Program](#)

Request: Modify and Add

Information Item:

A) College of Science and Mathematics

1) Mathematics Department

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

Request: Modify

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

Action Items (Addendum IV):

A) Revision of *Faculty Handbook*, Section 103.0302-5 (**Addendum IV**)

- 1) Addition of **community engagement** components to the section entitled “Acceptable Evidentiary Sources Relevant to Promotion and Tenure”

Request: Approve

Information Item:

- A) Basu Dutt will serve as chair of the FDC during AY 18-19

Committee VI: Student Affairs (Markesha Henderson, Chair)

Information Item:

- A) Markesha Henderson will serve as chair of the Student Affairs committee during AY 18-19

Committee VII: Facilities and Information Technology (Craig Schroer, Chair)

Information Items (Addenda V and VI):

- A) AY 2018-19 Parking Code ([Addendum V](#))
- B) Field Course Proposal Endorsement, Randy Kath and Karen Tefend ([Addendum VI](#))
- C) Christie Johnson will serve as chair of FIT during AY 18-19

Committee X: Rules Committee (Susan Welch, Chair)

Action Items (Addenda VII-IX):

- A) UWG Statutes
 - 1) Article V, Section 3, Removal of a Faculty Member ([Addendum VII](#))
Request: Modify
- B) *UWG Faculty Handbook*
 - 1) 103.03, Procedures and Criteria for Promotion and Tenure ([Addendum VIII](#))
 - a) 103.0301, Time Limits, Promotion
Request: Modify
- C) UWG Academic Affairs, Policies and Procedures
 - 1) UWG Policy 2.2, Promotion
 - a) UWG Procedure 2.2.1, Time Limits for Promotion ([Addendum IX](#))
Request: Approve

5. Old Business

6. New Business

7. Announcements

- A) Meta-Majors, David Jenks ([Addendum X](#))

- B) Senate Liaison Reports

8. Adjournment

Addendum I

Faculty Senate Minutes

March 30, 2018

Draft

1. Call to order

Chair Farmer convened the meeting at 3:02 p.m.

2. Roll call

Present:

Barbour, Bertau, Bohannon (Drummond, sub.), Chwialkowska, Cormican, Dutt, Edelman, Elman (Cuomo, sub.), Fleming, Fujita, Green, Guo, Henderson, Hipchen, Hoang, Hong, Johnson, Khodkar, Lee, McKendry-Smith, Merrem, Miller (Loicano, sub.), Moon, Neely, (Sutton, sub.), Perryman, Reber, Remshagen, Robinson, Schroer, Self (McCord, sub.), Schoon, Sterling, Varga, Trotman-Scott, Stuart, Tweraser (Hunt, sub.), Vasconcellos, Velez-Castrillon, Welch, Williams, Willox, and Zamostny.

Absent:

Dahms, DeFoor, Morris, Pencoe, Rutledge, Smallwood, Stanfield, Webb, and Zot.

3. Approval of Minutes from February 23, 2018

Minutes unanimously approved by voice vote.

4. Committee Reports

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

Action Items:

A) College of Arts and Humanities

1) History Department

a) [Bachelor of Arts with a Major in History, General](#)

Request: Modify

Item unanimously approved

b) [Minor in History](#)

Request: Modify

Item unanimously approved

2) English and Philosophy Department

- a) [ENGL 1101L: English Composition Lab](#)

Request: Add

Item unanimously approved

B) College of Education

- 1) Early Childhood through Secondary Education Department

- a) [Post-baccalaureate Initial Certification in Elementary Education](#)

Request: Modify

Item unanimously approved

C) College of Science and Mathematics

- 1) Mathematics Department

- a) [MATH 1111L: Support for College Algebra](#)

Request: Add

Item unanimously approved

D) College of Social Sciences

- 1) Political Science Department

- a) [POLS 4520: International Relations Theory](#)

Request: Add

Item unanimously approved

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

Request: Modify

Item unanimously approved

- c) [Minor in Public Administration](#)

Request: Modify

Item unanimously approved

- d) [International Security Studies Certificate](#)

Request: Add

Item unanimously approved

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

Request: Modify

Item unanimously approved

- f) [Bachelor of Arts with a Major in Political Science](#)

Request: Modify

Item unanimously approved

E) Interdisciplinary Studies and Honors College

1) XIDS 2002: First-Year Seminar Proposals

Request: Add (approves topic proposals for AY 2018-19)

Item unanimously approved

2) XIDS 2100: Walt Disney and the American Way of Life

Request: Add

Item unanimously approved

Information Item:

A) Jeff Zamostny will serve as chair of UPC during AY 2018-19

Committee II: Graduate Program Committee (Susan Hall Webb, Chair)

Action Items:

A) College of Education

1) Communication Sciences and Professional Counseling Department

a) [Master of Education with a Major in Professional Counseling, School Counseling Track](#)

Request: Modify

Item unanimously approved

b) [CEPD 7121: Issues and Trends in Professional School Counseling](#)

Request: Add

Item unanimously approved

2) Literacy and Special Education Department

a) [Master of Education with a Major in Special Education and Teaching, General, Online](#)

Request: Modify

Item unanimously approved

Information Item:

A) Colleen Vasconcellos will serve as chair of GPC during AY 2018-19

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

Action Items:

A) Undergraduate Student Catalog

1) Undergraduate Academic Policies and Class Absence (**Figure 1**)

Request: Modify

Item unanimously approved

Information Item:

A) Nancy Pencoie will serve as chair of APC during AY 2018-19

Committee V: Institutional Planning (Katy Green, Chair)

Information Item:

A) Felix Tweraser will serve as chair of IP during AY 2018-19

Committee VIII: Intercollegiate Athletics and University Advancement Committee

(Ashley Smallwood, Chair)

Information Item:

A) Lisa Robinson will serve as chair of IAUA during AY 2018-19

Committee X: Rules (Susan Welch, chair)

Information Item:

A) Susana Velez-Castrillon will serve as chair of Rules during AY 2018-19

Committee XI: Diversity and Internationalization (Lara Willox, Chair)

Action Item:

A) UWG Faculty Senate Resolution on Diversifying the Faculty (**Figure 2**)

Item unanimously approved

Committee XII: Teaching, Learning, and Assessment Committee (Jennifer Edelman, Chair)

Information Items:

A) Committee Response to the USG's "low-cost/no-cost" course materials designation requirement, beginning in fall 2018

1) UWG faculty are sensitive to student financial situations. Therefore, we support faculty decisions that provide students with the best educational resources at reasonable prices. This means that faculty retain their rights under academic freedom to select materials that best meet the course learning objectives. For example, faculty should feel free to use open educational resources (OERs), traditional textbooks, and other educational materials based on their expert judgement and pedagogical

concerns. However, faculty are not required to meet the low-cost/no-cost designations for courses.

The chair of the Senate will take faculty concerns and questions regarding this subject to the next meeting of the USG Faculty Council, when it meets with the Chancellor and Vice-Chancellor for Academic Affairs at the end of this month.

B) John Morris will serve as chair of TLA during AY 2018-19

5. Old Business

A) Revisions to the Use of University E-Mail List, policy 10.2.4, Jane Simpson (**Figure 3**)

Request: Approve

2 nay votes, 40 yea votes—item passed

6. New Business

A) USG Faculty Council Proposed Summer Salary Resolution, Chair Farmer

The chair of the Senate will take faculty concerns on this topic to the next meeting of the USG Faculty Council, when it meets with the Chancellor and Vice-Chancellor for Academic Affairs at the end of this month.

7. Announcements

A) Senate Liaison Reports

1) The Institutional Technology Steering Board announced April 27th as the deadline for end-of-year fund requests.

8. Adjournment

Chair Farmer adjourned the meeting at 4:47 p.m.

Respectfully Submitted,

Angela Insenga

Associate Professor of English

Executive Secretary of Faculty Senate and the General Faculty

Figure 1

Proposed Revised Policy Undergraduate Academic Policies and Class Absence

Class Absence

Instruction begins the first day of class. In face-to-face courses, if students fail to attend the first day and have not contacted the instructor to explain their absence, they may be dropped during the Drop/Add Period to make room for other students.

In fully online or hybrid courses each instructor has the authority to specify in the syllabus what qualifies as attendance at the first class meeting and during the Drop/Add Period to drop students who fail to meet that requirement. Instructors may require students to attend a face-to-face meeting, to log in to the online course-delivery system by a specified date, or to take other specified steps at the beginning of the session. For those courses that meet for the first time after the end of the Drop/Add Period, see Faculty Handbook Section 204.

Class attendance policies are determined by each instructor for his or her courses and may be found in the syllabus. Since course policies differ, students are responsible for understanding attendance requirements for each course. Failure to comply with those requirements may significantly affect grades.

Students are expected to attend each class meeting. Students absent from class while officially representing the University or observing religious holidays should generally not be penalized in the calculation of final grades, as long as they provide advance notice and expeditiously make arrangements to complete any missed work.

University-sponsored activities include but are not limited to the following: intercollegiate athletic competitions; musical/theatrical/art performances or exhibitions associated with a degree program; debate competitions; and research conferences. Activities not considered to be university-sponsored include participation in clubs, even if they are affiliated with UWG, or events associated with social organizations such as fraternities or sororities.

Regardless of the reason for the absence, each student is responsible for the material covered in class, for completing any assignments, and for making specific arrangements with the instructor for any work missed. The degree to which missed work can be made up will depend upon the nature of the work and its intended purpose. Make-up is at the discretion of the instructor.

However, instructors should be aware that students missing classes for university-sponsored activities or religious holidays should be given all appropriate courtesies and opportunities to make up missed work. Students are responsible for alerting their professors about any expected absences prior to those absences.

Figure 2

UWG Faculty Senate Resolution on Diversifying the Faculty from the Diversity and Internationalization Committee

Background:

Whereas UWG Senior Leadership has demonstrated a commitment to serving our diverse student population through multiple initiatives and strategies such as the Engage West! Initiative, the creation of a Chief Diversity Officer position, the formation of the President Commission on Campus Inclusion, the President Student Advisory Council on Diversity, The Diversity Champions Action Committee, The Faculty Senate Diversity and Internationalization Committee, and several other organizations and initiatives;

(https://www.westga.edu/administration/president/assets-president/docs/Working_Diversity_Statement_fall_2015.pdf,
<https://www.westga.edu/administration/president/vision-mission-and-values.php>);

UWG considers the opportunities afforded by an inclusive learning environment, and the authentic interaction among people from various backgrounds and persuasions to be essential elements in achieving excellence in academia, and cites inclusiveness as one of our core values (UWG Vision, Mission and Values, (<https://www.westga.edu/administration/president/vision-mission-and-values.php>); and

UWG Strategic Plan calls for the development of "specific initiatives aimed at enhanced recruitment, retention, compensation, and development of high-quality faculty from diverse backgrounds" (Strategic Imperative 2B) (https://www.westga.edu/administration/president/assets-president/docs/StrategicPlan_Brochure_pages.pdf).

Whereas UWG has a highly diverse and engaged student population with nearly half (50%) of the student body reporting a minority race/ethnicity (not White), and 37% reporting as African American;

UWG has maintained positive enrollment growth over the last decade due in large part to the growth in the Black/African-American student population, while other peer institutions in the USG suffered declining enrollments;

UWG is one of the few schools that can proudly boast that there is no equity gap for African-American students' 6yr graduation rates, which are 2.2% higher than that of White students (<http://www.info.usg.edu/>);

UWG's African American students' 4-year graduation rates continue to lag 4.4% behind that of White Students and 2.2. behind the institution rate ((<http://www.info.usg.edu/>); and

UWG seeks to continue to grow its student enrollment in an environment where greater proportions of Black, Hispanic, and Asian high school students will be graduating from the State of Georgia than Whites (<https://knocking.wiche.edu/state-profiles/>);

Whereas, UWG faculty population is 18% reporting a minority race/ethnicity (not White), and 7% reporting as African Americans (UWG 2017 Fact Book);

Diversity of faculty has been shown to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff, and administration, as well as provide greater benefits for all students, including improving the institution's ability to train students to thrive in a culturally competent world ([Does Diversity Make a Difference? Three Research Studies on Diversity in College Classrooms](#));

Diversity of faculty is positively associated with departmental rankings in research universities <http://dx.doi.org/10.1007/s12108-013-9183-8>;

A diverse and representative faculty is important for providing role models and mentors for the success of diverse students (<https://www.aaup.org/issues/diversity-affirmative-action/resources-diversity-and-affirmative-action/role-faculty-achieving-and-retaining-diverse-student-population>).

Whereas current research on faculty excellence and diversity suggests that gaps in equity, access and inclusion in hiring are linked to institutional practices and patterns of unconscious biases that can be productively addressed through interactive training that helps committees successfully hire more diverse and excellent faculty https://wiseli.engr.wisc.edu/docs/BiasBrochure_3rdEd.pdf;

A vast body of research on implicit bias has shown that implicit bias is likely present in all aspects of the search process and perpetuates the systemic lack of progress in diversifying the faculty. (see, Smith, D., Turner, C., Osei-Kofi, N., & Richards, S. 2004. Interrupting the Usual: Successful Strategies for Hiring Diverse Faculty. *The Journal of Higher Education*, 75(2), 133-160, at <http://www.jstor.org/stable/3838827>; and for a list of other studies, visit <https://facultyhiring.uoregon.edu/special-concerns/>);

The evidence both from extant research and from our own anecdotal data indicate that in addition to our inability to attract minority faculty, those who accept positions at UWG face additional burdens, such as a) being consistently called upon to serve as mentors to minority students due to the small number of minority faculty; b) being consistently called upon to serve on diversity committees regardless of their disciplines or expertise; and c) being questioned about their research foci, which often concentrates on the real-life, current, and pressing issues of minorities but is often not valued in traditional publications. (Aguirre Jr, A. 2000. Women and Minority Faculty in the Academic Workplace: Recruitment, Retention, and Academic Culture. ASHE-ERIC Higher Education Report, Volume 27, Number 6. Jossey-Bass Higher and Adult Education Series; <https://www.insidehighered.com/advice/2015/06/26/essay-diversity-issues-and-midcareer-faculty-members>); and

Diversity recruitment advertising has been found to be an effective tool for branding the institution as one that values diversity, in addition to increasing and diversifying the applicant pool (see, *Searching for Excellence & Diversity: A Guide for Search Committee Chairs, a guide developed by the Women in Science & Engineering Leadership Institute (WISELI) at the University of Wisconsin Madison*).

Recommendations

Therefore, the Faculty Senate, in support of UWG's culture of inclusion and collaboration, urges appropriate institutional actors to act in pursuit of the following objectives:

- 1) UWG's commitment to supporting its diverse student body shall be exemplified through the implementation of clearly-defined and legally-sound processes towards diversifying the faculty across all academic units (best practices' examples include but are not limited to):
 - a. support and accountability for deans and faculty search committees in instituting training that broadens perspectives and addresses unconscious biases;
 - b. job descriptions that reflect UWG's values, including the value of inclusiveness;
 - c. active recruitment of faculty that will diversify the applicant pool;
 - d. consistent processes and reviews of the faculty search process;
 - e. selection and hires of faculty with demonstrated commitment/experience to serving a diverse student population and in alignment with UWG values;
- 2) Beginning with the 2018-2019 Academic Year, faculty hiring processes (inclusive of search committee membership, applicant pool, and hires) shall be tracked and reported (to include gender and other historically underrepresented groups). This annual report shall include a report on any initiatives at UWG designed to improve faculty representation of underrepresented groups and benchmark trends in employment and promotion rates;
- 3) Implementation of and accountability for onboarding and mentoring programs to support junior faculty in timely progression towards promotion and tenure; and
- 4) All elected faculty senators serving on the Senate lead by example and participate in search training that helps minimize unconscious biases.

Figure 3



- **UWG PROCEDURE NUMBER: 10.2.4, Use of University E-Mail Lists**
- **Authority: UWG POLICY: 10.2 (University Communications)**

- UWG recognizes that electronic mailing lists serve as an important and influential means for positive communication and professional development. The intent of this policy is to clearly communicate the expectations for UWG faculty, staff, and students regarding the appropriate use of UWG-Hosted E-Mail Lists. The Vice President of University Advancement, pursuant to the authority of UWG Policy 10.2, establishes the following procedures for University E-Mail Lists:
 - **Scope and Purpose**
 - This procedure applies to all current and emeritus UWG faculty, and staff. E-Mail Lists are established for the convenience of UWG employees. Each “***UWG-Hosted E-Mail List***” will be assigned a Moderator for purposes of ensuring compliance.

 - **Definitions**
 - ***ALL Employees*** – E-Mail List for notifications and announcements for **official “UWG-Related” business** relevant to University employees. Subscription is automatic, and subscribers should not opt-out. Posting to this E-Mail List will be limited to administrative staff authorized by the President or the Vice Presidents; replies will be disabled. Any employee who seeks clarification on the message should contact the sender directly.
 - ***ALL Faculty*** – E-Mail List for discussion and information relevant to faculty and pedagogy. The Provost’s office will establish guidelines for subscription, posting, and expected use.
 - ***Events Calendar*** – Service used to announce faculty, staff, students, UWG organization-sponsored and UWG-Hosted events (for those events targeted to University audiences); these events may be announced on the “***All Employees***” electronic mailing list at the discretion of the President or Vice President responsible for hosting the event.
 - ***Moderator(s)*** – Employee(s) assigned by any committee appointed by the Vice President of University Advancement, or in the interim by the Chief Public Relations Officer, to monitor and ensure compliance with a “***UWG-Hosted E-Mail List***”.

- **UWG Items of Interest** - E-mail list for University employees to share helpful information and resources for use by other employees (e.g. Community Events, vendor recommendations, discussions relevant to UWG, etc.); it is not considered either “**UWG-Hosted**” or “**UWG-Related**”, but merely a convenience for UWG employees to exchange useful information and resources for the UWG community. It should not be used for political speech or non-“**UWG-Related**” items. Furthermore, it is not to be used for financial gain or promotion; please refer to “**UWG Marketplace**” as an alternate forum for those purposes. Subscription is not automatic to “**UWG Items of Interest**,” interested employees will need to opt-in by visiting the list at [this site](#).
- **UWG-Hosted E-Mail Lists** – an electronic distribution list that facilitates communications via e-mail; for the purposes of this Procedure only, “**UWG-Hosted E-Mail Lists**” refers only to e-mail addresses utilizing “@westga.edu” unless otherwise stated herein. Authorized UWG-Hosted E-Mail Lists are identified as “**All Employees**,” “**All Faculty**,” “**UWG Items of Interest**,” and “**UWG Marketplace**.”
- **UWG Marketplace** – E-Mail List for University employees for purposes related to selling and commercial promotion; it is maintained off-site and users may not use their “westga.edu” account to participate; UWG-Marketplace E-Mail List is not maintained or controlled by the University.
- **UWG-Related** - for purposes of this procedure, “**UWG-Related**” shall mean a relationship that is subordinate or coordinated with, or by, the University of West Georgia (e.g., University Units, faculty or staff committees, student interest groups, etc.)
- **Work West Bulletin** – Publication created by University Communications and Marketing to announce “**UWG-Related**” events to all employees; it is not an electronic mailing distribution list. Please send your requests for posting to the Work West Bulletin to: report@westga.edu. The Work West Bulletin will be sent to “**All Employees**” to inform employees of important work-related items.
- **Examples of Appropriate Postings for official University Messaging**

<ul style="list-style-type: none"> • All Employees 	<ul style="list-style-type: none"> • Benefits, construction projects, office schedules, ITS issues, weather advisory, policy/procedures, FLSA, Clery Act notifications, emergency messages, graduation, town halls, E-Time deadlines, Athletic event announcements, bookstore events/sales, lectures, concerts, UWG sponsored drives (toy drive, blood drive, A Day, etc.), Wellness events, homecoming events, meeting/town hall notices, etc.
<ul style="list-style-type: none"> • All Faculty 	<ul style="list-style-type: none"> • Faculty Senate/Subcommittee items, pedagogy information, communications from the Provost's Office

<ul style="list-style-type: none"> • UWG Items of Interest 	<ul style="list-style-type: none"> • Pedagogy articles, community events, lost/found objects, discussions/questions of general interest to employees, etc.
<ul style="list-style-type: none"> • UWG Marketplace 	<ul style="list-style-type: none"> • Vendor recommendations, items for sale/trade, animal adoptions, homes for rent/sale, etc.

- **D. Procedures**

- **Subscription.** UWG employees will be subscribed automatically to “**All Employees,**” but employees will have to opt-in to subscribe to “**UWG Items of Interest**” and “**UWG Marketplace.**” The Provost’s Office will set the means for subscribing to “**All Faculty.**” All UWG employees are expected to comply with this procedure, and all other relevant and applicable laws and policies each time the employee uses one of the “**UWG-Hosted E-Mail Lists**”.
- **E-mail address designation.** For “**All Employees,**” **All Faculty,**” and “**UWG Items of Interest,**” employees must use their assigned individual Westga e-mail address. No group or committee addresses will be allowed to subscribe. For “**UWG Marketplace,**” Westga e-mail addresses are not allowed.
- **Opt-in/Opt-out.** For the “**UWG Items of Interest**” E-Mail list, employees must **opt-in** by visiting the list site at: <https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/>. Employees may **opt-out** of “**UWG Items of Interest**” by leaving the group. The “**All Employees**” list includes a means to leave the group (Google default), but it is not recommended.
- **Attrition.** Employees will be removed from all E-Mail Lists at the time of separation from employment, with the exception of “**UWG Marketplace**”, in which decisions will be made by the administrator of that E-Mail List.
- **Violations.** UWG reserves the right to limit further exchanges on any posting, or to limit posting rights to any E-Mail List or from any E-Mail List member who fails to abide by federal or state laws, UWG or Board of Regents policy, these procedures, or any guidelines established pursuant to UWG policy or procedures. Subscribers who violate this Procedure, or any other UWG policy or procedure, may be prohibited from posting to the E-Mail Lists, and other actions may be taken as appropriate under applicable policy or law. The Chief Public Relations Officer may impose these restrictions at the request of a Vice President or the President.

- **E. Guidelines**

- The committee appointed by the Vice President of University Advancement (or if no committee has been appointed, the Chief Public Relations Officer) is authorized to establish guidelines for participation in “**UWG-Hosted E-Mail Lists**”. Other University units may develop additional procedures specific to the unit, but in the event any conflicts arise between the versions, the provisions stated herein will control.

- ***Issued by the Vice President of University Advancement, the ____ day of _____, 2017.***

- _____

- Signature, Vice President of University Advancement

- Reviewed by President: _____

UWG-HOSTED E-MAIL LIST GUIDELINES

Authority: UWG PROCEDURE NUMBER: 10.2.4 (Use of University E-Mail Lists)

UWG POLICY NAME: University Communications

STATEMENT:

All “*UWG-Hosted E-Mail Lists*” shall adhere to these guidelines and UWG policies and procedures.

CONTEXT:

This policy applies to:

- All University of West Georgia current and emeritus UWG faculty, and staff.

OBJECTIVES:

The purpose of E-Mail Lists is to distribute information about the University of West Georgia, its various divisions, affiliated entities, and programs, as an official source of information, with a broader focus on engagement and interaction. This set of guidelines serve to project a professional image of UWG.

BEST PRACTICES:

1. Please be considerate of the inboxes of others, and use time and bandwidth responsibly. This is not the place to blog.
2. This is an open list and opinions expressed are those of the individual poster, not the University. Respect each other and you will be treated with respect. Please make sure that each message you post lists your full name. Anonymous posters are a violation of UWG Procedure 10.2.4.
3. Personal attacks including name calling or disparaging remarks are unacceptable and WILL lead to loss of posting privileges on the first offense. Comment on CONTENT, not on the CONTRIBUTOR. Personal attacks do not help make a point; they only hurt the conversation.
4. Factual information and observations are preferred. While it may be acceptable to post information respectfully countering another’s observation, it is inappropriate to get into an extended debate on the E-Mail List. Extended discussions should be taken offline between interested parties.
5. This is an E-Mail List, not an online forum. Once you hit send, your message is delivered into the individual email inboxes of every subscriber on the list. There is no way for the E-Mail List Moderator or anyone else to delete a posting after the fact that has been downloaded from the server. The burden is on each person posting to be sensitive to the contents of their messages.

6. Do remember that information posted on the lists is available for all to see. Posts are subject to applicable law, including defamation, libel, and slander laws.
7. Topics of a political nature may be posted only if they relate to a University event. Please be aware that state law prohibits employees from campaigning for a political candidate with state property. Political topics are highly discouraged and will be subject to further scrutiny for compliance with procedures.
8. Business advertising is not allowed. Post any such related items to “**UWG Marketplace**”. Use the following link to go to the UWG-Marketplace Guide and Subscription/Comment form: [UWG Marketplace Guide and Subscription/Comment Form](#). If you have any trouble subscribing to the group, please be sure to read the Marketplace Guide and then use the linked form to submit a comment.
9. Items for sale or rent or inquiries about buying or renting items are not allowed. Please post to “**UWG Marketplace**”. Free items or services may still be in violation of UWG policy, so it is recommended that you post the availability of such items or services to “**UWG Marketplace**”.

ACKNOWLEDGEMENTS OF USE:

All Employees List

This list is to be used only for notifications and announcements related to official university business and relevant to all or most employees of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the “**UWG Items of Interest**” e-mail list.

You received this message because you are subscribed to the official UWG “**All Employees**” E-Mail List.

To post to this E-Mail List, send email to all-employees-list@westga.edu.

Visit this E-Mail List at <https://groups.google.com/a/westga.edu/group/all-employees-list/>.

All Faculty List

This list is to be used only for notifications and announcements related to official university business and relevant to all or most faculty of the university. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, Use of University E-Mail Lists and associated guidelines.

E-mails intended to share non-university items of interest, pose queries, and send notifications should be sent instead to the “**UWG Items of Interest**” e-mail list.

You received this message because you are subscribed to the official UWG “**All Faculty**” E-Mail List.

To post to this E-Mail List, send email to all-faculty-list@westga.edu.

Visit this E-Mail List at <https://groups.google.com/a/westga.edu/group/all-faculty-list/>.

UWG Items of Interest List

This list is to be used for announcements and discussions and to share non-university items of interest, pose queries, and send notifications considered helpful and relevant to UWG employee subscribers. By sending your message, you agree to abide by all UWG Policy and Procedures, and specifically UWG Procedure 10.2.4, *Use of University E-Mail Lists* and associated guidelines.

You received this message because you are subscribed to the official ***UWG Items of Interest*** E-Mail List.

To post to this E-Mail List, send email to uwg-items-of-interest@westga.edu.

Visit this E-Mail List at <https://groups.google.com/a/westga.edu/group/uwg-items-of-interest-list/>

You may unsubscribe or leave the group as indicated within the message.

Addendum II

Program View (Read-Only)

Attachments

Current File: CNL_FT_updated 2018.docx

Originator

Tanner Health System School of Nursing

College

Nursing

Department

Duke, Karen

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

Tanner Health System School of Nursing

College

Master of Science in Nursing

Existing Program (as shown in the DMA)

Master of Science in Nursing

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Master of Science

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

Online

Program Location

Graduate

Degree Level

Fall

Effective Semester/Year

2018

Program Location

Degree Level

Modification Details

Modification: HEALTH SYSTEMS LEADERSHIP_CLINICAL NURSE LEADER TRACK - Full Time Plan of Study Option B
These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6123, NURS 6125, NURS 6102, NURS 6109
- Update course NURS 6106
- Change overall credit hours to complete the program from 36 hours to 38 hours

(Max 4000 characters)

Attachments

Current File: [CNL_FT_updated 2018.docx](#)

Rationale

The adoption of these new plans of study (both FT and PT) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the CNL track are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

SACSCOC Substantive Change

Please review the [Policy Summary and Decision Matrix](#)
Send questions to cljenks@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: HEALTH SYSTEMS LEADERSHIP_ CLINICAL NURSE LEADER TRACK - Full Time Plan of Study Option B

These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6123, NURS 6125, NURS 6102, NURS 6109
- Update course NURS 6106
- Change overall credit hours to complete the program from 36 hours to 38 hours

(Max. 4000 characters)

College Approvals

Jennifer Schuessler [APPROVED 2018-03-13]

Dean, School of Nursing

Susan Welch [APPROVED 2018-03-13]

Associate Dean of Nursing

Other Approvals

Susan Hall Webb [APPROVED 2018-04-03]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver



UNIVERSITY of
West Georgia
 SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: HEALTH SYSTEMS LEADERSHIP
 CLINICAL NURSE LEADER
Full-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (7 Hours)</i>			<i>Spring Semester I (9 Hours)</i>		
N6101	Theoretical Foundations of Nursing Practice	3-0-3	N6106	Pathophysiology and Pharmacology	3-0-3
N6102	Role of the Caring Healthcare Professional	3-0-3	N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3
N6900	Scholarly Writing	1-0-1	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
<i>Summer Semester I (6 Hours)</i>			<i>Fall Semester II (8 Hours)</i>		
N6103	Health Promotion and Advanced Health Assessment	3-0-3	N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6122	Health Systems Leadership CNL Practicum I	0-8-2
			N6124	Health Systems Leadership Role of the CNL	3-0-3
<i>Spring Semester II (8 Hours)</i>					
N6123	Health Systems Leadership CNL Practicum II	0-20-5			
N6125	Health Systems Leadership CNL Seminar	3-0-3			

*Two years (5 semesters), 38 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

SW_2/28/2018

Program View (Read-Only)

Attachments

Current File: CNL_PT_updated 2018.docx

Originator

Tanner Health System School of Nursing
College

Nursing
Department

Duke, Karen
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

Tanner Health System School of Nursing
College

Master of Science in Nursing
Existing Program (as shown in the DMA)

Master of Science in Nursing

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Master of Science

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

Online
Program Location

Graduate
Degree Level

Fall

Effective Semester/Year

2018

Modification Details

Modification: HEALTH SYSTEMS LEADERSHIP_CLINICAL NURSE LEADER TRACK - Part Time Plan of Study Option B
These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6123, NURS 6125, NURS 6102, NURS 6109
- Update course NURS 6106
- Change overall credit hours to complete the program from 36 hours to 38 hours

(Max 4000 characters)

Rationale

The adoption of these new plans of study (both FT and PT) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the CNL track are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

Attachments

Current File: CNL_PT_updated 2018.docx

SACSCOC Substantive Change

Please review the [Policy Summary and Decision Matrix](#)
Send questions to cjents@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: HEALTH SYSTEMS LEADERSHIP_CLINICAL NURSE LEADER TRACK - Part Time Plan of Study Option B

These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6123, NURS 6125, NURS 6102, NURS 6109
- Update course NURS 6106
- Change overall credit hours to complete the program from 36 hours to 38 hours

(Max 4000 characters)

College Approvals

Susan Welch [APPROVED 2018-03-13]

Associate Dean of Nursing

Jennifer Schuessler [APPROVED 2018-03-13]

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED 2018-04-03]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver



UNIVERSITY of
West Georgia
 SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: HEALTH SYSTEMS LEADERSHIP
 CLINICAL NURSE LEADER
Part-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (4 Hours)</i>			<i>Spring Semester I (6 Hours)</i>		
N6102	Role of the Caring Healthcare Professional	3-0-3	N6106	Pathophysiology and Pharmacology	3-0-3
N6900	Scholarly Writing	1-0-1	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
<i>Summer Semester I (3 Hours)</i>			<i>Fall Semester II (6 Hours)</i>		
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6101	Theoretical Foundations of Nursing Practice	3-0-3
			N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
<i>Spring Semester II (3 Hours)</i>			<i>Summer Semester II (3 Hours)</i>		
N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3	N6103	Health Promotion and Advanced Health Assessment	3-0-3
<i>Fall Semester III (5 Hours)</i>			<i>Spring Semester III (8 Hours)</i>		
N6122	Health Systems Leadership CNL Practicum I	0-8-2	N6123	Health Systems Leadership CNL Practicum II	0-20-5
N6124	Health Systems Leadership Role of the CNL	3-0-3	N6125	Health Systems Leadership CNL Seminar	3-0-3

*Three years (8 semesters), 38 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

SW_2/28/2018

Program View (Read-Only)

Attachments

Current File: Leader Manager FT updated 2018.docx

Originator

Tanner Health System School of Nursing
College

Nursing
Department

Duke, Karen
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

Tanner Health System School of Nursing
College

Master of Science in Nursing
Existing Program (as shown in the DMA)

Master of Science in Nursing

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Master of Science

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

Online

Program Location

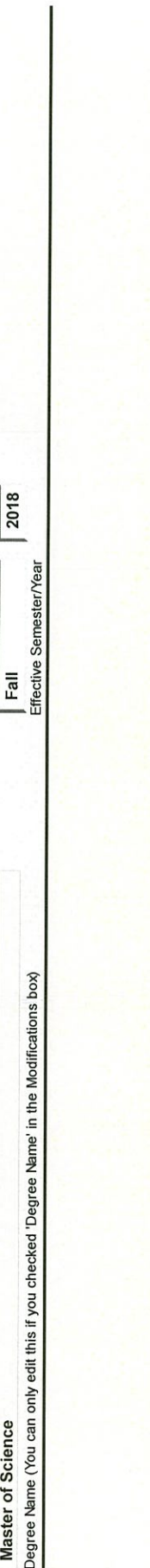
Graduate

Degree Level

Fall

Effective Semester/Year

2018



Modification Details

Modify: HEALTH SYSTEMS LEADERSHIP_NURSE LEADER/MANAGER TRACK Full Time Plan of Study Option B
This new full time plan of study will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6114
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

Rationale

The adoption of these new plans of study (both Full-Time and Part-Time) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the Leader/Manager track are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

Attachments

Current File: Leader_Manager_FT_updated2018.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

Modify: HEALTH SYSTEMS LEADERSHIP_NURSE LEADER/MANAGER TRACK Full Time Plan of Study - Option B

This new full time plan of study will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6114
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

College Approvals

Susan Welch [APPROVED 2018-03-13]

Associate Dean of Nursing

Jennifer Schuessler [APPROVED 2018-03-13]

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED 2018-03-15]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver



UNIVERSITY of
West Georgia
 SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: HEALTH SYSTEMS LEADERSHIP
 NURSE LEADER/MANAGER
Full-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (7 Hours)</i>			<i>Spring Semester I (9 Hours)</i>		
N6101	Theoretical Foundations of Nursing Practic	3-0-3	N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3
N6102	Role of the Caring Healthcare Professional	3-0-3	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
N6900	Scholarly Writing	1-0-1	N6115	The Business of Healthcare: Financial and Economic Evidence	3-0-3
<i>Summer Semester I (6 Hours)</i>			<i>Fall Semester II (8 Hours)</i>		
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
N6116	Leading Human Resource Systems	3-0-3	N6117	Health Systems Leadership Role of the Leader/Manager I	3-0-3
			N6119	Health Systems Leadership Leader/Manager Practicum I	0-8-2
<i>Spring Semester II (5 Hours)</i>					
N6118	Health Systems Leadership Role of the Leader/Manager II	3-0-3			
N6120	Health Systems Leadership Leader/ Manager Practicum II	0-8-2			

*Two years (5 semesters), 35 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

SW_2/28/2018

Program View (Read-Only)

Attachments
Current File: [Leader Manager PT updated 2018.docx](#)

Originator
Tanner Health System School of Nursing College
Nursing Department
Duke, Karen
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
Tanner Health System School of Nursing College
Master of Science in Nursing Existing Program (as shown in the DMA)
Master of Science in Nursing Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)
Master of Science Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)
Fall Effective Semester/Year
2018
Online Program Location
Graduate Degree Level

Modification Details

Modification: HEALTH SYSTEMS LEADERSHIP_NURSE LEADER/MANAGER TRACK - Part Time Plans of Study - Option B
These new plans of study (both Full-Time and Part-Time) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6114
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

Rationale

The adoption of these new plans of study (both Full-Time and Part-Time) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the Leader/Manager track are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

Attachments

Current File: Leader Manager PT updated 2018.docx

SACSCOC Substantive Change

Please review the [Policy Summary and Decision Matrix](#)
Send questions to gjenks@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: HEALTH SYSTEMS LEADERSHIP_NURSE LEADER/MANAGER TRACK - Part Time Plans of Study - Option B

These new plans of study (both Full-Time and Part-Time) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6114
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max. 4000 characters)

College Approvals

Susan Welch [APPROVED 2018-03-13]

Associate Dean of Nursing

Jennifer Schuessler [APPROVED 2018-03-13]

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED 2018-03-15]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver



UNIVERSITY of
West Georgia
 SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: HEALTH SYSTEMS LEADERSHIP
 NURSE LEADER/MANAGER
Part-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (4 Hours)</i>			<i>Spring Semester I (6 Hours)</i>		
N6102	Role of the Caring Healthcare Professional	3-0-3	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
N6900	Scholarly Writing	1-0-1	N6115	The Business of Healthcare: Financial and Economic Evidence	3-0-3
<i>Summer Semester I (3 Hours)</i>			<i>Fall Semester II (6 Hours)</i>		
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6101	Theoretical Foundations of Nursing Practice	3-0-3
			N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
<i>Spring Semester II (3 Hours)</i>			<i>Summer Semester II (3 Hours)</i>		
N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3	N6116	Leading Human Resource Systems	3-0-3
<i>Fall Semester III (5 Hours)</i>			<i>Spring Semester III (5 Hours)</i>		
N6117	Health Systems Leadership Role of the Leader/Manager I	3-0-3	N6118	Health Systems Leadership Role of the Leader/Manager II	3-0-3
N6119	Health Systems Leadership Leader/Manager Practicum I	0-8-2	N6120	Health Systems Leadership Leader/ Manager Practicum II	0-8-2

*Three years (8 semesters), 35 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

SW_2/28/2018

Modification Details

Modification: Nursing Education Full Time Plan of Study - Option B
These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

Rationale

The adoption of these new plans of study (both Full-Time and Part-Time) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the Nursing Education program are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

Attachments

Current File: Nurse educator role FT updated 2018.docx

SACSCOC Substantive Change

Please review the [Policy Summary and Decision Matrix](#)
Send questions to jenks@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: Nursing Education Full Time Plan of Study - Option B

These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

College Approvals

Susan Welch [APPROVED 2018-03-13]

Associate Dean of Nursing

Jennifer Schuessler [APPROVED 2018-03-13]

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED 2018-03-15]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver



UNIVERSITY of
West Georgia
 SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: EDUCATION
 NURSING EDUCATION

Full-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (7 Hours)</i>			<i>Spring Semester I (9 Hours)</i>		
N6101	Theoretical Foundations of Nursing Practice	3-0-3	N6106	Pathophysiology and Pharmacology	3-0-3
N6102	Role of the Caring Healthcare Professional	3-0-3	N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3
N6900	Scholarly Writing	1-0-1	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
<i>Summer Semester I (6 Hours)</i>			<i>Fall Semester II (8 Hours)</i>		
N6103	Health Promotion and Advanced Health Assessment	3-0-3	N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6110	Curriculum Development in Nursing Education	3-0-3
			N6111	Nurse Educator Role Practicum I	0-8-2
<i>Spring Semester II (5 Hours)</i>					
N6112	Nurse Educator Role Practicum II	0-8-2			
N6113	Evaluation and Testing in Nursing Education	3-0-3			

*Two years (5 semesters), 35 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

Note: To be eligible to receive a NFLP loan, a borrower must be a part-time or full-time student in the MSN Education track, Nursing Education.

SW_2/28/2018

Program View (Read-Only)

Attachments
Current File: Nurse educator role PT updated 2018.docx

Originator
Tanner Health System School of Nursing
College
Nursing
Department
Duke, Karen
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
Tanner Health System School of Nursing
College
Master of Science in Nursing
Existing Program (as shown in the DMA)
Master of Science in Nursing
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)
Master of Science
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Online
Program Location
Graduate
Degree Level

Fall
Effective Semester/Year
2018

Modification Details

Modification: Nursing Education Part Time Plan of Study - Option B
These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

Rationale

The adoption of these new plans of study (both Full-Time and Part-Time) will attract nurses to the graduate program and increase enrollment due to the reduced overall semester hours, which benefits the adult learner. Many graduate students in the Nursing Education program are working fulltime as nurses and based upon previously collected SWOT data, students requested the inclusion of summer courses and a reduced semester workload.

(Max 4000 characters)

Attachments

Current File: Nurse educator role PT updated 2018.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

Modification: Nursing Education Part Time Plan of Study - Option B

These new plans of study (both FT and PT) will encompass existing courses during the summer semester, which the previous plans of study did not offer. The individual semester hours are reduced with the inclusion of the summer semester.

- Remove course NURS 6107
- Add credit hours to NURS 6102, NURS 6109
- Change overall credit hours to complete the program from 36 hours to 35 hours

(Max 4000 characters)

College Approvals

Jennifer Schuessler [APPROVED 2018-03-13]
Dean, School of Nursing

Susan Welch [APPROVED 2018-03-13]
Associate Dean of Nursing

Other Approvals

Julia Farmer [REQUIRED]
Chair of the Faculty Senate

Susan Hall Webb [APPROVED 2018-03-13]
Chair, Graduate Programs Committee

Final Approval

David Jenks [REQUIRED]
Final Approver



SCHOOL OF NURSING
 MASTER OF SCIENCE IN NURSING
 PROGRAM DEGREE PLAN: EDUCATION
 NURSING EDUCATION

Part-time Plan of Study Option B

Semester Plan					
Course Number	Course Name	Hours	Course Number	Course Name	Hours
<i>Fall Semester I (4 Hours)</i>			<i>Spring Semester I (6 Hours)</i>		
N6102	Role of the Caring Healthcare Professional	3-0-3	N6106	Pathophysiology and Pharmacology	3-0-3
N6900	Scholarly Writing	1-0-1	N6105	Leadership for Quality, Safety and Health Policy	3-0-3
<i>Summer Semester I (3 Hours)</i>			<i>Fall Semester II (6 Hours)</i>		
N6108	Epidemiology for Nursing Education and Practice	3-0-3	N6101	Theoretical Foundations of Nursing Practice	3-0-3
			N6109	Informatics, Technology and Healthcare Outcomes	3-0-3
<i>Spring Semester II (3 Hours)</i>			<i>Summer Semester II (3 Hours)</i>		
N6104	Scholarly Inquiry and Data Analysis in Nursing	3-0-3	N6103	Health Promotion and Advanced Health Assessment	3-0-3
<i>Fall Semester III (5 Hours)</i>			<i>Spring Semester III (5 Hours)</i>		
N6110	Curriculum Development in Nursing Education	3-0-3	N6112	Nurse Educator Role Practicum II	0-8-2
N6111	Nurse Educator Role Practicum I	0-8-2	N6113	Evaluation and Testing in Nursing Education	3-0-3

*Three years (8 semesters), 35 total hours via 100% asynchronous format

Note: A minimum of three hours in standard week for one credit hour in practicums is norm (4:1 for practicums).

Note: A minimum of five total semester hours necessary for financial aid eligibility.

Note: To be eligible to receive a NFLP loan, a borrower must be a part-time or full-time student in the MSN Education track, Nursing Education.

SW_2/28/2018

Course View (Read Only)

Attachments

Current File: nurs_6102_3_11_2018.docx

Originator

Nursing
Department

Tanner Health System School of Nursing
College

Duke, Karen
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

NURS Prefix
6102 Number

Role of Caring Hlthcare Prof
Course Title

A course that explores the roles of the healthcare professional, theoretical models, and research related to caring science.

Course Catalog Description

3.00
Lec Hrs

0.00
Lab Hrs

3.00
Credit Hrs

Fall - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Corequisites

Rationale

A change in the semester credit hours for NURS 6102: Role of the Caring Healthcare Professional from 2-0-2 to 3-0-3 is requested. This change in semester credit hours for an existing course is requested due to faculty and student feedback regarding the inability to meet current course outcomes with the two-hour credit structure. An increase in semester credit hours from 2-0-2 to 3-0-3 for the course will enable faculty to meet all current course outcomes and Professional Standards for accreditation purposes.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 140

Comments

Comments area containing faint, illegible text.

Attachments

Current File: nurs 6102_3_11_2018.docx

College Approvals

Susan Welch [APPROVED]
2018-03-13

Associate Dean of Nursing

Jennifer Schuessler [APPROVED]
2018-03-13

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED]
2018-03-15

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Course name, prefix, and number: Role of the Caring Healthcare Professional, NURS 6102

Credit hours and prerequisites: 3 hours (3-0-3), admission to the graduate program

Course Description: This is a course that explores the roles of the healthcare professional, theoretical models, and research related to caring science.

Learning Outcomes:

1. Explore the role of the healthcare professional in practice, education, and leadership.
2. Differentiate caring theoretical models as the essence of practice, education and leadership.
3. Examine the concept of caring as it relates to providing holistic care in a culturally diverse, inter-professional environment.
4. Explore leadership and systems theories as a framework for practice as a leader or educator

Sample Textbooks:

Duffy, J. R. (2009). *Quality caring in nursing: Applying theory to clinical practice, education, and leadership*. New York, NY: Springer.

Topics for class sessions:

1. Implement a self-care plan through reflective practices and by considering therapeutic modalities.
2. Caring as the essence of quality healthcare practice.
3. Theoretical and evidence based frameworks for caring.
4. Quality caring, inter-professional and cultural competence.
5. Ethical decision making and caring.
6. The relationship between self-care and quality caring in the context of the role of the health care professional in education, practice and the healthcare environment.
7. Explore and differentiate the roles in practice, education and leadership.

Grading Scale:

A = 90-100

B = 80-89

C = 75-79

F = < 75

Approved by THS SON Graduate Program Committee: 3/12/2018

Course View (Read Only)

Attachments

Current File: [NURS 6109 Informatics Technology and Healthcare Outcomes.docx](#)

Originator

Nursing
Department

Tanner Health System School of Nursing
College

Duke, Karen
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

NURS Prefix
6109 Number

Informatics, Technology, and Healthcare Outcomes
Course Title

This course focuses on the theoretical basis of healthcare informatics with an emphasis on management and processing of healthcare data, information, and knowledge.

Course Catalog Description

2 Lec Hrs

0 Lab Hrs

2 Credit Hrs

Spring - 2015
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Admission to the graduate program

Corequisites

Rationale

The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment:

Comments

Attachments

Current File: [NURS 6109_ Informatics Technology and Healthcare Outcomes.docx](#)

College Approvals

Laurie Ware [APPROVED
2013-05-06]

Associate Dean of Nursing

Kathryn M. Grams [APPROVED
2013-05-07]

Dean, School of Nursing

Other Approvals

Mark Parrish [APPROVED
2013-07-02]

Chair, Graduate Programs Committee

Final Approval

Jon Anderson [APPROVED
2013-08-01]

Chair of the Faculty Senate

Course name, prefix, and number: Informatics, Technology, and Healthcare Outcomes, NURS 6109

Credit hours and prerequisites: 2 hours (2-0-2) admission to the graduate program

Course Description: This course focuses on the theoretical basis of healthcare informatics with an emphasis on management and processing of healthcare data, information, and knowledge.

Learning outcomes:

1. Analyze emerging informatics technologies and processes that influence the health care delivery systems. (1, 4, 5) (Master's Essentials 1 & 5)
2. Identify key issues related to the application of emerging informatics technologies and processes to enhance quality care. (5) (Master's Essential 5)
3. Develop solutions to address the application of emerging informatics technologies and processes of key issues. (5) (Master's Essential 5)
4. Apply concepts of data protection to emerging informatics technologies and processes. (5) (Master's Essential 5)

Sample textbooks:

McGonigle, D. & Mastrian, K. G. (2012). Nursing informatics and the foundation of knowledge (2nd ed.). Boston, MA: Jones & Bartlett Learning.

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, D.C.: Author. ISBN13: 978-1-4338-0561-5

Topics for class sessions:

The course addresses communication, client/patient-care technologies, language systems, and basic database design concepts:

Vision

Internet

Consumer Informatics

Electronic Health Record

Protection of Privacy

Information Security

Data Integrity

Telehealth

Healthcare Informatics

Grading System:

A = 90 – 100

B = 80 – 89

C = 75 – 79

F = below 75

Approved by SON Graduate Program Committee: 4/16/13

Course View (Read Only)

Attachments

Current File: nurs_6123_3_11_2018.docx

Originator

Nursing
Department

Tanner Health System School of Nursing
College

Duke, Karen
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

NURS 6123
Prefix Number

Health Systems Leadership Clinical Nurse Leader Practi
Course Title

This course is an immersion experience in the role of the clinical nurse leader. Opportunities are provided to integrate theory, research, and evidence-based practice in a clinical microsystem through completion of capstone project.

Course Catalog Description

0
Lec Hrs

20.00
Lab Hrs

5.00
Credit Hrs

Spring - 2019
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

NURS 6122 and NURS 6124

Corequisites

NURS 6125

Rationale

A change in the semester credit hours for NURS 6123: Health Systems Leadership CNL Practicum II from 0-20-4 to 0-20-5 is requested. This change in semester credit hours for an existing course is requested due to the current 4:1 practicum ratio in other MSN courses while the NURS 6123 course has a 5:1 practicum ratio. An increase in semester credit hours from 0-20-4 to 0-20-5 for the course will enable students in the CNL track to receive the current practicum credit ratios as others in the MSN program for practicum work.

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: nurs_6123_3_11_2018.docx

College Approvals

Susan Welch [APPROVED]
2018-03-13

Associate Dean of Nursing

Jennifer Schuessler [APPROVED]
2018-03-13

Dean, School of Nursing

Other Approvals

Susan Hall Webb [APPROVED]
2018-03-15

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

Course name, prefix, and number: Health Systems Leadership CNL Practicum II, NURS 6123

Credit hours and pre-requisites/co-requisites: 5 hours (0-20-5); **prerequisites:** NURS 6122 and NURS 6124; **co-requisites:** NURS 6125

Course Description: This course is an immersion experience in the role of the clinical nurse leader. Opportunities are provided to integrate theory, research, and evidence-based practice in the clinical microsystem through completion of capstone project.

Learning Outcomes:

1. Plan timely, safe, efficient, patient-centered care to a cohort of patients at the clinical microsystem level.
2. Participate in inter professional communication and collaboration in the health care setting to improve quality outcomes and patient safety
3. Implement an evidence-based, cost effective clinical project that addresses identified needs for change in patient outcomes that are mutually identified by the health care team.
4. Demonstrate competency of the roles of the CNL involved in safe, quality, patient-centered care in a clinical microsystem

Sample textbooks:

Harris, J. L. & Roussel, L. (2010). *Initiating and sustaining the clinical nurse leader role: A practical guide*. Jones and Bartlett Publishers: Sudbury, MA. ISBN: 978-0-7637-7631-2

King, C., Gerard, S. (2012) *Clinical Nurse Leader Certification Review* Springer Publishing Company, Incorporated. ISBN-13: 9780826171177

Crowell, D.M. (2011). *Complexity leadership: Nursing's role in health care delivery*. Philadelphia: F.A. Davis. ISBN: 978-0-8036-2233-3

Melnyk, B. M. & Fineout-Overholt, E. (2011). *Evidence-based practice in nursing & healthcare*. (2nd ed.). Philadelphia: Lippincott Williams & Wilkins. ISBN: 978-1-60547-778-8

Nelson E.C., Batalden P.B., & Godfrey, M. M. (2007). *Quality by design: A clinical microsystems approach*. San Francisco: Jossey-Bass. ISBN: 978-0-7879-7898-3

Nelson E.C., Batalden P.B., Godfrey, M. M. & Lazar, J. (2011). *Value by design: Developing clinical microsystems to achieve organizational excellence*. San Francisco: Jossey-Bass. ISBN: 978-0-470-38534-0

Kotter, J. (2007). *Leading Change*. Harvard Business School Press. Boston: MA. ISBN: 978-0-87584-747-1

Topics for class sessions:

Generic assignments/methods of evaluation:

Evidence-Based Quality Improvement Project: 30%
Evidence-Based Quality Improvement Project Presentation: 15%
Clinical Log: 10%
Clinical Evaluation: 10%
Journals 10%
Teaching Project: 20%
Teaching Project Presentation: 5%

Grading System:

A = 90 - 100
B = 80 - 89
C = 75 - 79
F = below 75

Approved by SON Graduate Program Committee: 3/12/18

Course View (Read Only)

Attachments

Current File: [NURS 6125 Health Systems Leadership Clinical Nurse Leader Seminar.docx](#)

Originator

Nursing
Department

Tanner Health System School of Nursing
College

Duke, Karen
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

NURS **6125**
Prefix Number

Health Systems Leadership Clinical Nurse Leader Semin
Course Title

This course is designed to provide students the opportunity to discuss and analyze leadership challenges in the development and implementation of the CNL role in clinical microsystems.

Course Catalog Description

1
Lec Hrs

0
Lab Hrs

1
Credit Hrs

Spring - 2015
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

NURS 6122 and NURS 6124

Corequisites

NURS 6123

Rationale

The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.

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: [NJRS 6125_Health Systems Leadership Clinical Nurse Leader Seminar.docx](#)

Course name, prefix, and number: Health Systems Leadership Clinical Nurse Leader Seminar, NURS 6125

Credit hours and prerequisites: 1 hour (1-0-1) prerequisites of NURS 6122 and NURS 6124 and co-requisite of NURS 6123

Course Description: This course is designed to provide students the opportunity to discuss and analyze leadership challenges in the development and implementation of the CNL role in clinical microsystems.

Learning Outcomes:

1. Synthesize application of leadership and organizational theories related to the role of the CNL.
2. Analyze the challenges and opportunities available for implementing changes based on clinical microsystem cultures.
3. Evaluate the implementation of the CNL role in selected health care settings.

Sample textbooks:

Harris, J. & Roussel, L. (2010). Initiating and sustaining the clinical nurse leader role. Jones & Bartlett. ISBN: 978-0-7637-7631-2

Nelson E.C., Batalden P.B., Godfrey, M. M. & Lazar, J. (2011). Value by design: Developing clinical microsystems to achieve organizational excellence. San Francisco: Jossey-Bass. ISBN: 978-0-470-38534-0

Patterson, K., Grenny, J., McMillan, R. & Switzler, A. (2012). Crucial conversations tools for talking when stakes are high. (2nd ed.). McGraw-Hill. ISBN: 978-0-07-177132-0

Kotter, J. (2007). Leading Change. Harvard Business School Press. Boston: MA. ISBN: 978-0-87584-747-1

Topics for class sessions:

Generic assignments/methods of evaluation:

Online Assignments: 45%

Online Blackboard Discussion: 35%

Professional Portfolio: 20%

Grading System:

A = 90 - 100

B = 80 - 89

C = 75 - 79

F = below 75

Approved by SON Graduate Program Committee: 4/9/13

Program View (Read-Only)

Attachments
Current File: [MPAccMBA_March2018.docx](#)

Originator
Richards College of Business
College
Economics
Department
Austin, Adrian
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
Master of Business Administration (MBA)
Existing Program (as shown in the DMA)
Master of Business Administration (MBA)
Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)
Master of Business Administration
Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)

Track or Concentration
On Campus
Program Location
Graduate
Degree Level

Effective Semester/Year
Fall
2018

Modification Details

The Richards College of Business of the University of West Georgia is requesting approval for a new combined degree Master's program between the Masters of Business Administration and the Masters of Professional Accounting. Our goal is to begin offering it in Fall 2018. The agreed upon combined program is listed in the attached document. Yearly, we have several students who request the ability to obtain the combined degree, and from our research, other institutes are offering similar programs. We are proposing the new combined degree as a way to meet our student body demand, and to stay competitive in the market place.

(Max 4000 characters)

Rationale

(Max 4000 characters)

Attachments

Current File: MPAccMBA_March2018.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

The Richards College of Business of the University of West Georgia is requesting approval for a new combined degree Master's program between the Masters of Business Administration and Masters of Professional Accounting. Our goal is to begin offering it in Fall 2018. The approved combined program is listed below. Yearly, we have several students who request the ability to obtain the combined degree, and from our research, other institutes are offering similar programs. We are proposing the new combined degree as a way to meet our student body demand, and to stay competitive in the market place.

(Max 4000 characters)

College Approvals

Thomas Gainey [APPROVED 2018-04-17]

Chair, Course Department

Faye McIntyre [APPROVED 2018-04-17]

Dean, RCOB

Other Approvals

Adrian Austin [APPROVED 2018-04-17]

RCOB Graduate Program Committee Chair

Susan Hall Webb [APPROVED 2018-04-19]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

**MPAcc/MBA Combined Degree
Program and Requirements
March 2018**

The Richards College of Business of the University of West Georgia is requesting approval for a new combined degree Master's program between the Masters of Business Administration and the Masters of Professional Accounting. Our goal is to begin offering it in Fall 2018. The agreed upon combined program is listed below. Yearly, we have several students who request the ability to obtain the combined degree, and from our research, other institutes are offering similar programs. We are proposing the new combined degree as a way to meet our student body demand, and to stay competitive in the market place.

MBA – Jeannie Pridmore, PhD – Director of Graduate Programs MBA
Richards College of Business
University of West Georgia
1601 Maple St.
Carrollton, GA 30118

MPAcc- Christine Haynes, PhD – Director of Graduate Programs MPAcc
Richards College of Business
University of West Georgia
1601 Maple St.
Carrollton, GA 30118

Proposal for 45 Credit Hour Program:

	Course Number	Course Name	Credit Hours
1	ACCT 6216	Seminar in Financial Reporting	3
2	ACCT 6233	Seminar in Strategic Cost Management	3
3	ACCT 6242	Strategic Information Systems	3
4	ACCT 6253	Seminar in Tax Accounting	3
5	ACCT 6263	Seminar in Assurance Services	3
6	ACCT 6264	Nonprofit Accounting and Auditing	3
7	ECON 6450	Managerial Economics	3
8	ECON 6461	International Finance	3
9	FINC 6532	Advanced Financial Management	3
10	MGNT 6670	Organizational Theory and Behavior	3
11	MGNT 6681	Strategic, Ethical, and Global Management	3
12	MKTG 6815	Marketing Strategy	3
13	Accounting Elective	Please see the information below*	3
14	MBA Elective	Please see the information below**	3
15	MBA Elective	Please see the information below**	3
	Total Hours		<u>45</u>

*Complete one 3 credit hour accounting elective from the list below.

- ACCT 5265 Sustainability Accounting and Reporting
- Can be substituted with a Study Abroad (requires approval)

**MPAcc/MBA Combined Degree
Program and Requirements
March 2018**

** Complete one 3 credit hour MBA elective from the list or by approval.

- ECON 6470 - Ethical Found of Capitalism
- ABED 6100 - Strategic Business Communication
- MKTG 6820 - International Business Strategy
- ECON 6430 - Business Forecasting
- FINC 6542 - Investment Analysis/Portfolio Management
- CISM 6331 - Strategic Management of Information Technology

Applicants will need to apply and be accepted to both programs individually. If the student decides to withdraw from the combined program, but would like to continue with either the MBA or MPAcc programs separately, they must contact the Graduate Academic Advisor to formally change their program of study.

Program View (Read-Only)

Attachments

Current File: [MS GRE requirement\(2\).docx](#)

Originator

College of Science and Mathematics

Department

Mathematics Department

Gordon, Scott

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

Master of Science with a Major in Mathematics

Existing Program (as shown in the DMA)

Master of Science with a Major in Mathematics

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Master of Science

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

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

Track or Concentration

On Campus

Program Location

Graduate

Degree Level

Fall

Effective Semester/Year

2018

Program Location

Degree Level

Modification Details

The Mathematics Department seeks to remove the GRE requirement for incoming masters students. (See attached edits to the graduate catalog.)

(Max 4000 characters)

Rationale

The department is working to increase enrollment in our masters program, and we frequently h highly-qualified applicants for whom the GRE is a barrier to admission. The department (in par Graduate Committee) wishes to use its judgement as to which applicants are qualified, regardl whether they have GRE scores.

(Max 4000 characters)

Attachments

Current File: MS GRE requirement(2).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

Change to admissions requirements

(Max 4000 characters)

College Approvals

Rui Xu [APPROVED 2018-03-08]

Chair, Course Department

Shea Rose [APPROVED 2018-03-30]

Coordinator, COSM Curriculum Committee

Other Approvals

Susan Hall Webb [APPROVED 2018-04-19]

Chair, Graduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

For regular admission to the program, students are expected to have a Bachelor's degree from an accredited institution, a cumulative GPA of at least 2.7 on all college level work, ~~a combined verbal and quantitative GRE score of at least 1030, with no score less than 400~~, completion of the calculus sequence (equivalent of UWG courses MATH 1634, MATH 2644, MATH 2654) plus at least twelve hours of mathematics courses at the advanced undergraduate level (3000 level or higher, or the equivalent).

The GRE is not required but may strengthen the student's application. Provisional admission: Applicants applying to a master's degree program in mathematics with less than the required GPA ~~and GRE~~ may be considered for provisional admission. They must ~~submit official GRE test scores and~~ must also have a grade point average of at least 2.2. In no event may the grade point average be less than 2.2. Applicants may also be admitted provisionally for reasons other than, or in addition to, grade point average ~~and GRE test scores~~. Meeting ~~departmental test score and~~ grade point average requirements is no guarantee of admission. Provisional admission is ultimately subject to departmental approval and the Dean of the College of Science and Mathematics.

Addendum III

Program View (Read-Only)

Attachments
 Current File: Photography Program Modification 2018.pdf

Originator
 College of Arts and Humanities
 College Department Art Department
 Schoon, Mark
 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 Arts and Humanities
 College Bachelor of Fine Arts with a Major in Art
 Existing Program (as shown in the DMA) Photography
 Track or Concentration
 Bachelor of Fine Arts with a Major in Art
 Program Name (You can only edit this if you checked 'Program Name' in the Modifications box) Photography
 Track or Concentration Name (You can only edit this if you checked 'Track/Concentration Name' in the Modifications box) On Campus
 Program Location
 Bachelor of Fine Arts
 Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box) Spring
 Effective Semester/Year 2019

Modification Details

Modification Details

Program modifications include:

- A new program description (see attachments)
- Course groupings by level to give students more options within required courses, essentially creating electives within the requirements. This is most clearly illustrated within the right hand column of the attached program sheet.
- The deletion of two course courses:
ART 4705 History of Photography
ART 4707 Professional Assignments Photography
- The addition of two courses:
ART 3700 - Survey of Photography (formerly ART 4705 History of Photography)
ART 3705 - Artificial Lighting (formerly ART 4707 Prof. Assignments Photography)
- 3 courses (Photography I, II, III) have been renamed to eliminate confusion regarding the necessity for sequential enrollment. Similarly prerequisites have been revised to allow a traditionally sequential curriculum to be taken in a less sequential manner.

(Max 4000 characters)

Rationale

The program has been modified in an effort to provide more flexibility to students as they p through the curriculum, clarify course progression, align central learning outcomes, and up to reflect current pedagogical standards in the discipline.
With built in flexibility to degree requirements provided by additional courses and options it department to better satisfy RPG objectives.

(Max 4000 characters)

Attachments

Current File: [Photography Program Modification 2018.pdf](#)

Comments
 The total number of credit hours for the track/concentration remains the same at 12 same as in all BFA concentrations within the studio art degree.

(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

College Approvals

Kevin Shunn [APPROVED 2018-04-03]
 Chair, Course Department

Pauline Gagnon [APPROVED 2018-04-13]
 Dean, College of Arts and Humanities

Other Approvals

Nicholas Sterling [APPROVED 2018-04-19]
 Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]
 Chair of the Faculty Senate

Final Approval

David Jenks [REQUIR]
 Final Approver

Department of Art - BFA Studio Art - Photography Concentration
M. Schoon & J. Morris

Photography Program Modification Narrative 2018

It is with careful consideration that we present this plan for a program modification for the Photography concentration within the Art Department curriculum. In creating this modification, program mapping, course outcomes, course names, and course descriptions have all been carefully considered and adjusted in an effort to strengthen courses, RPG, and improve student outcomes.

One significant area of adjustment is to the division of hours required at different levels of study within the curriculum (please see attached chart). In looking at the curriculum and the current requirements needed for graduation we realized that an undue hardship was being put on our majors by requiring a large number of sequential required classes to be taken at both the level 3000 and 4000 levels. Additionally we recognized that the number and structure of prerequisites for upper level classes had become prohibitive and cumbersome for student progression through the program. At times the sequential nature of the curriculum compounded by the prerequisites created bottlenecks and shortages, further affecting RPG. In recognizing these areas of congestion we changed the prerequisites from a sequential structure to a program that more simply requires a fixed number of credit hours taken at various levels within the course offerings. In looking forward we envision students to have more flexibility to take the courses they feel are important to their development in photography. Understanding that we are introducing students to a wide array of lens based systems for making art we have aligned our learning outcomes within 4 designated proficiency levels. With this structure students can have a tailored experience in the program while still meeting core learning outcomes, whether it be in a digital, darkroom, or video based class.

In addition to the above modifications we are adjusting course names from being sequential and non-descriptive (Photography I, II, III, etc...) to descriptive and non-sequential. This is with the hope that students will feel more open to the variety of courses being offered and less hamstrung by a strict sequential order. By renaming the courses and emphasizing the content rather than an order, students will be more apt to move freely and assuredly through the curriculum.

The final significant change that is proposed is a two course replacement, achieved through two deletions and additions. The first course, History of Photography ART 4705 will be replaced by Photography Survey ART 3700. While the course is critical to the curriculum it has become painfully evident that students have deep misunderstanding of how a course titled "History" functions within a studio course structure, often believing it is a "memorizing dates-lecture course". Holding a deep belief in the importance of this courses learning outcomes we are choosing to offer it at an introductory level to further support students progression in beginning and intermediate level courses. Additionally, we will be making it a prerequisite for other 37XX courses for our majors. The second class we are deleting and replacing is Professional Assignments Photography ART 4707 with Artificial Lighting ART 3705. 4707 has traditionally been met with little interest beyond photography majors. ART 3705 will carry over much of the technical content of the course but root it firmly in a intermediate level skill set creating further course choices for students moving through the program.

In proposing these changes, we believe that the curriculum will be enhanced by a more fluid experience and holistic course offerings, providing students with an understanding of the cultural and technical advancements of the medium.

Photography Program Modification 2018

Program Description

OLD Program Description:

UWG Photography program addresses the many uses of photography in fine arts, advertising, and journalism. Photography is a fundamental part of our culture and students are encouraged to explore its many philosophical and commercial possibilities. Cross-disciplinary coursework includes related areas such as Graphic Design and Printmaking.

NEW Program Description:

The Photography program at UWG is a broad study of the medium of lens-based image making. Still and moving image processes are taught as a means for exploration, activism, documentation, and self-expression. Courses of study may range from digital manipulation to historic processes, documentary practices to video art.

Courses

- 3700 - Survey of Photography (formerly ART 4705 *History of Photography*) **Addition**
- 3701 - Intro to Photography (formerly *Photography I*) **Modification - Name Change - Description**
- 3702 - Darkroom Photography **Name Change**
- 3703 - Digital Imaging (formerly *Photography III*) **Modification - Name Change**
- 3704 - Intro to Time-Based Media (Video I)
- 3705 - Artificial Lighting (formerly ART 4707 *Prof. Assignments Photography*) **Addition**
- 4702 - From Still to Moving Images
- 4704 - Documentary Photography **Modification - Course Description**
- 4705 - History of Photography **Deletion**
- 4706 - Advanced Photography
- 4707 - Professional Assignments Photography **Deletion**
- 4708 - Experimental Practices in Lens-Based Media

Course Descriptions

ART 3700 - Survey of Photography - 3 credit hours

This course is designed to give students a comprehensive investigation of the history of photography through study and production. This course explores the technical innovations, cultural implications, and the major figures in photography's history. Students will learn the subject by working hands-on with historic photographic darkroom processes as well as through lectures, readings and exams. It is recommended that this course is taken the same semester as ART 3701 for all photography majors.

Prerequisite: (ART 1006 Minimum Grade: C or ART 1101 Minimum Grade: C) and (ART 1009 Minimum Grade: C or ART 1102 Minimum Grade: C) and ART 1007 Minimum Grade: C and ART 1008 Minimum Grade: C and ART 2201 Minimum Grade: C and ART 2202 Minimum Grade: C

ART 3701 - Intro to Photography - 3 credit hours

This course explores the use of digital - SLR (single lens reflex) cameras. Studio practice emphasizes digital workflow and print production. Assignments are usually weekly and present a cumulative set of strategies for constructing images. Course also provides an introduction to the history and the many cultural implications of the medium. Emphasis is placed on sophisticated seeing and image making within the camera rather than digital manipulation.

Prerequisite: (ART 1006 Minimum Grade: C or ART 1101 Minimum Grade: C) and (ART 1009 Minimum Grade: C or ART 1102 Minimum Grade: C) and ART 1007 Minimum Grade: C and ART 1008 Minimum Grade: C and ART 2201 Minimum Grade: C and ART 2202 Minimum Grade: C

ART 3702 - Darkroom Photography- 3 credit hours

This course covers the use of analogue 35mm film cameras, traditional darkroom methods of image-making and analogue/digital hybrid processes. Conventional genres of image making such as still life, portraiture, and landscape are used as a means to explore contemporary issues. The course stresses continued development of a personal visual vocabulary and understanding of historical and cultural implications.

Prerequisite ART 3700 or 3701, with the grade of C or better.

ART 3703 - Digital Imaging - 3 credit hours

This course explores digital manipulation of imagery as a post-production process. Exercises explore various strategies for reconfiguring imagery and what the reconfiguring does to the meaning of imagery. Selected readings and discussions aid in the discussion/understanding on/of these topics. The course also stresses continued development of personal visual vocabulary and understanding of historical and cultural implications.

Prerequisite: ART 3701 with a grade of C or better.

ART 3704 – Intro to Time-Based Art (Video I)

This course introduces the basic principles of current digital video and audio technology as a means of making time-based art. Traditional production techniques in cinematography, audio recording, non-linear editing, and lighting are taught. Students learn to work within a number of different genres including, documentary, narrative, experimental, and cross-genres. Weekly screenings of films and videos, assigned readings, and accompanying discussions will serve as a means to broaden students' critical and theoretical understanding of the mediums.

Prerequisite ART 3701 with the grade of C or better.

ART 3705 - Artificial Lighting for Photography and Video

This course provides students with an introduction to artificial lighting for photography and video. Students will learn the fundamentals of artificial lighting and its application through demonstrations, weekly assignments, and readings. Students will complete a series of assignments in and outside of the photography studio using lighting techniques to achieve conceptual and aesthetic goals.

Prerequisite ART 3701 with the grade of C or better.

ART 4702 – From Still to Moving Images

This course is designed to provide advanced students with an in-depth investigation of the relationship between still and moving images. Students will create photographic prints and video work as well as other works that don't fall easily into either category. An emphasis will be put on understanding the historic evolution of still and moving images and the use of lens-based imagery in contemporary art. Weekly film screenings will accompany critical readings.

Prerequisites: ART 3700, 3701,37XX with a grade of C or better.

ART 4704 – Documentary Photography - 3 credit hours

This course is designed to give advanced students and in-depth experience studying and creating documentary images. Documentary projects are extensive investigations of a subject. Students will produce work through assignments as well as a self determined final project. Progress will be assessed through bi-weekly critiques.. Whereas concept based art is meant to reflect the personal feelings of the artist and commercial photography is meant to convey ideas for a client, documentary is meant to reflect outwards on society. Projects have socio-political or cultural significance. Students will also learn about the history and major figures in documentary photography through lectures, film screenings, and readings.

Prerequisites: ART 3700, 3701,37XX with a grade of C or better.

~~ART 4705 – History of Photography – 3 credit hours~~

~~This course is designed to give advanced students a comprehensive investigation of the history of photography. This course explores the technical innovations, cultural implications and the major figures in its history. Students will learn about the subject through lectures, readings and exams but they will also learn through hands-on projects using historic processes to make their own work. Major technical emphasis will be placed on the use of the large format view camera. (note: this course can fulfill advanced coursework for photography majors, or an art elective for non-photo majors. It does not fulfill a 3000 or above art history requirement, nor is it a DSW certified course.)~~

~~Prerequisites: ART 3702 or 3704 and ART 3703 with a grade of C or better.~~

ART 4706 - Advanced Photography Studio - 3 credit hours

Contingent on the approval of the instructor, the student will define a series of works delving into specific subject matter and/or technical interests. This course is meant to further the direction of the individual and prepare them for their senior exhibitions.

Prerequisite ART 47XX with the grade of C or better

~~ART 4707 – Professional Photography Assignments – 3 credit hours~~

~~This course prepares students to make photographic images as professionals through learning appropriate technical skills. Students will be immersed in the many aspects of photography that are available once they leave the university. A strong emphasis will be placed on developing skills in artificial lighting, studio production, and basic corporate video production.~~

~~Prerequisites: ART 4702 or 4704 or 4705 with the grade of C or better.~~

ART 4708 – Experimental Practices in Lens-Based Media

This course is designed to introduce advanced students to experimental, non-traditional, and alternative photographic and motion picture processes. Students will produce photographic series, time-based works, and other forms of art such as installations, 3-D objects, and projections. Projects will utilize an array of analogue and digital technologies in their production.

Prerequisites: ART 3700, 3701, 37XX with the grade of C or better.

Photography Curriculum 2018			
Courses		Credits	Groups
Survey of Photography	3700	6 credits - must take both	I
Intro to Photography	3701		
Darkroom Photography	3702	9 credits - Choose 3 courses	II
Digital Imaging	3703		
Intro to Time-Based Art (Video I)	3704		
Artificial Lighting	3705	3 credits - Choose 1 courses	III
From Still to Moving Images	4702		
Documentary Photography	4704		
Experimental Practices	4708	6 credits - must take twice	IV
Advanced Photography	4706		

Learning Outcomes

Group I - (ART 3700 ART 3701)

Students will:

- Demonstrate a beginning understanding of the medium of photography
- Demonstrate a beginning ability or understand and manipulate photographic materials
- Demonstrate an awareness of contemporary and historical art photography.
- Demonstrate Improved aesthetic sensibilities. Meaning, to improve visual sensitivity to your surroundings and develop your decision-making process when photographing
- Develop constructive, group analysis through in-class critiques
- Produce self-directed work.

Group II (ART 3702, 3703, 3704, 3705)

Students will:

- Demonstrate an intermediate historical understanding of lens-based art.
- Demonstrate an intermediate understanding of the conceptual and technical potential lens-based art.
- Demonstrate an intermediate understanding of various technical camera usages through assigned work.
- Demonstrate an intermediate understanding of historical and contemporary issues in lens-based art.
- Demonstrate a intermediate understanding of social/conceptual issues surrounding lens-based art

Group III (ART 4702, 4704, 4708)

Students will:

- Demonstrate an understanding of various advanced technical camera usages through assigned work.
- Demonstrate an understanding of various imaging processes through assigned work.
- Demonstrate an advanced understanding of social/conceptual issues surrounding photography and lens-based media
- Demonstrate an advanced understanding of the technical, ethical, and logistical difficulties of such projects

Group IV (ART 4706)

Students will:

- Demonstrate a sophisticated ability to conceive, plan, and execute a self-directed body of work.
- Demonstrate an understanding not only of additional techniques, but how those techniques can be chosen to enhance conceptual agenda.
- Demonstrate an advanced understanding of theoretical issues surrounding contemporary photographic art.
- Demonstrate a continuing sophistication in critiquing one's work and the work of others using vocabulary of art and photography to formally analyze composition, design, concept of two-dimensional works.

BFA in Art/Photography Concentration
UWG Department of Art

NAME	ID #	CATALOG YEAR
UWG CORE CURRICULUM		
A. ESSENTIAL SKILLS/9 HRS	HRS	GRADE SEM/YR
ENGL 1101	3	
ENGL 1102	3	
MATH 1001, 1111, 1113 or 1634	3/4	
B. INSTITUTIONAL PRIORITIES/5 HRS		
B1. Oral Communication	3/4	
B2. Institutional Priorities Elective	1/2	
C. HUMANITIES & FINE ARTS/6 HRS		
C1. Fine Arts	3	
C2. Humanities	3	
D. SCIENCE, MATHEMATICS, & TECHNOLOGY/10-11 HRS		
D1. Lab Science	3+1	
D1. Non-Lab Science	3	
D2. Math/Science/Tech Elective	3/4	
E. SOCIAL SCIENCES/12 HRS		
E1. HIST 1111 or 1112	3	
E2. HIST 2111 or 2112	3	
E3. POLS 1101	3	
E4. Social Science Elective	3	
ART FOUNDATIONS		
ART 1006 Design I	3	
ART 1007 Drawing I	3	
ART 1008 Drawing II	3	
ART 1009 Design II	3	
ART 2201 History of Western Art I	3	
ART 2202 History of Western Art II	3	
ART SECONDARY CORE		
ART 3301 Beginning Ceramics	3	
ART 3601 Painting I or ART 3602 Painting II	3	
ART 3801 Printmaking I	3	
ART 3901 Sculpture I	3	
APPLY TO BFA/After completion of studio courses in Secondary Core, students are eligible to submit application materials to their desired BFA program.		
ART History DSW*	3	
ART History DSW	3	
PHOTOGRAPHY CURRICULUM		
PHOTOGRAPHY CORE CURRICULUM/24 HRS		
ART 3700 Survey of Photography	3	
ART 3701 Intro to Photography	3	
SELECT 3 OF THE FOLLOWING		
ART 3702 Darkroom Photography	3	
ART 3703 Digital Imaging	3	
ART 3704 Intro to Time-Based Art (Video I)	3	
ART 3705 Artificial Lighting	3	
JUNIOR REVIEW/Halfway through concentration curriculum, all candidates must enroll in ART 4078 Junior Review and present a comprehensive portfolio of artwork to date. Portfolios will be evaluated by the Department of Art faculty. Candidates must pass Junior Review in order to enroll in ART 4998 Senior Capstone I.		
ART 4078 Junior Portfolio Review	NC	P/F
SELECT 1 OF THE FOLLOWING		
ART 4702 From Still to Moving Images	3	
ART 4704 Documentary Photography		
ART 4708 Exp. Prac. in Lens Based Media		
ART 4706 Advanced Photography Studio	3	
ART 4706 Advanced Photography Studio	3	
PHOTOGRAPHY ELECTIVES†/12 HRS		
ART ELECTIVES‡/ 9 HRS		
ART 3000 or Above		
ART 3000 or Above		
ART 3000 or Above		
CAPSTONE SEQUENCE		
CAPSTONE SEQUENCE/In the final two semesters, all candidates must enroll in ART 4988 Senior Capstone I and ART 4999 Senior Capstone II and present a comprehensive portfolio of work and a BFA thesis, exhibition, and an oral defense of art/design work. This exhibition must be held in a space approved by the Department of Art.		
ART 4988 Senior Capstone I	1	
ART 4999 Senior Capstone II	2	
TOTAL		
HRS TOTAL		

All students must have 6 hrs of Discipline Specific Writing Courses (DSWs). Art students are highly encouraged to travel with the Department of Art by participating in either a Museum Seminar or Summer Study Abroad course.

*DSWs

- | | |
|--------------------------------------|----------------------------------------|
| ART 3210 Non-Western Art | ART 3270 20th Cen Early Modern Art |
| ART 3220 Art of the Ancient World | ART 3275 Art Since 1945 |
| ART 3230 Medieval Art | ART 3280 Museum Seminar |
| ART 3240 18th/19th Cen Art | ART 4290 Modernist Criticism |
| ART 3250 Italian Renaissance/Baroque | ART 4295 Hist of American Architecture |
| Art ART 3260 American Art | ART 4295 Special Topics: Art History |

†PHOTOGRAPHY ELECTIVES

- | | |
|-----------------------------|--------------------------------|
| ART 3302 Intern Ceramics | ART 4805 Advanced Printmaking |
| ART 3401 Graphic Design I | ART 4821 Screenprinting |
| ART 4007 Digital Media | ART 4822 Book Arts/Letterpress |
| ART 3802 Relief Printmaking | ART 4985 Special Topics |
| ART 3902 Sculpture II | ART 4586 Internship |
| ART 3903 Sculpture III | |
| ART 4903 Sculpture IV | |
| ART 4904 Advanced Sculpture | |
| ART 4803 Intaglio | |
| ART 4804 Lithography | |

‡ART ELECTIVES/Open Art Electives may be filled by any ART 3XXX or 4XXX course, excluding ART 32XX and 42XX courses (Art History DSWs).

www.westga.edu/art

Courses of variable credit must be taken for 3 credit hours per semester unless otherwise approved by the Instructor and the Department Chair
 * Independent Studies or Directed Readings may be taken toward the fulfillment of art electives with the approval of both the Instructor and the Department Chair
 † No courses may be substituted for listed required courses without approval of the Department Chair
 ‡ There is no Physical Education requirement nor will any Physical Education class count as an elective
 Updated 03 22 18

Course View (Read Only)

Attachments

Current File: ART_3700 Survey of Photography.pdf

Originator

Art Department
Department

College of Arts and Humanities
College

Schoon, Mark
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 3700
Prefix Number

Survey of Photography
Course Title

This course is designed to introduce students to a comprehensive investigation of the history of photography through study and production. Situated as an integral part of communication, photography is a medium that fundamentally impacts our daily lives and culture. This course explores the technical innovations, cultural implications, and the major figures in photography's history. Students will learn the subject by working hands-on with historic photographic darkroom processes as well as learn about the subject through lectures, readings and exams.

Course Catalog Description

6
Lec Hrs

3
Credit Hrs

Spring - 2019
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Pre-requisites (ART 1006 Minimum Grade: C or ART 1101 Minimum Grade: C) and (ART 1009 Minimum Grade: C or ART 1102 Minimum Grade: C) and ART 1007 Minimum Grade: C and ART 1008 Minimum Grade: C and ART 2201 Minimum Grade: C and ART 2202 Minimum Grade: C

Corequisites

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Rationale

Survey of Photography (formerly 4705 History of Photography) is an addition to the Photography curriculum. The lecture and studio based course serves as a foundation for understanding the cultural and technological implications of the invention of photography, as well as an introduction to a number of antiquated processes, such as the Cyanotype, Salt Print, and Albumen Print. In requiring this course early in the program the students will benefit from a contextualization of photography's history and development as it relates to the work they are developing and the courses to follow.

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: ART_3700_Survey of Photography.pdf

College Approvals
Kevin Shunn [APPROVED 2018-04-03] Chair, Course Department
Pauline Gagnon [APPROVED 2018-04-13] Dean, College of Arts and Humanities

Other Approvals
Nicholas Sterling [APPROVED 2018-04-19] Chair, Undergraduate Programs Committee
Julia Farmer [REQUIRED] Chair of the Faculty Senate

Final Approval
David Jenks [REQUIRED] Final Approver

Survey of Photography ART 3700
227 Humanities

Course Description: ART 3700 - Survey of Photography - 3 credit hours

This course is designed to introduce students to a comprehensive investigation of the history of photography through study and production. Situated as an integral part of communication photography is a medium that fundamentally impacts our daily lives and culture, this course explores the technical innovations, cultural implications, and the major figures in photography's history. Students will learn the subject by working hands-on with historic photographic darkroom processes as well as learn about the subject through lectures, readings and exams. (note: this course can fulfill advanced coursework for photography majors, or an art elective for non-photo majors. It does not fulfill a 3000 or above art history requirement)

Course Objectives: This course is designed for students to acquire an in-depth overview of the history of the medium so that they can incorporate historical processes into their work, understand the conceptual implications of using such processes, and develop a broader set of modern and contemporary influences in their work.

Learning Outcomes: Students will:

- Demonstrate an understanding of the conceptual implications of 19th Century methods in contemporary art via a final portfolio.
- Complete a mid-term portfolio illustrating processes demonstrated in class
- Complete a final portfolio of 10 -15 images demonstrating the processes detailed since the midterm.
- Demonstrate an intermediate understanding of the medium and its history via presentations and exams.

Course Guidelines

- 1 You must have a copy of the required text on the second week of class.
- 2 Attendance is mandatory. In the event of an absence, you are responsible for missed lecture material. Ask for notes from someone in the class and refer to the images that you have been provided. Please do not ask me to recap the lecture for you. You are allowed two unexcused absences. Each additional absence will lower your final grade by one letter. Being late twice is equal to one absence.
- 3 You are responsible for maintaining the order of the facilities. This space is shared by other classes and we must be considerate of that fact. All classroom studios are communal space and cooperation is required. Any blatant disregard for equipment will result in lowered grades.
- 4 Computers are for class use only. They are not to be used during class for email, web surfing, game playing, etc.. If you are doing any of these things I will assume you are not prepared to work and you will be counted absent without warning.
- 5 Cell phone calls and texts are not to be sent or received during class. Abuse of this policy will result in lowered grades. It is preferred that you turn your phone off during class time.
- 6 All students are expected to participate in discussions during critiques and discussion of readings. Participation by everyone improves the quality of the class.

- It is an intangible but important part of your grade. Discussion during lab time should revolve loosely around the subject of photography.
- 7 Your photographs will be graded on technical ability, creativity, participation, and productivity during class. You are welcome to inquire about your cumulative grade at any point during the semester.
 - 8 If you have signed up for this course and accept this syllabus, you acknowledge that studio courses require additional expense for art materials and you are prepared to provide the necessary equipment and materials. You will be given advance notice for any material needs but it is your responsibility to provide that material.
 - 9 All policies regarding plagiarism listed in the Student Handbook apply to this course.
 - 10 Behavior and conduct of students must follow the student handbook. This includes your conduct using social media such as Facebook, Twitter, etc...when in reference to school activities or other students of the university. Any disrespect of other students will not be tolerated.

Required Book:

*Seizing the Light A History of
Photography- 3rd Edition*
by Robert Hirsch
McGraw Hill Company
ISBN 0-697-14361-9

Materials

- Paper – good quality printmaking or watercolor paper like Arches, BFK or Strathmore 300 Series
- 9x12" -1/4" glass, 4x5" -1/4" glass
- Foam and bristle brushes for coating paper.
- Ilford Multigrade IV Fiber Based, Variable Contrast Black and White Paper (8 x 10", Glossy, 25 Sheets) - \$27.95 http://www.bhphotovideo.com/c/product/1017773-REG/ilford_1171972_mgfb1k_classc_8_x10_25.html
- 3 ring binder for storing negatives.
- 8.5x11" plastic sleeves for sorting negatives
http://www.bhphotovideo.com/c/product/443024-REG/Archival_Methods_39_005_Film_and_Print_Sleeve.html
- 2 x Pictorico Pro Ultra Premium OHP Transparency Film - Letter (8.5 x 11", 20 Sheets) - \$21.99 http://www.bhphotovideo.com/c/product/545009-REG/Pictorico_PICT35011_Premium_OHP_Transparency_Film.html
- Latex/Nitrile gloves (surgical gloves)

- Balsa Wood (measurements to be provided with handout)
- Old hand towel for clean up.

*Some materials can be shared between students in an effort to save money. Specifically the, Ilford/Oriental Paper, Pictorico OHP Film, and the Print File Storage pages. The amount used will depend on the number of images produced and the students proficiency. It is possible that you may need more than what is listed and need to re-order later in the semester.

Many of the materials list are available through different online vendors such as:
www.bhphotovideo.com, www.adorama.com, www.freestylephoto.biz,
www.calumetphoto.com

Grading:

2 Tests(Midterm & Final 25% each)

	50%	
Midterm Portfolio	20%	
Presentation	5%	
Final Series	20%	
Attendance/Class participation	5%	
Total	100%	

Grading Scale:

A= 90-100% B= 80-89% C= 70-79%
D= 60-69% F= 0-59%

Tests

Tests will have 3 parts: Identification/comparisons, Short Answer, and Multiple Choice. For *Slide Identification/Comparison* you will be responsible to know basic information about works shown in class including: the artist, date, and medium. For comparisons/ short answers you will write a short essay..

Artwork

You will be asked to turn in work on 2 occasions –a midterm portfolio, and final series. 10 prints are due at the midterm critique and 10-15 at the final.

Presentation/ Lead Group

On at least 1 occasion you will be responsible for presenting a reading to the class while leading the discussion. This should include slides of any relevant images to the text as well as question, comments, and conclusion regarding the content of the essays
You will also be giving a research presentation on an assigned topic in the second half of the semester.

ACADEMIC SUPPORT

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the

building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.

Center for Academic Success: The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center: The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

ONLINE COURSES

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online site.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide.

If a student is experiencing distress and needs help, please see the resources available at the UWG Cares site. Online counseling is also available for online students.

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.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

UWG EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is

to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

CREDIT HOUR POLICY

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance:

http://www.usg.edu/hb280/additional_information#

You may also visit our website for help with USG Guidance:

<https://www.westga.edu/police/campus-carry.php>

- **DOA Course Fees for Studio Art Courses:**

Our Studio Art Course Fees are utilized to enrich the educational experience of all students enrolled Art studio-based courses within the in the Department of Art.

The Studio Art Course Fee are a flat rate fee for students enrolled in various studio art courses, and are applied to purchases and maintenance of art studios, studio materials and equipment, and items needed to provide students with a proper and safe working/ learning environment.

The departmental objective for these courses is based on student success as follows:

1. Studio Fees provide for the purchase and maintenance of the best up-to-date studio equipment and support needed for ideal learning within all departmental studio programs.
2. Studio Fees provide for the purchase, maintenance, and distribute of studio course materials that are more economical to purchase in bulk, are more environmentally friendly, or that may not be readily available.
3. Studio Fees do not cover all costs associated with a studio-based courses or practices. Students enrolled in studio Art courses may have need to purchase additional materials and/or texts, in addition to what is supplied by the instructor, to complete projects and coursework.

In specific courses the studio course fees ensure that students are provided a safe and functional studio environment. Fees provide students enrolled in specific course with studio equipment and support that allow you to complete most aspects of project or personal artistic development needed to be competitive within specific field. Select materials are provided in specific course, which are more economical to purchase in bulk, are more environmentally friendly, or that are not be readily available, in order to enhance your educational experience and provide for your professional development. The department assure all art students that Studio Art Course Fees are utilized to

enhance studio practices and the educational experience for your personal artistic development.

Fall 2017 Schedule (Example)

The following schedule is an **guideline** for the course and therefore it is **subject to change** depending on the progression of the semester. **It is always best to be ready and prepared to work in case Lab Time becomes available, attendance is more than simply being present.**

Aug 9 Syllabus, Supplies, Purchase glass. Order supplies & book ASAP

Aug 14 Lecture: Early Photography

Reading Assignment: Graham Clarke What is a Photograph?

Aug 16 Work Day: Cliché Verre and Photogram

Reading Discussion: Graham Clarke What is a Photograph?

Aug 21 Lecture: Early Portraiture

Aug 23 Demo: Cyanotype and begin Pin Hole Camera

Aug 28 Lecture: Early Landscape

Aug 30 Work day: Cyanotype, photogram, Cliché verre

Sep 4 Holiday No Classes

Sep 6 Demo: Digital Negatives for cyanotype and silver prints

Sep 11 **Lecture:** Technical Advancements and Image Proliferation

Sep 13 **Work Day**

Sep 18 **Lecture:** Technical Advancements and the Shooting of the West

Sep 20 Demo: Work Day

Sep 25 Lecture: Color Photography and Pictorialism and Midterm Review

Sep 27 Work Day

Oct 2 Midterm Exam

Oct 4 Midterm Portfolio Critique

Oct 9 Lecture: Typologies and the Social Document

Oct 11 Demo: Salt Print

Oct 18 Work Day
Oct 23 Lecture: The Mid 20th Century
Oct 25 **Demo: Albumen Printing**
Oct 30 Art Incend
Nov 1 Work Day
Nov 6 **Lecture:** Typologies and the Social Document
Nov 8 **Work Day**
Nov 13 Lecture: The 20th Century and Beyond
Nov 15 **Work Day**
Nov 20 **Thanksgiving Break No Class**
Nov 22 **Thanksgiving Break No Class**
Nov 27 **Work Day**
Nov 29 **Work Day and Review**
Dec 4 **Final Exam**

* I reserve the right to amend or modify this schedule at any point as necessary.

Course View (Read Only)

Attachments
 Current File: [ART_3705_Artificial_Lighting_Syllabus.pdf](#)

Originator
 Art Department College of Arts and Humanities School, Mark
Department 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 (See Procedure)

Course Details
 ART 3705 Artificial Lighting
Prefix Number Course Title

This course provides students with an introduction to artificial lighting for photography and video. Students will learn the fundamentals of artificial lighting and its application through demonstrations, weekly assignments, and readings. Students will complete a series of assignments in and outside of the photography studio using lighting techniques to achieve conceptual and aesthetic goals.

Course Catalog Description	Effective Term	Yearly Frequency	Letter Grade Grading
Lec Hrs <input type="text"/> 6 <input type="text"/> Lab Hrs <input type="text"/> 3 <input type="text"/>	Spring - 2019	Yearly	Letter Grade

Prerequisites

Prerequisite ART 3701 with the grade of C or better

Corequisites

Rationale

ART 3705- Artificial Lighting is a new course that absorbs much of the content of the deleted course ART 4707 Professional Photography Assignments. As a 3000 level course the content is tailored slightly to an intermediate level skill set, allowing for the course to have fewer prerequisites and providing intermediate students with a greater range of skills earlier in their studies. The addition of the course reflects the modifications being made to the photography curriculum to provide students with more options and greater flexibility as they work towards graduation.

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: ART 3705 Artificial Lighting Syllabus.pdf

College Approvals
Kevin Shunn [APPROVED 2018-04-03] Chair, Course Department
Pauline Gagnon [APPROVED 2018-04-13] Dean, College of Arts and Humanities

Other Approvals
Nicholas Sterling [APPROVED 2018-04-19] Chair, Undergraduate Programs Committee
Julia Farmer [REQUIRED] Chair of the Faculty Senate

Final Approval
David Jenks [REQUIRED] Final Approver

Course Description: This course provides students with an introduction to artificial lighting for photography and video. Students will learn the fundamentals of artificial lighting and its application through demonstrations, weekly assignments, and readings. Students will complete a series of assignments in and outside of the photography studio using lighting techniques to achieve conceptual and aesthetic goals.

Course Objectives: Students will be given 6 or more projects. Students will create resumes/curriculum vitae, portfolios and other necessary materials to present themselves as professionals.

Learning Outcomes: Students will:

- Demonstrate advanced technical skill by completing 6 or more assigned projects.
- Demonstrate knowledge of professional conduct and communication skills via in-class presentations and final solutions to projects.
- Demonstrate a strong command of artificial lighting and the equipment necessary to do so.

Course Guidelines

1. All work must be ready for display at the time of the critique.
2. Participation is figured into your overall grade like an assignment. 5% of your final grade will be an evaluation of your participation.
3. Students are allowed two unexcused absences. Each additional absence will lower your grade by ½ letter grade. 8 Absences results in an F in the course. Being late 2 times is equal to one absence. Attendance at critiques is mandatory.
4. Unless I specify, class time is not time to shoot. It is for interaction with your teacher and fellow students.
5. All work shown in class must be made during the current semester.
6. Discussion during lab time should revolve loosely around the subject of photography. Studio classes are by nature social but abuse of that social aspect is a good way to get a bad grade.
7. We will have a schedule for shooting in the lighting studio, as will the students in other photo classes. So planning when you shoot will be very important.
8. Assignment Grades will be returned generally be returned within 2 weeks. Expect the evaluation process to take as long as you were given to do the assignment. (eg. If you had 2 weeks to complete the assignment you can expect to have the assignment back in 2 week from when it was turned in)
9. Each student will have the responsibility of cleaning the lighting studio and painting the cyc wall at least once during the semester. This will be reflected as 5% of your grade.
10. Students should come prepared to class with their camera each time we have a studio lighting session.
11. While demonstrations will be held thought out the semester it is expected that students will be continually working on their lighting portfolio. Periodic progress checks will be made to make sure you are on track.

Book Required

Artificial Lighting for Photography by Joy McKenzie & Daniel Overturf
ISBN-10: 1428318046
ISBN-13: 978-142831804

Supplies and costs

REQUIRED

- High-quality digital SLR camera- 8+ Megapixels
- Hot-Shoe to PC adaptor (\$15-40)
- Seamless Backdrop Paper 53" (\$28) – Each student should buy a different color
- 1'x1' Lighting Gels, assorted colors (\$10-20)
- 8.5x11" Inkjet Paper
- 17x22" photo quality inkjet paper
- Black Foam Board (as needed/size to be determined)
- White Foam Board (as needed/size to be determined)
- You will be required to have at least 1 print made from an outside lab. (\$5 -20)

OPTIONAL

- Polarizing Filter (to fit your primary lens) (\$15-60)
- Sync chord (recommended) (\$10-20)
- Light Meter (recommended) (\$100-300)
- 12x12" Diffusion pack (\$10-20)
- You will also be encouraged to begin purchasing equipment for your personal use, that you will have available to you once you have graduated. Initially this will include portable strobe lights, speed lights, stands, wireless sync, and reflectors.

Grading

Project 1	5%
Project 2	10%
Project 3	10%
Project 4	10%
Project 5	10%
Project 6	10%
Lighting Port.	30%
Digital Port.	5%
Lab Upkeep	5%
Participation	5%
<u>Total</u>	<u>100%</u>

Extra Credit Options

SPE National Conference - 8%

Photo Area Field Trip – 2%

Additional Exhibition/Publication Submissions .5% ea. submission

Program View (Read-Only)

Originator 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 Senate Action Item

Program Selection
 College Existing Program (as shown in the DMA)
 Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)
 Degree Name (You can only edit this if you checked 'Degree Name' in the Modifications box)
Track or Concentration Program Location Degree Level
Effective Semester/Year

Modification Details

The History Department would like to implement a minimum 2.0 institutional GPA to enter and remain in the major in good standing. The institutional GPAs of students majoring in History would be reviewed for compliance with the minimum 2.0 institutional GPA requirement each semester. A student whose GPA falls below the minimum 2.0 institutional GPA requirement would receive a warning at the end of that semester. A student who has been warned that his or her GPA has fallen below the minimum 2.0 institutional GPA requirement would receive one semester in order to bring his or her institutional GPA back above the minimum 2.0 requirement before being declared to no longer be in the History major.

(Max 4000 characters)

Rationale

Currently, History is one of few majors without a minimum GPA. A minimum GPA of a 2.0 is the required for graduation and would have no impact on the vast majority of our students (our most data suggest that 92% would not be impacted) but would establish minimum expectations. An institutional GPA would not penalize students for lower grades at previous institutions.

(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

Steve Goodson [APPROVED 2018-02-26]
 Chair, Course Department

Pauline Gagnon [APPROVED 2018-04-02]
 Dean, College of Arts and Humanities

Other Approvals

Nicholas Sterling [APPROVED 2018-04-19]
 Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]
 Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]
 Final Approver

Program View (Read-Only)

Attachments

Current File: MIS Program Sheet Revised 1_11_18.doc

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

Bachelors of Business Administration with a Major in Management Information Systems
Existing Program (as shown in the DMA)

Bachelors of Business Administration with a Major in Management Information System

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Bachelors of Business Administration

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

On Campus
Program Location

Undergraduate
Degree Level

Fall 2018
Effective Semester/Year

Modification Details

Four courses (CISM 3335, CISM 3340, CISM 3350, and CISM 4310) are now the only required MIS courses. Students will be allowed to select the other three MIS major courses from an MIS Select Pool. This gives students significant latitude to explore particular areas within MIS in which they are more interested. Additionally, we added a note [5] that specifies that students must make a "C" or higher in CISM 3330 or CISM 3335 where these courses are prerequisites for other 3000/4000-level MIS courses.

(Max 4000 characters)

Rationale

This new MIS Program Sheet gives much greater flexibility to our MIS majors. Students will now be allowed to pursue internships for course credit and will be able to participate in study abroad opportunities. This more flexible format will also allow us to create more certification programs in future semesters.

We also added a note that students will be required to make a "C" or better in CISM 3330 and CISM 3335 before they are allowed to take additional 3000/4000-level CISM courses. We find that students who make "Ds" and "Fs" in these courses are not prepared for upper-level CISM courses and fail them. This means that these students take much longer to graduate with an MIS degree.

(Max 4000 characters)

Attachments

Current File: MIS Program Sheet Revised 1 11 18.doc

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

This modification changes the major course requirements. Previously, MIS majors were required to take seven specific MIS courses. Now, we have made the major course requirements more flexible. Students will still be required to take four specific MIS courses, but will then be allowed to select three additional courses from an MIS Select Pool. This will allow students to pursue internships and participate in study abroad trips.

(Max 4000 characters)

College Approvals

Faye McIntyre [APPROVED 2018-04-17]

Dean, RCOB

Thomas Gainey [APPROVED 2018-01-25]

Chair, Course Department

Other Approvals

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Nicholas Sterling [APPROVED 2018-04-19]

Chair, Undergraduate Programs Committee

Michael Sinkey [APPROVED 2018-02-06]

RCOB Undergraduate Program Committee Chair

Final Approval

David Jenks [REQUIRED]

Final Approver

Name: _____
 Student ID#: _____

DEGREE REQUIREMENTS [1]	Credit Hrs.	Taken or in Progress	Grade
CORE CURRICULUM			
A. ESSENTIAL SKILLS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			
COMM 1110 or ENGL/THEA 2050 recommended	3		
CS 1020 or LIBR 1101 recommended	2		
C. HUMANITIES			
XIDS 2100, Art1201, MUSC 1100, or THEA 1100 recommended	3		
PHIL 2100 or COMM 1154 recommended	3		
D. SCIENCES, MATH, & TECH			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 or SOCI 1101 recommended	3		
<p>[1] Attain a minimum overall GPA of 2.0 for graduation.</p> <p>[2] Attain a minimum GPA of 2.0 for Core Area F Courses, Business Core Courses, and Major Courses. NO MORE than one "D" is permitted in Major Courses.</p> <p>[3] Select one of the following: MGNT 4625; ECON 4450; FINC 4521; or MKTG 4866.</p> <p>[4] An SAP Certificate requires CISM 3330, CISM 4330, and CISM 4350. Thus, MIS majors should consider CISM 4330 and CISM 4350 as MIS Selects.</p> <p>[5] Where CISM 3330 or CISM 3335 is a prerequisite, a minimum of "C" is required before additional 3000/4000-level CISM courses can be taken.</p>			

	Credit Hrs.	Taken or in progress	Grade
CORE AREA F COURSE [2]			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
<input type="checkbox"/> BUSINESS CORE [2] [5]			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select [3]	3		
<input type="checkbox"/> MAJOR COURSES [4] [5]			
CISM 3335	3		
CISM 3340	3		
CISM 3350	3		
CISM 4310	3		
Select 3 Courses From: CISM 4330, CISM 4350, CISM 4355, CISM 4382, CISM 4386, CISM 4390.	3		
	3		
	3		
MGNT 4660	3		
APPROVED ELECTIVES			
Elective 1	3		
Elective 2	3		
Elective 3	3		
TOTAL PROGRAM	120		

Program View (Read-Only)

Attachments

Current File: Management Program Sheet Revised 1_25_18.doc

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

Bachelor of Business Administration with a Major in Management
Existing Program (as shown in the DMA)

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

On Campus
Program Location

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

Fall
Effective Semester/Year

Undergraduate
Degree Level

Modification Details

This modification includes the addition of MGNT 3603, MGNT 3633, MGNT 4640, and MGNT 3645 as Management Select courses. Additionally, Note [5] is added that clarifies that students may take MGNT 3633 or MKTG 3808 as their Research Select. However, if they take MKTG 3808, they may also take MGNT 3633 as one of their Management Selects. The revised Program Sheet is attached and all changes are marked in read.

(Max 4000 characters)

Rationale

The Management Program Sheet needed to be updated to include courses that have recently been added to the Management curriculum. Additionally, we wanted to clarify that students that may be interested in developing more research-oriented skills would have the opportunity to take both MGNT 3633 and MKTG 3808.

(Max 4000 characters)

Attachments

Current File: Management Program Sheet Revised_1_25_18.doc

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

This modification simply includes additional courses to the Management Select pool and adds a note to clarify options related to the Research Select course.

(Max 4000 characters)

College Approvals

Faye McIntyre [APPROVED 2018-04-17]

Dean, RCOB

Thomas Gainey [APPROVED 2018-01-25]

Chair, Course Department

Other Approvals

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Nicholas Sterling [APPROVED 2018-04-19]

Chair, Undergraduate Programs Committee

Michael Sinkey [APPROVED 2018-02-06]

RCOB Undergraduate Program Committee Chair

Final Approval

David Jenks [REQUIRED]

Final Approver

Name: _____

Student ID#: _____

DEGREE REQUIREMENTS [1]	Credit Hrs.	Taken or in Progress	Grade
CORE CURRICULUM			
A. ESSENTIAL SKILLS			
ENGL 1101	3		
ENGL 1102	3		
MATH 1111	3		
B. INSTITUTIONAL PRIORITIES			
COMM 1110 or ENGL/THEA 2050 recommended	3		
CS 1020 or LIBR 1101 recommended	2		
C. HUMANITIES			
XIDS 2100, Art1201, MUSC 1100, or THEA 1100 recommended	3		
PHIL 2100 or COMM 1154 recommended	3		
D. SCIENCES, MATH, & TECH			
LAB SCI	4		
NON-LAB SCI	3		
MATH 1413	3		
E. SOCIAL SCIENCES			
HIST 1111 OR 1112	3		
HIST 2111 OR 2112	3		
POLS 1101	3		
PSYC 1101 or SOCI 1101 recommended	3		
[1] Attain a minimum overall GPA of 2.0 for graduation.			
[2] Attain a minimum GPA of 2.0 for Core Area F Courses, Business Core Courses, and Major Courses. NO MORE than one "D" is permitted in Major Courses.			
[3] Select one of the following: MGNT 4625; ECON 4450; FINC 4521; or MKTG 4866. If MGNT 4625 is not selected, it must be taken as one of the three Major Select Courses.			
[4] At least one elective must be taken in the RCOB.			
[5] Select either MGNT 3633 or MKTG 3808. If MKTG 3808 is selected, MGNT 3633 may also be taken as a Management Select.			

	Credit Hrs.	Taken or in progress	Grade
CORE AREA F COURSE [2]			
ACCT 2101	3		
ACCT 2102	3		
BUSA 2106	3		
CISM 2201	3		
ECON 2105	3		
ECON 2106	3		
<input type="checkbox"/> BUSINESS CORE [2]			
ABED 3100	3		
CISM 3330	3		
ECON 3402	3		
ECON 3406	3		
FINC 3511	3		
MGNT 3600	3		
MGNT 3615	3		
MKTG 3803	3		
International Select [3]	3		
<input type="checkbox"/> MAJOR COURSES			
MGNT 3605	3		
MGNT 3618	3		
MGNT 4620	3		
Research Select [5]	3		
Select 3 courses from:	3		
MGNT 3602, MGNT 3603 , MGNT 3625, MGNT 3627, MGNT 3630, MGNT 3633 , MGNT 3635, MGNT 3640 , MGNT 3645 , MGNT 4330, MGNT 4355, MGNT 4616, MGNT 4621, MGNT 4625, MGNT 4626, MGNT 4630, MGNT 4640, MGNT 4680, ACCT 4202, ECON 4420, , MKTG 4823	3		
MGNT 4660	3		
APPROVED ELECTIVES [4]			
Elective 1	3		
Elective 2	3		
Elective 3	3		
TOTAL PROGRAM	120		
Total			120

Program View (Read-Only)

Attachments

Current File: cert.in adv.docx

Originator

Richards College of Business
College

Marketing and Real Estate
Department

Talpade, Sall M.
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

Certificate in Advertising
Existing Program (as shown in the DMA)

Certificate in Advertising

Program Name (You can only edit this if you checked 'Program Name' in the Modifications box)

Non-degree Initial Certification

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

On Campus
Program Location

Fall

Effective Semester/Year

2018

Undergraduate
Degree Level

Modification Details

Delete ABED 4118 from the list of elective courses and replace it with MKTG 4818 - Business Web Design.

(Max 4000 characters)

Rationale

MKTG 4818 is currently cross-listed with ABED 4118, and we are deleting ABED 4118 from the catalog.

(Max 4000 characters)

Attachments

Current File: cert in adv.docx

SACSCOC Substantive Change

Please review the [Policy Summary and Decision Matrix](#)

Send questions to clenks@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 2018-04-17]

Dean, RCOB

Saili M. Talpade [APPROVED 2018-01-29]

Chair, Course Department

Other Approvals

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Nicholas Sterling [APPROVED 2018-04-19]

Chair, Undergraduate Programs Committee

Michael Sinkey [APPROVED 2018-02-06]

RCOB Undergraduate Program Committee Chair

Final Approval

David Jenks [REQUIRED]

Final Approver

Certificate in Advertising

A. Eligibility:

- A “Certificate in Advertising” can be completed by either a business or a non-business major.
- Business majors are eligible when they have attained “Major Status” within the Richards College of Business.
- Non-Business majors are eligible when they have completed 45 hours of classes with at least a 2.0 GPA.
- Students can formally apply to enroll in the certificate program in the Department of Marketing and Real Estate.

B. Course Requirements (12 Hours):

MKTG 3803—Principles of Marketing
MKTG 3809—Advertising Practices
MKTG 3810—Social Media and Online Marketing

And one of the following:

~~ABED 4118 — Web Page Design~~

~~MKTG 4818 – Business Web Design~~

MKTG 4886 — Marketing Internship (advertising focus)

MKTG 4881 — Independent Study in Marketing (advertising focus)

COMM 3350 — Telecommunications and Electronic Media Industries

ART 3401 — Graphic Design I

MKTG 4885 – Special Topics in Marketing

- C. **Certification:** The Registrar will be notified by the Marketing 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 Marketing and Real Estate Department.

Prerequisites

Corequisites

MATH 1001

Rationale

The course is part of the Momentum Year Initiative from the Board Office. It is designed to be taken during the same semester as MATH 1001 to give students additional background to help them pass College Algebra. The schedule for this class will parallel the schedule in MATH 1001.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 200

Comments

Attachments

Current File: MATH1001L.pdf

College Approvals

Rui Xu [APPROVED 2018-04-20]

Chair, Course Department

Shea Rose [APPROVED 2018-04-23]

Coordinator, COSM Curriculum Committee

Other Approvals

Nicholas Sterling [APPROVED
2018-04-23]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

MATH 1001L Support for Quantitative Reasoning (1 institutional credit hours)

Prerequisites: None

Corequisite: MATH 1001 Quantitative Reasoning

Description: This Learning Support course is intended to provide corequisite support for students requiring remediation in mathematics while they are enrolled in MATH 1001 – Quantitative Reasoning. Topics will parallel topics being studied in MATH 1001 as well as the essential quantitative skills needed to be successful in MATH 1001. Taken with MATH 1001, topics to be covered will include logic, basic probability, data analysis and modeling from data.

TEXT: (Same as text for MATH 1001 with supplementary materials to be created)

LEARNING OUTCOMES: (same as MATH 1001)

Upon successful completion of this course students will demonstrate the ability to:

1. Interpret a wide variety of quantitative information
2. Use mathematical reasoning to analyze quantitative information, and use it to reach conclusions in real-world contexts.
3. Understand how mathematics and quantitative reasoning are an integral part of society and history
4. Process information and develop procedures for solving problems.
5. Use different units and formats of numbers including metric system and percentages.
6. Understand and deal with uncertainty in mathematics
7. Be able to interpret and calculate financial information including interest and loans.
8. Understand and interpret statistical results found in the media and society.

SCHEDULE:

This class is designed to give students additional background to help them pass MATH 1001. The schedule for this class will parallel the schedule in MATH 1001 and give students extra assistance in mastering the topics from MATH 1001.

Week 1: Inductive and Deductive Reasoning

Week 2: Problem Solving and Mathematical Models

Week 3: Set Theory

Week 4: Venn Diagrams

Week 5: Basic Logic

Week 6: Truth Tables

Week 7: Simple and Compound Interest

Week 8: Annuities and Loans

Week 9: Permutations and Combinations

Week 10: Basic Probability

Week 11: Probability and Expected Values

Week 12: Measures of Center

Week 13: Measures of Dispersion

Week 14: The Normal Distribution

Week 15: Review

GRADING METHOD: TBD (Note: Grades will be tied to grade in the accompanying section of MATH 1001 so that students that pass 1001 will also pass 0997)

Modification Details

See attachment.

(Max 4000 characters)

Rationale

Expand Non-COMM elective options given recent program modification that limits students to a maximum of 12 credit hours of upper level COMM electives.

(Max 4000 characters)

Attachments

Current File: Program_Sheet_New.docx

Comments
 Adding Non-COMM elective options.

(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

College Approvals

Kathleen Skott-Mynre [APPROVED 2018-04-12]
 Coordinator, COSS Executive Committee

Dr. Camilla Gant [APPROVED 2018-03-17]
 Chair, Course Department

Other Approvals

Julia Farmer [REQUIRED]
 Chair of the Faculty Senate

Nicholas Sterling [APPROVED 2018-04-19]
 Chair, Undergraduate Programs Committee

Final Approval

David Jenks [REQUIRED]
 Final Approver

Program Sheet

Convergence Journalism Concentration

Convergence Journalism engages students in courses that build knowledge and skills in writing, reporting, and producing socially responsible and responsive news in today's converging multimedia landscape. Students learn to exercise news judgment, honor the tenets of journalism, and create news for and with audiences across traditional and emerging digital media platforms. Students gain hands-on experience early on and throughout their tenure with, *The West Georgian* and The WOLF Internet Radio and WUTV.

Required Courses

COMM 3301- Writing & Reporting for Newspapers
COMM 3303- Layout & Design or COMM 4403- Photojournalism
COMM 3302- Public Affairs Reporting or COMM 4402- Feature Writing
COMM 4421T- Practicum: WUTV COMM 3352 - Fundamentals of Television Production
COMM 4421N- Practicum: *The West Georgian* or COMM 4421T- Practicum: WUTV
COMM 4450- Broadcast News Writing & Reporting
COMM 4454- Media Law
COMM 4484- Mass Communications Research Methods

Digital Media & Telecommunication Concentration

Digital Media & Telecommunication engages students in courses that build knowledge and skills in traditional electronic and emerging digital media. Students explore historical, theoretical, and structural concepts of programming, management, and production of informational and entertainment radio, television, and online content to serve today's multicultural society. Students learn the art and science of successful storytelling, and create and produce original content for multiple digital media platforms. Students gain hands-on experience early on and throughout their tenure with The WOLF Internet Radio and WUTV.

Required Courses

COMM 3305- Short-Form Screenwriting & Analysis
COMM 3350- Telecommunication & Electronic Media Industries
COMM 3351- Radio Program Production or COMM 3352-Fundamentals of Television Production
COMM 3355- Media Programming & Management
COMM 4421R- Practicum: The WOLF Internet Radio or COMM 4421T- Practicum: WUTV
COMM 4454- Media Law
COMM 4484- Mass Communications Research Methods

One (1) of the following:

- COMM 3354- Digital Social Media & Society
- COMM 3357- Diversity & Mass Media
- COMM 4455- Critical Issues in Mass Communication

Film & Video Production Concentration

Film & Video Production engages students in courses that build knowledge and skills in writing, analysis, production, and editing for film and video outlets. Students learn the art of cinematic storytelling, image design, and sound editing along with advanced post-production techniques and strategies within the broader field of film and video production. Students gain hands-on experience early on and throughout their tenure with workshops, seminars, and collaborative projects that lead to the distribution of their work via various traditional and digital outlets (e.g., competitions, film festivals, online platforms, screenings, social media, etc.)

Required Courses

COMM 3305- Short-Form Screenwriting & Analysis
COMM 3353- Fundamentals of Film & Video Production
COMM 3356- Film & Culture
COMM 4452- Advanced Film & Video Production
COMM 4454- Media Law
COMM 4484- Mass Communications Research Methods

Two (2) of the following:

- COMM 4405- Sound Design
- COMM 4406- Digital Cinematography & Image Design
- COMM 4407- Film & Video Post-Production

Public Relations Concentration

Public Relations engages students in courses that build knowledge and skills in today's multicultural domestic and global public relations industry. Students learn the importance of and processes behind building and maintaining mutually beneficial relationships between organizations and target publics through effective interactive communication. Students also gain hands-on experience in media relations, community relations, and employee relations through *bluestone*-Public Relations Firm and experiential and service learning projects for private, nonprofit, corporate, and public sector clients.

Required Courses

COMM 3301- Writing & Reporting for Newspapers
COMM 3313- Public Relations Principles
COMM 4413- Public Relations Cases
COMM 4414- Public Relations Management
COMM 4444- Public Relations Campaigns
COMM 4451- Public Relations Writing
COMM 4454- Media Law
COMM 4484- Mass Communications Research Methods

Electives/Minor for all concentrations

In addition to required courses, all concentrations require 18-21 credit hours of elective courses and a 15-18 credit-hour minor (see Undergraduate Catalog for options).

Elective Options:

ABED 3100 - Business Communication 3
ABED 4118 - Web Page Design 3
ART 3400 - Graphic Design Survey for Non-Majors 3
ENGL 3200 - Intermediate Creative Writing 3
ENGL 3405 - Professional and Technical Writing 3
ENGL 4109 - Film as Literature 3
FILM 3200 - Screenwriting 3
FORL 4485 - Topics in National Film Traditions 3
FREN 3212 - Topics in Francophone Cinema 3
GEOG 3713 - Meteorology 3
HIST 4464 - American Sports History 3
MGNT 4630 - Dispute Resolution in Contemporary Organizations 3
MGNT3600 - Management 3
MGNT3602 - Business Law 3
MGNT3627 - Managing Cultural Differences 3
MKTG 3801 - Art of Selling and Personal Dynamics 3
MKTG 3803 - Principles of Marketing 3
MKTG 3809 - Advertising Practices 3
MKTG 3810 - Social Media and Online Marketing 3
MKTG 4861 - Services Marketing 3
MKTG 4864 - Consumer Behavior 3
MKTG 4866 - International Marketing 3
MKTG4805 - Sales Management 3
PHED 3640 - History of Sport 3
PHED 3641 - Psychology of Sport 3
PHIL 3160 - Philosophy in Literature and Film 3
POLS 3103 - Media and Politics 3
POLS 4215 - Management of Non-Profit Organizations 3
POLS 3102 - Gender and Politics 3
POLS 4202 - Interorganizational Behavior 3
PSYC 3200 - Introduction to Organizational Development 3
PSYC 3600 - Psychology of Communication 3
PSYC 4090 - Groups and Group Process 3
PSYC 4140 - Psychology of Gender 3
PSYC 4500 - Explorations into Creativity 3
PSYC 3590 - Sports Psychology 3
PSYC 3730 - Social Psychology 3
PSYC 4003 - Statistics for the Social Sciences 3
PSYC 4190 - Advanced Organizational Development 3
SOC 3100 - Sociology of Humor 3
SOC 3273 - Managing Cultural Differences 3
SOC 3603 - Sociology of Gender 3
SOC 3733 - Social Psychology: The Sociological Tradition 3
SOC 3943 - American Class System 3
SOC 4203 - Women in American Society 3
SOC 4323 - Cultural and Racial Minorities 3

SOCI 4373 - Visual Sociology 3
SOCI 4623 - Art, Media, Cultural Politics 3
SOCI 4693 - Sports, Crime, and Society 3
SOCI 4700 - Sociology of Emotions 3
SOCI 4916 - Gender and Work 3
SPMG 3665 - Communication in Sport 3
SPMG 4665 - Sport Marketing and Promotion 3
SPMG 3661 - Sociology of Sport 3

Course View (Read Only)

Attachments

Current File: POLS_4604 Democratic Theory.docx

Originator

Political Science Department
Department

College of Social Sciences
College

Peralta, J. Salvador
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

POLS 4604 Democratic Theory
Prefix Number Course Title

This course traces the evolution of democratic theory from the ancient Greeks to the present digital era. The course aims to familiarize students with the long history of democracy by exposing them to the writings of classical and contemporary democratic theorists; and to train them to understand, analyze, and evaluate competing theories of democracy.

Course Catalog Description

3 Lec Hrs 0 Lab Hrs 3 Credit Hrs

Summer - 2018
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

POLS 1101

Corequisites

Rationale

After a careful evaluation of our current offerings in political theory, our department's faculty (especially those who teach political theory) have concluded that students would benefit from a course that focuses on theories of democracies. This course would fill a gap in our current political theory offering, and it would provide students a more comprehensive understanding of the concept of democracy. Please see the attached document for the title and course description. Credit: 3 hours. Prerequisite: POLS 1101.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 25

Comments

Attachments

Current File: POLS 4604 Democratic Theory.docx

College Approvals

Kathleen Skott-Myhre [APPROVED
2018-02-02]

Coordinator, COSS Executive Committee

Chapman Rackaway [APPROVED
2017-10-04]

Chair, Course Department

Other Approvals

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Nicholas Sterling [APPROVED
2018-04-19]

Chair, Undergraduate Programs Committee

Final Approval

David Jenks [REQUIRED]

Final Approver

University of West Georgia

POLS 4604

Democratic Theory

Course Description

This course traces the evolution of democratic theory from the ancient Greeks to the present digital era. The course aims to familiarize students with the long history of democracy by exposing them to the writings of classical and contemporary democratic theorists; and to train them to understand, analyze, and evaluate competing theories of democracy. Credit: 3 hours. Prerequisite: POLS 1101.

Learning Outcomes

At the end of the semester students will be able to:

1. Demonstrate an understanding of the history of democracy.
2. Apply democratic theory to contemporary questions and problems of democratic practice.
3. Analyze concepts, problems, and questions in democratic theory.
4. Evaluate competing theories of democracy.

University Policies

Common Language for course syllabi:

<https://www.westga.edu/UWGSyllabusPolicies/>

COURSE REQUIREMENTS

Required Texts

- o All required readings will be available online through the library's databases (JSTOR, etc.), or the course website in CourseDen.

Exams

There will be two exams for this class.

Attendance

You cannot participate, contribute, and learn if you are not in class. Therefore, attendance is a requirement of this course. Students are allowed 4 absences. **Students who miss more than 4 lectures will incur a penalty worth 10% of their Final Grade.** Please be aware that I make no distinction between excused and unexcused absences.

Participation

The structure of weekly class sessions will include a mixture of lectures, discussions, individual and small group activities, and library research labs. So please come to class prepared and ready to participate in whatever activities are planned for the session. Participation entails attending class, joining in-class debates, being prepared with questions and comments about the readings, and completing in-class activities.

Article Summaries

An important component of the course is to read carefully and critically in order to identify, summarize, and evaluate the main ideas and arguments in the assigned readings. The summaries are due as scheduled, and no extensions will be granted. Below is the grading rubric for this activity.

Table 1. Grading Rubric for Article Summaries

Performance	Points
No response or inadequate response (unconstructive criticisms, does not link the discussion to the text, incoherent rambblings).	0
Adequate response (identifies the research question and key concepts, but does not identify the basic components of the theory or argument, and does not summarize key findings).	1-2
Good response (identifies research question, key concepts, theory, and the basic conclusions).	3-4
Excellent response (identifies problems, questions, puzzles, key concepts and theory; evaluates how well the author situates the study in the literature and how well the well the author develops the central argument).	5

Research Paper

You are required to develop a research paper for this course, and it will be **worth 30% of the Final Grade**. To ease anxiety over completion of this requirement, it is divided into 5 steps: (1) Research Question Proposal, (2) Annotated Bibliography; (3) Literature Review; (4) First draft; and (5) Final Draft with all components integrated and organized coherently into a whole. That is, you will ask a relevant question; summarize, evaluate, and synthesize the scholarly literature on that question; define concepts, etc.

Table 2. Grade Calculation

No.	Requirement	Page Count	Due Date	% Grade Value
1	Article Summary (4)	1-2	TBA in class	20
2	Exams (2)	3-5	TBA in class	40
3	Research Question Proposal	2	Tuesday, 29 August	5
4	Annotated Bibliography	5	Tuesday, 26 September	5
5	Literature Review	3-5	TBA in class	5
6	First Draft	7-10	Tuesday, 07 November	10
7	Final Draft	12-15	Tuesday, 05 December	5
8	Discussion Posts	TBA	TBA in class	10

Please note that **NO curves** or adjustment of scores will be made. Extra credit will be awarded for attendance to special events such as lectures, films, or extra writing assignments. Additional information about the online discussions and the Research Paper Project will be discussed as the semester progresses.

CLASSROOM POLICIES

1. Please arrive on time.
2. Please turn off all electronic devices (cell phone, iPods, etc.) prior to entering class.
3. Please do not sleep or work on material for other courses during class.
4. Since we will deal with controversial issues, and since it is vital to the success of this class to maintain an atmosphere of mutual respect, personal attacks will not be tolerated.

COMMUNICATION

Email

All e-mail communication will proceed through official UWG channels (i.e. CourseDen, official UWG Gmail accounts), and I prefer that you communicate with me via my UWG official account: jperalta@westga.edu

Discussion board

There is a discussion board called "Ask the Instructor a General Question." Please ask general information or assignment questions there so that everyone may see the answers. If you need to contact me on a different matter, please contact me through the e-mail tab of the course website. For this class to work effectively, and for you to remain informed of course developments and latest updates, please login to the course website approximately every 48 hours.

Response Time and Netiquette

We will adhere to the following protocols: (1) If you ask me direct questions in CourseDen via e-mail or the discussion areas, I will generally reply within two working days or 24-48 hours (weekend and holidays are not working days).

(2) Communicating in an online environment takes special consideration and care, so please abide by basic Internet etiquette or [netiquette](#) when communicating online. For example, e-mails must be properly addressed and use appropriate language, tone, and grammar; avoid using acronyms (text message abbreviations); please do not shout (i.e. write using ALL CAPS or large fonts); and keep in mind that your posts are public and cannot be retracted or deleted.

DISCLAIMERS

No student can claim any rights based upon any omission, ambiguity, vagueness, or incompleteness contained in this syllabus. The instructor retains the right to amend this syllabus without prior notice.

Fair Use:

All “Website” content and “Course Materials” for this course are intended for the sole use of the enrolled members only; for the purposes associated with it; and may not be retained, altered, shared, or further disseminated without explicit authorization from the copyright holder.

Course View (Read Only)

Originator 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
 PSYC Prefix Number Course Title

A special series of topical seminars meant to explore subjects at the leading edge of contemporary psychology, which are of special interest to students and faculty. May be repeated for credit up to a maximum of 12 hours.

Course Catalog Description				
1.00 to 4.00 Lec Hrs		1-4 Credit Hrs	Spring - 2019 Effective Term	Spring and Fall Frequency
				Letter Grade Grading

Prerequisites

PSYC 1101

Corequisites

Rationale

Currently the course is listed as variable credit from 3-4 hours. Many professors want to offer PSYC 4085 as either a 1 or 2 hour course. We are currently not able to do that. We wish to extend the variable credit range from 3-4 to 1-4 hours to give us this flexibility.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 100

Comments

[Empty comment box]

College Approvals

Jeffrey Reber [APPROVED]
2018-03-11

Chair, Course Department

Kathleen Skott-Myhre [APPROVED]
2018-04-11

Coordinator, COSS Executive Committee

Other Approvals

Nicholas Sterling [APPROVED]
2018-04-19

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: 4884_sample_syllabus.doc

Originator

Psychology Department

Department

College of Social Sciences

College

Dillon, James

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

PSYC Prefix

4884 Number

Integrative Seminar Course Title

This capstone course helps senior psychology majors gain perspective on their accumulated learning within the discipline of psychology and contextualize that learning more broadly within their general education. At a practical level, this course also guides students in the final steps of vocational discernment and preparation.

Course Catalog Description

4.00 Lec Hrs

Lab Hrs

4.00 Credit Hrs

Spring - 2019 Effective Term

Every Term Frequency

Letter Grade Grading

Prerequisites

PSYC 1101 and PSYC 2010

Corequisites

Rationale

The department wished to add a focus on career discernment and preparation to this course, which was not in the original.

Planning Info

- Library Resources are Adequate
- Library Resources Need Enhancement

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

Present or Projected Annual Enrollment: 300

Comments

Attachments

Current File: 4884 sample syllabus.doc

College Approvals
Jeffrey Reber [APPROVED 2018-03-20] Chair, Course Department
Kathleen Skott-Myhre [APPROVED 2018-04-12] Coordinator, COSS Executive Committee

Other Approvals
Nicholas Sterling [APPROVED 2018-04-19] Chair, Undergraduate Programs Committee
Julia Farmer [REQUIRED] Chair of the Faculty Senate

Final Approval
David Jenks [REQUIRED] Final Approver

PSYC 4884—Integrative Seminar

Course Description

This course is designed to provide you with an integrative “capstone” experience for the psychology major and to plan for your professional future. This experience will involve the development of an individualized “learning portfolio” that reflects your identity, values, learning, and career preparation as a college student, particularly within the discipline of psychology. Our course will be primarily devoted to assembling your learning portfolio. A learning portfolio is a collection of documents, artifacts, and materials which are representative of your academic, career, and personal development activities. Carefully selected and constructed, your portfolio is a concrete reflection of who you are, what you believe, what you have learned, and what you hope to become.

Given the unique challenges that college graduates face in the 21st century, we will also include in our capstone experience a formal reflection upon the work of a theorist who has offered some dire observations about the habits and lifestyle of the “Millennial” generation.

Text

You will be composing the principal text for this class: your portfolio. However, we will also be doing some supplemental reading which will include: *The Dumbest Generation* by Mark Bauerlein and *The Psychology Major, 5th Edition* by Eric Landrum.

Course Format and Your Role

This course will be a seminar. What this means is that I will be doing very little in the way of “lecturing.” Class meetings will involve time spent discussing, preparing, and sharing the results of your work composing the various elements of your learning portfolio. The course, and your performance in it, will be optimal if you prepare for and attend each class.

Learning Outcomes

As a result of taking this class, you will:

1. Obtain greater knowledge of yourself, your personal and professional values, and your “callings” in life.
2. Compose a detailed career plan based on these values.
3. Identify and articulate the intellectual themes at work in your college career.
4. Obtain greater knowledge of the way you learn best as individuals.
5. Provide evidence of your central learnings in college.
6. Articulate the relevance of your central learnings in college.
7. Learn to apply the core knowledge gained in college to career and personal settings in the future.
8. Learn to write a professional resume, prepare for graduate school, and job interview.

Grading

Because weekly reading and writing is so important to learning, most of your grade for this class comes from your work on the learning portfolio. Unless specifically noted by me, your assumption should be that all written work is to be typed, double-spaced, with 12-point font and 1-inch margins. Because each response will form the basis of class lectures that day, students who miss a class will not be able to hand in their responses. I will not accept late papers or other graded work. I will only make exceptions for late work given a documented (handwritten note from a doctor) medical emergency pertaining to yourself alone (not friends or family). I will also not accept a note simply saying you had an appointment; the note needs to explicitly excuse you from class on the dates in question for medical reasons.

You will have the opportunity to earn 6 points for demonstrated professional behavior in class. Point deductions for professionalism will include: class absences, tardiness, cell-phone usage in class, distracting classroom behavior, etc. There is a detailed list of professionalism points for your consideration on coursesden. We will also be doing several in class activities that cannot be made up. Here is the breakdown of your grade out of 100 points:

Career Vision Statement	5 points
Resume draft	1 points
Resume, personal stat., cover letter	8 points
Initial pathbrite.com post	1 points
Keirse reflection	4 points
Reading quizzes (6)	12 points
Bauerlein Reflection	9 points
Transferable Learnings Essay	4 points
Significant Learnings in College 1 & 2	5 points
Significant Learnings in College 3 & 4	5 points
Significant Learnings in College 5 & 6	5 points
Career Planning Assignment	2 points
Philosophy of Life essay	6 points
Intellectual autobiography	5 points
Self-Assessment of critical life learnings, part 1	4 points
Self-Assessment of critical life learnings, part 2	2 points
Integrative Essay	6 points
Kudos and Gripes	3 points
Submitted Portfolio on pathbrite.com	7 points
Professionalism Points (see Rubric on Coursesden)	6 points

Plagiarism is when you take personal credit for the words and ideas of others as they are presented in electronic, print, and verbal sources. You must clearly and accurately credit sources you use in written work for all class assignments. If you have been found to plagiarize, you will automatically fail the course and be reported to the administration for disciplinary action.

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.

If you miss your final exam, and prior arrangements have not been made, you may receive a grade of F on that exam or paper and this may affect your final grade in the class. If you miss your exam due to an emergency, please contact the Psychology office at (678)839-6510 or go to Melson Room 123 as soon as possible to complete the application: "Missed Final Exam: Verification of Emergency". This form will need to be approved by the chair for an incomplete grade which may allow you the time to make up your exam or complete your final assignments. This application will require documentation and authorization from you to verify your emergency.

Special Needs

If you have a registered disability that will require accommodation from me, please see me at the beginning of the semester.

Major Sections of the Integrative Learning Portfolio*

Section 1	Personal Inventory
Section 2	Integrative Essays
Section 3	Achievements in Learning and Evidence of Learning
Section 4	Professional Development/Career Plans
Section 5	Appendices

***(you must have these 5 sections in your e-portfolio; you can and should include other items as well)**

Course Schedule

Date

Reading

Course View (Read Only)

Attachments

Current File: NURS 4486_Study Abroad.docx

Originator

Nursing
Department

Tanner Health System School of Nursing
College

Duke, Karen
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

NURS 4486
Prefix Number

Study Abroad
Course Title

Course Description: Within a quality caring framework, this course will provide the student with a broad overview of global, public, and community health care and health care systems. Students will be immersed in a community for exploration of the impact of community and culture on the health of individuals. The student will examine issues such as access to health care as well as current global, public, and community health trends, issues, policies, and practices within the context of a hands-on experiential learning opportunity. NOTE: Students participating in this course must have an active and valid Certified Nursing Assistant certification. Enrollment in this course does not infer admission to the Tanner Health System School of Nursing

Course Catalog Description

1-3
Lec Hrs

0
Lab Hrs

1-3
Credit Hrs

Summer - 2019
Effective Term

Yearly
Frequency

Letter Grade
Grading

Prerequisites

Permission of the Instructor

Corequisites

None

Rationale

This course is being added as an elective for undergraduate program students, to provide an immersive study abroad experience, with a focus on health care. NOTE: Students participating in this course must have an active and valid Certified Nursing Assistant certification. Enrollment in this course does not infer admission to the Tanner Health System School of Nursing. This course

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: NURS 4486 Study Abroad.docx

College Approvals

Linda A. Mason Barber [APPROVED
2018-04-05]

Associate Dean, Nursing

Jennifer Schuessler [APPROVED
2018-04-05]

Dean, School of Nursing

Other Approvals

Nicholas Sterling [APPROVED
2018-04-19]

Chair, Undergraduate Programs Committee

Julia Farmer [REQUIRED]

Chair of the Faculty Senate

Final Approval

David Jenks [REQUIRED]

Final Approver

**University of West Georgia
Tanner Health System School of Nursing
BSN Syllabus**

NURS 4486- Study Abroad

Credit Hours: Variable credit 1 - 3

Prerequisites: Permission of the Instructor

Co-requisites: None

Faculty Contact Information

Name: Kelly Dyar, EdD, RN, CNN, CNE

Office Number: *School of Nursing, Room 305*

Office Phone: 678-839-5625

e-mail: *kdyar@westga.edu*

Office Hours: *(A clear statement of virtual hours, lead time and preference for responding to students' queries via email, phone, the web, or other means. Times when students can reach you.)*

About me: *(Short introductory and personal background.)*

Course Description: Within a quality caring framework, this course will provide the student with a broad overview of global, public, and community health care and health care systems. Students will be immersed in a community for exploration of the impact of community and culture on the health of individuals. The student will examine issues such as access to health care as well as current global, public, and community health trends, issues, policies, and practices within the context of a hands-on experiential learning opportunity.

NOTE: Students participating in this course must have an active and valid Certified Nursing Assistant certification. Enrollment in this course does not infer admission to the Tanner Health System School of Nursing

Course Learning Outcomes:

1. Compare and contrast global, public, and community health care and health care systems.
2. Identify cultural aspects impacting care and care delivery at the community level.
3. Identify variations in health care needs of individuals of diverse cultural backgrounds.
4. Discuss current global, national, and community health care trends, issues, policies and/or practices as they relate to the provision of health care as part of an interdisciplinary team.
5. Collaborate effectively with others within a community healthcare setting.

Required Textbooks: None. All required course resources will be posted in CourseDen. Students will be required to read all vendor documents prior to the immersion experience.

Required Software and Plug-ins:

Microsoft Office (contains Word and PowerPoint) is required for this course. If you do not have Office, you can obtain this for free from the UWG ITS department. You can access instructions for obtaining this software at <https://www.westga.edu/its/sits/index.php>

You will need to have **updated virus protection software** on your computer, such as Norton or McAfee. It is the responsibility of computer owners to protect their computer against virus attacks. It is unlikely that viruses will be intentionally spread by members of the UWG learning community; however, most viruses are spread unintentionally by users who have no knowledge of the infected files. You should protect your computer. Free antivirus software is also available through UWG ITS.

To access all other required and suggested plug-ins appropriate for this and other hybrid or distance education courses, refer to <http://distance.westga.edu/~distance/webct1/help/downloads.html>

For all other **technical support**, contact UWG ITS at: 678-839-6587 or <http://www.westga.edu/its/>

Learning activities may include:

- Assigned readings
- Presentations
- Formal and informal writing activities
- Discussion participation
- Immersive hands-on experiential learning opportunity

Description of Assignments: Assignment descriptions can be found in CourseDen.

Assignments/Methods of Evaluation:

Pre-experience reflective assignment	25%
Discussion Assignment	15%
Reflective Journals (during experience)	15%
Post-experience reflection assignment	25%
Post-experience presentation	20%

NOTE: Successful completion of this course will require completion of all aspects of the experiential learning opportunity associated with the course, including attendance at pre-experience meetings or sessions, timely submission of required documents and documentation related to the experience, participation in all experiential hands-on sessions, and attendance and participation in post-experience meetings or presentations. Failure to properly complete all aspects of

the experiential learning opportunity as outlined in this syllabus and as outlined by course faculty will result in failure of the course.

Grading scale

A=90-100

B=80-89

C=75-79

F=<75

Missed and Late Assignment Policy:

Assignments are due by the date and time specified in the course calendar. Failure to submit required travel documents or failure of a student to submit these by posted due dates may result in an inability to attend the immersive experience.

Assignment submission folders will remain open for 48 hours after an assignment's due date. **Any assignment submitted after the posted due date/time will automatically receive a 10-point grade reduction per day. No assignment will be accepted if submitted more than 48 hours after the posted due date/time and will receive a grade of zero (0) if submitted outside this timeframe**

If you are unable to submit an assignment by the posted due date and time, you are responsible for notifying course faculty via CourseDen email **before** the due date and time. Failure to notify course faculty before the posted due date and time may result in application of the missed and late assignment policy even if valid written documentation is provided. Such valid written documentation will be required for assignment deadline extensions and includes medical excuse, legal documentation, or documentation of death in the family. Such documentation must be submitted within 48 hours of the assignment deadline. Failure to notify course faculty or to provide documentation within the designated time period may result in a grade of zero (0) for the assignment

Should you experience technical difficulty submitting any assignment via CourseDen/D2L, you must contact the UWG Help Desk and receive a ticket number. **NOTE: Only technical problems with CourseDen/D2L will be considered for late submission. Personal student computer/technical or Internet problems will not be considered for late submission.** If the problem with CourseDen/D2L cannot be resolved, you must provide the ticket number to the course instructor ***prior to the due date and time*** for the assignment. Failure to provide a ticket number for any CourseDen/D2L technical difficulty that prevents submission of an assignment by the due date and time may result in receiving a zero (0) for the assignment. CourseDen/D2L will provide an email confirming submission of items to the Dropbox. **It is the student's responsibility to confirm that items have been submitted successfully to the Dropbox.**

CourseDen will be offline every other Friday night for service. Please check the schedule in CourseDen to avoid interruptions in your work.

Attendance Guideline:

Students are expected to attend and actively participate in each class session and all immersive experiences, including pre- and post-class sessions and daily debriefing during the immersive experience. All sessions will begin and end on time and students are expected to arrive in a timely manner.

Students are expected to be on time and attend all immersive experiences as assigned and are expected to remain present for the full experience. If for any reason a student cannot attend more than two days of experiences due to illness or noncompliance, the student may be sent home at their own expense.

Attendance at social outings is optional. Additionally, no student will be required to attend any events of a religious nature nor will they be prohibited from attending such events if they desire to do so.

Some class content may be delivered online. Students are expected to actively participate in online activities and are responsible for submitting related assignments in a timely manner. The guidelines for late assignments apply to online assignments as well. Points designated for online assignments will be deducted if you do not actively participate in online course activities.

Important Dates: Will be updated each semester based upon dates posted by Registrar.

Students should review the course calendar found in CourseDen for assignment due dates and times.

Commitment to Class Cohesiveness

In order to foster a safe and effective learning environment, we agree to:

- be polite, considerate and honest when communicating with one another.
- notify each other of any major changes in a timely manner.
- use language (both verbal and nonverbal) that fosters a safe learning environment.
- demonstrate openness and flexibility in the learning environment.
- be organized! =)
- actively participate in class discussion and activities.

Expectations for Professionalism

There are certain characteristics expected of any member of a profession. Examples of behaviors that demonstrate professionalism are altruism, excellence, caring, beneficence, integrity, honesty, respect, and accountability. Students in this course are asked to demonstrate these professional behaviors: being attentive and participative during classroom discussions; communicating effectively with faculty, peers, and staff; and appropriately using course delivery systems and other online forums or social media. Expectations for professional behavior include, but are not limited to:

- attending class and arriving to class on time for each face to face or online class session.

- preparing for class.
- actively participating in class activities and discussions.
- appropriately communicating with others in the learning environment (i.e. proper netiquette, communicating with peers about group assignments, contacting the course instructor regarding absences and late assignments in a timely manner, appropriately communicating during interviews).
- being accountable for one's actions.
- wearing professional dress when appropriate.
- demonstrating caring behaviors when interacting with others in the learning environment.

Study Abroad Code of Conduct/Behavioral Expectations

Students of the University of West Georgia and the Tanner Health System School of Nursing are expected to display integrity, veracity, and honesty. Further, students are expected to uphold the moral and ethical principles of UWG and the THS SON. This includes truthful speech, statements, and actions. Students are accountable for their own speech and actions and are responsible for their role of student.

Students are subject to all laws of the host location, including but not limited to laws regarding alcoholic beverages and any or all illegal substances. Students should not assume they will be protected in the event of violating any law in the host location. This includes the event of incarceration as a result of violating any local or national laws of any nature.

The immersion experience will be coordinated by International Service Learning (ISL) in partnership with Tanner Health System School of Nursing and the University of West Georgia. During the immersion experience, students must adhere to the code of conduct established by ISL, the program vendor. As such, the following individual and group standards are set:

- Each participant is responsible for securing all travel related insurance.
- Each participant shall conduct themselves appropriately towards others and those in contact with the vendor.
- Each participant shall refrain from acting in any way that harms the vendor or the ability of the vendor to serve the public.
- Those with special dietary needs must notify the vendor in advance.
- No on-site visits by friends or family are allowed unless previously authorized by course faculty and the vendor.
- A curfew may be in effect for safety reasons and must be adhered to.
- Illegal drugs are absolutely prohibited.
- Consumption of alcoholic beverages in service areas (the immersion location), housing, and transportation to and from service areas is prohibited.
- Overconsumption of alcohol resulting in the inability to function as expected or otherwise negatively impacting the quality of services provided by the individual or team will be grounds for discipline and/or dismissal from the experience.
- Travel is sometimes arduous, lodging and food are often basic, and Wi-Fi and hot water are not always readily available. ***Participants are encouraged to***

embrace the adventure, keep expectations reasonable, and complaints minimal.

When on a study abroad experience, students are still bound by the [UWG Code of Conduct](#) and [UWG Student Handbook](#). University policies strictly forbid the consumption of alcoholic beverages and the use of illegal substances on UWG premises. Students living in an arrangement in a host location are subject to the same alcohol policy as those living in residence halls on the UWG campus. Please note the following:

- Possession and/or use of drugs (illegal or controlled substances) as defined by the State of Georgia is prohibited, regardless of the laws of the host location or country where the program occurs. Students who violate the policy will be required to meet with the program coordinator/course faculty. If the program coordinator/course faculty determines a violation of this policy has occurred, the student will be sent home at their own expense and may receive a grade of “F” for the course.
- Excessive alcohol use is prohibited. Students who violate this policy will be required to meet with the program coordinator/course faculty. If the program coordinator/course faculty determines a violation of this policy has occurred, the student will be sent home at their own expense and may receive a grade of “F” for the course. Excessive alcohol use includes but is not limited to the following:
 - Consumption of alcohol to the extent that medical intervention or care is required.
 - Violation of the vendor’s policy related to alcohol consumption.
 - Endangerment of self or others while under the influence of alcohol.
 - Causing property damage while under the influence of alcohol.
 - Causing a disruption to the program’s educational mission while under the influence of alcohol.
 - Causing a disruption in the community while under the influence of alcohol.
 - Any incident of alcohol consumption that demonstrates a pattern of alcohol abuse.

Dress Code

Students are expected to wear modest clothing at all times during the immersion experience. A packing list will be provided and students are expected to bring all items listed on the packing list. Students should note the following:

- Lightweight clothing can be worn for free time and recreation days. Shorts may be worn but short-shorts are prohibited.
- Shirts may be T-shirts, tank tops, polo shirts, or blouses. No halter tops may be worn.
- Shoes should be comfortable and cover the toes and heels. Running shoes are acceptable.
- Scrubs must be worn in the healthcare setting. While any color may be worn, royal blue is the official color for the THSSON and is recommended. Students must bring 3 to 4 sets of scrubs.

- Students must wear an approved UWG identification badge. This can be the student's UWG identification badge or the THSSON name badge.
- Students are encouraged to wear a "fanny" or "body" pack for secreting their personal items, including required identification documents (Passport, emergency contact sheet, money).
- Students must have a backpack to carry necessary items.

Academic Honesty

The Tanner Health System School of Nursing faculty members value professional and academic integrity and will not tolerate any form of dishonesty or deception. The academic honesty policy for this course is the same as that of the University of West Georgia and the THS SON. **Evidence of cheating, fabrication, plagiarism, unauthorized use of exams, opening another window during computer-based testing, and sharing of specific questions, rationales, or any information regarding exams is prohibited and will result in failure in this course.**

Students displaying questionable behavior regarding honesty and integrity in the academic setting will be counseled immediately, and appropriate actions will be taken. If a student is found to be involved in questionable behavior outside the academic area, i.e., any involvement in the Student Judicial system, the student's standing in the course and/or nursing program, where applicable, may be in jeopardy pending the outcome of such activity. More specific definitions can be found on the UWG website in the [University of West Georgia Student Handbook](#)

Turnitin

In an effort to ensure academic integrity, the Tanner Health System School of Nursing vigorously affirms the importance of an Honor Code as defined in the [THS SON BSN Student Handbook](#). Therefore, in an effort to detect and prevent plagiarism, undergraduate faculty members at the THS SON now use an originality tool called Turnitin to compare a student's work with multiple online sources. Turnitin reports a percentage of similarity with multiple online sources and provides links to those specific sources. The tool itself does not determine whether or not a paper has been plagiarized. Instead, the individual faculty member must make that judgment.

Selected assignments in courses where the use of Turnitin is applicable will be checked for originality using Turnitin.com. A Turnitin Draft Dropbox will be available for the submission of all assignments in these courses so you may practice your scholarly writing over the course of the semester. Also, you may submit to the Turnitin Draft Dropbox as many times as possible and please review the originality report with each draft submission. According to the Turnitin site, when multiple submissions are submitted, only one Originality Report will be processed in a 24-hour period; reports "for second and subsequent submissions will require a 24-hour delay before the Originality Report begins processing." Lastly, once you submit your final assignment to the assigned Dropbox (not the Draft Dropbox), your paper will be reviewed through Turnitin and an Originality Report will be generated with no resubmission/revisions allowed.

Turnitin Training Materials for Students:

[Turnitin Help Center Video: Viewing an Originality Report](#). Please consult this tutorial for additional information on how to view a Turnitin Originality Report.

Communications

It is University policy that all electronic communication between the faculty and students must take place only through the campus e-mail network, utilizing Desire2Learn (CourseDen). Students at UWG are required to have ready access to computers for their course work and will be expected to use Desire2Learn (CourseDen) as directed by faculty.

Because this course includes an intensive immersion experience, much of the communication will occur face-to-face during the experience. Faculty will be readily available during this experience. Before and after the immersion experience, communication will occur through CourseDen. Faculty members will provide students with a way to contact them (typically cell phone) during the immersion experience. Although students will not be required to purchase an international cell phone plan, students must check in with the faculty as required during the experience.

Social Media Policy

As per the policies outlined in the UWG Student Handbook (p. 21), "Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook, Twitter, and Internet message boards, forums, web pages and blogs are public in nature. When such information and communications posted in these manners violate the UWG Student Code of Conduct, or if such information indicates a violation of the Student Code of Conduct, this information or communications may be used in judiciary proceedings. In particular, communications that violate the Student Code of Conduct, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, via e-mail or by any other means."

In addition, the THS SON has outlined a social media policy that addresses the use of social media as it relates to patient care experiences such as those included in the immersion experience you will be engaging in during this course. You are expected to review this policy in its entirety for information applicable to this experience. The policy can be accessed via the [School of Nursing](#) website and is located in the [BSN Student Handbook](#).

All electronic devices are to be on vibrate while in class.

Students should review the following information each semester:
[\(https://www.westga.edu/UWGSyllabusPolicies/\)](https://www.westga.edu/UWGSyllabusPolicies/)

Academic Support:

Accessibility Services

Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact **Accessibility Services**.

Center for Academic Success

The **Center for Academic Success** provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center

The **University Writing Center** assists students with all areas of the writing process. For more information, contact them at: 678-839-6513 or writing@westga.edu

Online Courses:

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements, visit the **UWG Online** site.

Students enrolled in online courses can find answers to many of their questions in the **Online/Off-Campus Student Guide**.

If a student is experiencing distress and needs help, please see the resources available at the **UWG Cares** site. **Online counseling** is also available for online students.

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.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the **Student Handbook**.

UWG Email Policy:

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy:

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry):

UWG follows University System of Georgia (USG) guidance:

http://www.usg.edu/hb280/additional_information

You may also visit our website for help with USG Guidance:

<https://www.westga.edu/police/campus-carry.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

Additional Online Resources:

Distance Education Help: <http://uwgonline.westga.edu/students.php>

Ingram Library: <http://libguides.westga.edu/content.php?pid=194430>

UWG Book Store: <http://www.bookstore.westga.edu/>

UWG Network Use Policy: http://www.westga.edu/policy/index_3706.php

UWG Student Handbook: <http://www.westga.edu/~handbook/index.php>

THS SON BSN Handbook: https://www.westga.edu/academics/nursing/assets-nursing/docs/2017_18_BSN_Handbook_updated_06062017.pdf

Addendum IV

Proposed addition of the **community engagement** component to the **Promotion and Tenure** consideration for Carnegie Classification for Community Engagement

-----Background-----

- **Carnegie Foundation’s Classification for Community Engagement**

http://nerche.org/index.php?option=com_content&view=article&id=341&Itemid=92#CECdesc

- **UWG Strategic Plan: Strategic Imperative #3**

Successful Partnerships: Building Engaged, Mutually Beneficial Collaborations

- **Documentations needed for application** includes that community engagement counts toward Promotion and Tenure criteria in the Faculty Handbook.

(Faculty Handbook Section 103.0302-5) Suggested changes are highlighted yellow.

5. **Acceptable Evidentiary Sources Relevant to Promotion:** Each department, school, college, or the Library must specify acceptable additional evidentiary sources for teaching, service, and professional growth and development. Additional evidentiary sources must be approved by the faculty and the Dean of the respective school or college, the Vice President for Academic Affairs/Provost, and must be published in the academic unit’s respective promotion and tenure documents.

5.1. Teaching:

5.1.1. Effectiveness as shown by peer or supervisor evaluation

5.1.2. Honors or special recognitions for teaching accomplishments

5.1.3. Letters from former students attesting to the candidate's instructional abilities

5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)

5.1.5. Scholarly Teaching (e.g., reading pedagogical literature, attending professional development related to teaching, experimentation with new instructional methods and assessment of effectiveness. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).

5.1.6. Successful development of courses

5.1.7. Development of effective curricula and/or instructional methods

5.1.8. Faculty directed student research that complements classroom learning

5.1.9. Student evaluations

5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

5.1.11 Evidence of teaching that incorporates community-engaged approaches and methods.

5.2. Service to Institution:

5.2.1. Successful development of service programs or projects.

5.2.2. Effective service-related consultation work or technical assistance.

5.2.3. Effective advisement of student organizations.

5.2.4. Successful counseling/advising of students.

5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).

5.2.6. Honors, awards and special recognitions for service to the institution or the community.

5.2.7. Significant contributions to the improvement of student, faculty or community life.

5.2.8. Successful mentoring of colleagues.

5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)

5.2.10 Successful service that includes community-engaged approaches and methods.

5.3. Professional Growth and Development:

5.3.1. Scholarly Publications (as determined by the disciplines): a. Books published by peer-reviewed presses b. Other published books related to the candidate's professional field c. Articles published in refereed journals d. Papers and articles published elsewhere

5.3.2. Presentations before learned societies and professional organizations

5.3.3. Scholarship of Teaching and Learning (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).

5.3.4. Grants a. Grants received for research, scholarship, or creative activity b. Grants received for curricular development or other academic projects c. Submitted proposals for competitive external grants

5.3.5. Honors and awards for research, scholarship, or other creative activities

5.3.6. Recognition by professional peers

- a. Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
- b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
- c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
- d. Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
- e. Other performances related to academic field.
- f. Exhibitions of creative works in which such works are invited or selected after competitive review.
- g. Non-refereed exhibitions.
- h. Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
- i. Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
- j. Consultation which involves scholarly application of professional expertise

5.3.7. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)

5.3.8. Evidence of scholarship that uses community-engaged approaches and methods.

5.3.9. Other as approved by departments and colleges

(Supplemental Information, in case clarification is needed)

From Faculty Handbook 103.0302 **Specific Minimum Criteria for Promotion** ↓

2. To Be Promoted to Assistant Professor

- 2.1. Teaching. Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1.
- 2.2. Service to the Institution. Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .
- 2.3. Academic Achievement. Terminal degree in discipline.
- 2.4. Professional Growth and Development. Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline with evidence from the sources listed in section 103.0302.5.3.

3. To Be Promoted to Associate Professor

- 3.1. Teaching. Demonstration of significant contributions as a teacher and a high level of sustained excellence in teaching with evidence from sources listed in section 103.0302.5.1.
- 3.2. Service to Institution. Demonstration of significant contributions in such service and a strong likelihood of continuing effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .
- 3.3. Academic Achievement. Terminal degree in discipline.
- 3.4. Professional Growth and Development. Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline and a strong likelihood of continuing effectiveness with evidence from the sources listed in section 103.0302.5.3 .

4. To Be Promoted to Professor

- 4.1. Teaching. Demonstration of a clear and convincing record of a high level of sustained excellence with evidence from sources listed in section 103.0302.5.1.
- 4.2. Service to Institution. Demonstration of a clear and convincing record of a high level of sustained effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.
- 4.3. Academic Achievement. Terminal degree in discipline.

5.1. Teaching:

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarly Teaching (e.g., reading pedagogical literature, attending professional development related to teaching, experimentation with new instructional methods and assessment of effectiveness. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.
- 5.1.11 Evidence of teaching that incorporates community-engaged approaches and methods.

5.2. Service to Institution:

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
- 5.2.7. Significant contributions to the improvement of student, faculty or community life.
- 5.2.8. Successful mentoring of colleagues.
- 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)
- 5.2.10 Successful service that includes community-engaged approaches and methods.

5.3. Professional Growth and Development:

5.3.1. Scholarly Publications (as determined by the disciplines): a. Books published by peer-reviewed presses b. Other published books related to the candidate's professional field c. Articles published in refereed journals d. Papers and articles published elsewhere

5.3.2. Presentations before learned societies and professional organizations

5.3.3. Scholarship of Teaching and Learning (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).

5.3.4. Grants a. Grants received for research, scholarship, or creative activity b. Grants received for curricular development or other academic projects c. Submitted proposals for competitive external grants

5.3.5. Honors and awards for research, scholarship, or other creative activities

5.3.6. Recognition by professional peers

a. Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.

b. Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.

c. Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.

d. Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.

e. Other performances related to academic field.

f. Exhibitions of creative works in which such works are invited or selected after competitive review.

g. Non-refereed exhibitions.

h. Membership on editorial boards, juries judging art works, or juries auditioning performing artists.

i. Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.

j. Consultation which involves scholarly application of professional expertise

5.3.7. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)

5.3.8. Evidence of scholarship that uses community-engaged approaches and methods.

5.3.9. Other as approved by departments and colleges

Addendum V

Recommended Revisions to the 2018-2019 Parking Code

Introduction. The specific revisions can be found at the corresponding highlighted section of the draft 2018-2019 Parking Code:

Cover page.

- a. 2018-2019
- b. Revised March 2018

Page 2

A.1.d. Registration Procedures for Faculty, Staff and Students. Changed from should to must.

Page 4

B.3.c. Changed from should to must.

C. Registration Procedures for Persons with Accessibility Requirements.

Added “By state law, the person to whom the permit was issued must be an occupant of the vehicle which displays the permit.”

Page 5

C.1.a. Registration for Temporary Accessibility Needs.

Replaced mobility concerns with accessibility needs.

Replaced the medical information with appropriate documentation.

C.1.c. Duration of Permit. Added “will be issued with start and dates with a maximum

Page 8

B.9. Residential Freshmen. Added semi colons and removed “to” for clarity.

Page 9

C. 1.f- Loading/Unloading. Deleted “valid resident” student.

Page 12

F SCHEDULE OF FINES AND PAYMENTS

Added violation of habitual violator and fine.

Added violation of removing a barricade or cone installed by Parking & Transportation Services.

Page 13

F SCHEDULE OF FINES AND PAYMENTS

Added UWG Departments will be charged for their assigned vehicles parked in unauthorized spaces.

Page 16

VII Frequently Asked Questions, Question 10 Can I use my hangtag in any vehicle?

Changed should to must.

Page 17

VII Frequently Asked Questions, Question 15 “My car is in the repair shop, so I/m borrowing a friend-s car.

Changed should to must.



PARKING CODE

2018-2019

UWG Procedure 7.13.1 Parking Services Management

UWG Procedure 7.13.2 Parking Regulations

Parking and Transportation

Row Hall

Questions?

678-839-6629

parking@westga.edu

www.westga.edu/parking

March 2018



UWG PROCEDURE NUMBER: 7.13.1, Parking Services Management

Authority: UWG POLICY 7.13 (Parking Operations)

The Chief Auxiliary Officer, pursuant to the authority of UWG Policy 7.13, establishes the following procedures for Parking Services Management. The University of West Georgia Parking (UWG) and Transportation Services Department is delegated authority and responsibility for the administration of parking regulations and procedures designed to provide a safe and efficient parking system.

A. Registration Procedures for Faculty, Staff and Students

General Information. All faculty, staff, and currently enrolled students who park on the UWG Carrollton campus and Newnan Center are required to register with Parking and Transportation Services. Failure to register a vehicle will result in a citation being issued. Students taking only online classes and who visit either the Carrollton campus or Newnan Center either must have their vehicle registered upon arrival on campus, display a current University of West Georgia hangtag or follow the procedures found in Visitor Registration below.

1. All Individuals.

- a. **Where to Register - Main Campus.** Faculty, staff, and students may register their vehicle for either a decal or hangtag at <https://parking.westga.edu>, but all hangtags/decal must be picked up at the [Parking Services Office](#) located on the first floor of Row Hall during office hours.
Hangtags/decal will not be mailed to registrants. Motorized carts or motorized scooters below engine size of 50 cc. or similar vehicles may not be registered as a personal vehicle except where Accessibility Services has determined such vehicle is necessary for mobility.
- b. **Where to Register - Newnan.** In conjunction with Parking Services, the Newnan Center Office/Manager/front desk staff will issue student and visitor hangtags as required. Upon request from the Senior Director/Chief Administrative Officer of Off-Campus Programs, Parking Services will establish a remote office at the Newnan Center to issue faculty/staff decal and student hangtags.
- c. **Fees.** Mandatory student fees include one parking permit. Annual employee fees are \$15.00. The cost for replacing a hangtag/decal is \$15.00 for students and employees. Refunds are not available once a permit has been purchased. The replacement cost for a lost or stolen gate access card is \$10.00.
- d. **Displaying Tag/Decal.** Parking hangtags must be suspended from the windshield mirror anytime the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag must be placed face-up on the driver-side dashboard. The hangtag **must** be used on any vehicle brought onto campus. Decal must be placed on the lower side of the passenger side windshield, face outward from the vehicle. A special decal

will be issued for [motorcycles](#).

e. Violations. The person on record for a registered vehicle and hangtag or decal is responsible for all parking violations involving that vehicle.

- i. Unregistered vehicles are subject to a citation being issued. Citations are issued to the hangtag/decal, not the vehicle. If no hangtag/decal is visible, the citation is issued to the vehicle. Courtesy warning tickets will be issued the first five class days of each semester for vehicles that do not display a current hangtag/decal.
- ii. Failure to use gate cards and special permits in accordance with this Parking Code may result in citations, impoundment, and revocation of cards/permits.
- iii. Vehicles may also be cited for violations of State Law and restricted parking such as handicap, red curb, yellow curb, faculty/staff, meters, and reserved parking.

2. Student Registration.

The payment of the student's mandatory transportation fee covers the costs for a vehicle parking permit. Students are limited to one hangtag per academic year. Graduate assistants (GAs/GRAs), student assistants, and Federal Work Study Program (FWSP) students may not register as faculty/staff. Additionally, student assistants, may not park in designated faculty/staff areas until after 5:00 p.m., Monday through Friday. Family members of faculty/staff who are enrolled in classes on the University of West Georgia campus must register their vehicles as students.

For disability parking, please refer to the section below on [Registration for Persons with Accessibility Requirements](#). **Please note that a temporary hangtag for students with Accessibility Needs allows parking in faculty/staff areas only, and not ADA parking spaces.**

3. Employee Registration.

UWG Employees must register their vehicle immediately following the first contract date of the year or within one business day following the orientation for new faculty/staff. Faculty/staff and contract employees cannot renew a decal for a new academic year until all outstanding fines and any unpaid annual registration fee(s) are paid. Part-time employment- if under 30 days will get a temporary hangtag free of charge, over 30 days must purchase a Faculty/Staff decal.

4. Gate Cards and Special Permits.

Full-time faculty/staff may be issued a gate access card/remote upon request, which should not be used by anyone other than the issued employee. The card/remote remains the property of UWG and must be returned to Parking Services at the end of employment. Vice Presidents and College Deans can request from Parking and Transportation Services a "Special Parking Permit for Meters and Service Spaces" for selected individuals. This permit entitles the bearer to park in service and metered spaces while attending UWG meetings or office visits only, not for parking to access his/her building. This permit may only be displayed on a registered vehicle bearing a current Faculty/Staff decal. All other use is prohibited.

B. Registration and Parking Procedures for Visitors

1. Where to Register.

- a. Welcome Center. Visitors should contact the [Welcome Center](#), Monday through Friday 8:00 a.m.-5:00 p.m., before or upon arrival to campus to register for a Visitor's Parking hangtag. The Welcome Center is located in the Bonner House on Front Campus Drive. During business hours, please call 678 839-2232 and register your vehicle.
- b. Parking Services Office. See [Paragraph A\(1\)\(a\)](#) and 1(b) above for the location of the Parking Services Office. After business hours, registration for visitors may be made via voicemail to 678-839-6629, or via email addressed to parking@westga.edu.
- c. Newnan Center. Please contact the Newnan Center Office Manager at the telephone number of (678) 839-2312 or (678) 839-2300.
- d. Request by University Employees. Departments requesting visitor parking permits should contact Parking Services via email at parking@westga.edu or by telephone at 678-839-6629. Whenever possible, the request should be made at least two business days in advance and should include the vehicle description and license plate number. Permits can be sent to the requesting University employee through campus mail or picked up at the Parking Services Office in Row Hall. If reserved spaces are needed, please send that request at least ten business days in advance at parking@westga.edu.
- e. Retired Faculty/Staff, Trustees, Alumni Board. University Advancement in conjunction with Parking and Transportation Services provides a Friend of UWG Hangtag upon request to these individuals.
- f. Contractors and Vendors. Companies and individuals will coordinate directly with the respective UWG academic or staff department who will then request support including visitor hangtags and assigned parking locations from Parking & Transportation Services.
- g. Vehicle Identifying Information Required. Visitors must provide vehicle information including make, model, and tag number as well as purpose of visit in order to receive a parking permit.

2. Displaying Tag/Pass. See [Paragraph A \(1\) \(d\)](#) above for hangtags/decals. Paper passes should be placed on the dashboard, permit side up, and should not be obstructed by other objects on the dashboard (including a sunscreen).

3. Visitor Parking.

- a. Visitors are allowed to park in any area designated as University Visitor Parking or an open, metered, or parking space temporarily designated by Parking and Transportation Services.
- b. Visitors are **not** allowed to park in any area that is designated as a tow away zone, reserved, restricted, red, or yellow curbs.
- c. Visitors with ADA needs **must** have a state-issued Disability Parking permit in order to park in an ADA designated parking space and should notify Parking & Transportation Services at 678 839-6629 before arriving to campus.

4. What to do with Citations. If a citation is received, the visitor should follow the instructions printed on the citation. If possible, visitors should bring the citation to Parking Services on the same day the citation was issued. If this is not possible, please either email (parking@westga.edu) or call Parking

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Services at 678-839-6629 for instructions.

C. Registration Procedures for Persons with Accessibility Requirements

General Information. By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License or Disability Placard. The University of West Georgia complies with the Americans with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements:

Example:



In order for employees and students to park in these designated spaces, a special decal marked “ADA” is required from Parking Services which must be affixed to the driver’s assigned hangtag/decal. See more information below. Visitors should have a state-assigned Disabilities Parking tag in order to park in an ADA designated space, in addition to the hangtag/pass required for [Visitor Parking](#) on campus.

Under the [Official Code of Georgia](#) §40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators’ vehicles may be cited and towed, and violators could be subject to fines as provided by Georgia law.

1. Registration for Temporary Accessibility Needs.

- a. How to Register. A special decal marked “ADA” may be issued for employees or students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability parking permit. “Temporary” for the purposes of this Parking Code means any condition that is expected to improve or resolve such that the individual may utilize regularly designated parking at some point during an Academic Year. Employees will need to submit a request to [Human Resources](#); students **must** submit a request to [Accessibility Services](#). Documentation, at a minimum, should be on the physician’s letterhead and signed by that physician, and should clearly state the disability and the duration of the accessibility needs. Please refer to [Human Resources](#) and [Accessibility Services](#) for more information. HR and Accessibility Services, based upon the review of appropriate documentation, will inform Parking Services of the need for ADA/special parking only, and not the nature of the disability. If needed, persons with temporary disabilities may be issued a parking gate card/remote for the duration of their disability.
- b. Where to Park. Please note that a temporary disability hangtag for students or faculty with accessibility needs allows parking in faculty/staff and **ADA designated parking spaces**
- c. Duration of Permit. Temporary ADA permits **will be issued with start and end dates with a maximum of 30 days**; at least five days prior to the expiration of a temporary ADA permit, any

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employee or student with a continuing need for ADA parking must contact Human Resources or Accessibility Services with requested documentation to support the continued need.

- d. Display. The hangtag must be displayed in clear view, so a Parking Control Officer can see the dates of the permit. The gate card/remote must be returned on the expiration date of their temporary permit. Failure to return the gate card/remote will result in a \$10.00 charge and a hold placed on the UWG Banner account.

2. Registration for Permanent Accessibility Needs. The same requirements as set forth in registration for Temporary Accessibility Needs applies, except the duration of the decal will be for the length of the student's enrollment or the employee's employment at UWG.

3. Failure to Register. Non-registered vehicles belonging to students or employees that display a Disabled veteran license plate, Disability license plate or state-issued Temporary disability placard, Permanent disability placard or special permanent placard Permit may receive a warning citation to register their vehicle with Parking Services. Further violations may be subject to fines and impoundment until registration of the need is received by Parking Services. Parking Services will void or refund fines assessed for non-registration of vehicles upon proper approval by HR or Accessibility Services, back to the date the need was demonstrated by the student or employee.



UWG PROCEDURE NUMBER: 7.13.2, Parking Regulations

Authority: UWG POLICY 7.13 (Parking Operations)

The Chief Auxiliary Officer, pursuant to the authority of UWG Policy 7.13, establishes the following Parking Regulations:

A. Compliance Statement

Students, Faculty, Staff, and Visitors must abide by the Parking Regulations at all times when on the Carrollton Campus or Newnan Center of the University of West Georgia. All faculty/staff and students are required to display current UWG Faculty/Staff Decals or student parking hangtags while parked at the Newnan Center. See, *UWG Procedure 7.13.1, Parking Services Management for more information about registration*. Parking Regulations at the Newnan Center will follow the same rules, definitions and guidelines as set forth in the Parking Code for the University of West Georgia's Carrollton Campus.

B. Definitions

1. **"Appeal Judge"** – a staff member appointed by the Senior Vice President of Business and Finance to consider a parking appeal at the first level of appeal
2. **"Bicycles"** - non-motorized vehicle with two or three wheels, saddle, and fully operative pedals for human propulsion; includes **"Electric Assisted Bicycles"**
3. **"Campus"** - UWG-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries
4. **"Electric Assisted Bicycle"** – bicycle with an electric motor to assist in the operation of pedals; for the purposes of this procedure, **"Electric Assisted Bicycle"** will be used interchangeably with **"Bicycle"**
5. **"Greenbelt"** - public use pathway for non-motorized traffic (*See, UWG Procedure 7.4.1*)
"Moped" – motor-driven cycle with an engine not exceeding 50 cubic centimeters (cc.)
6. **"Motorcycle"** - motorized two or three wheel vehicle with an engine size of 50 cc. or greater. For the purposes of this procedure only, reference to "Motorcycle" shall include vehicles designated by manufacturers as **"Scooters"** and **"Mopeds"** except when otherwise designated by name. The certificate of origin for the vehicle must state: "Manufactured for lawful highway use" to be operated on Campus. **Motorized vehicles that are not manufactured for lawful highway use should not be operated on the UWG Campus.**
7. **"Motorized Cart"** - cart-type vehicle that is powered by an electric or internal-combustion engine which is generally used to transport people. These include, but are not limited to, golf carts, utility terrain vehicles (UTVs), low-speed vehicles (LSVs), and utility carts.
8. **"Parking Appeals Committee"** – a committee appointed by the Provost and Vice President of Academic Affairs which is composed of the Student Judicial Chairperson, one faculty member and one staff member, none of whom work in Parking Services or the University Police Department

9. **“Residential Freshmen”**-Until a residential student completes two semesters living on campus, or completes 30 credit hours, he/she is considered a Residential Freshmen and should park at designated Residential Freshmen lots that are primarily located at the Athletic Complex. The Associate Vice President of Auxiliary Enterprise and Business Services can review and grant exceptions including the following: the student is married; 21 years of age or older; prior or current military service or an appeal regarding night-time job conflict.
9. **Scooter** - a lightweight motorcycle with an enclosed engine between 50 cc. and 350 cc. that is designed for drivers to sit with legs together on a platform or floorboard.

C. Regulations

The Parking Code is in effect at all times. Additionally, University Police have authority to enforce Georgia’s Motor Vehicle Code at all times. See, [O.C.G.A., Title 40, §§40-1-1 ff.](#)

1. **Permissible Parking/Operations on Campus.**

- a. Bicycle/Moped parking is only permitted in campus bicycle racks. Bicycles should use the bicycle lane where available and must ride with the flow of traffic on streets. Bicycles are defined as vehicles by the State of Georgia, with the same rights and responsibilities on public roads as motor vehicle drivers. Georgia Bikes Inc., with generous assistance from Bike Law, the Governor’s Office of Highway Safety, and the Tony Serrano Century Ride, produced *the Bicyclist Pocket Guide – Bicycling in Georgia: Rights & Rules*; click here for access to that user friendly guide, [Bicyclist Pocket Guide](#).
- i. UWG encourages all UWG students, faculty, and staff bike riders on campus to register their bikes with UWG Parking and Transportation at the Parking Services Office, 678 839-6629, parking@westga.edu, located on the first floor Row Hall.
- ii. Any bicycle that is found on campus and determined to be abandoned, will be removed. If the bicycle is registered, UWG Parking and Transportation will put forth reasonable efforts to find/contact the owner.
- iii. When parking on campus, bicycles should be locked to a “Bike Rack”, bicycles are prohibited from being locked to handrails or other fixtures on campus.
- iv. When locking your bike to a “Bike Rack”, UWG encourages cyclists to always use a high quality “U” shaped lock; avoid using lightweight cables, chains or ties.
- v. Attach bicycles to bike racks through the frame and at least one wheel.
Do not leave any free or easily detachable items on bikes
Bicycles are prohibited from the inside of UWG facilities or on UWG fields.
- b. Motorcycles must park in a regular parking space and in the same manner as an automobile. Two (2) motorcycles may park in one (1) vehicle parking space in the appropriate zone.
- c. Mopeds are only allowed to park in bicycle racks on Campus.
- d. UWG Motorized Carts. Parking is permitted in parking lots in accordance with the other sections of this code and cart spaces that have been constructed for this purpose.
- e. Vehicles designed for living or sleeping. Overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university’s boundaries is not permitted *unless approved* by the Associate Vice President of Auxiliary Enterprises and Business Services.

f. Loading/Unloading. Special parking permissions may be granted by Parking Services for short periods of time for loading and unloading. Similarly, certain spaces near Resident Halls may be used for loading/unloading by any **valid resident** student with a valid student hangtag. The maximum length of this time for use of these spaces is 20 minutes. Violators will be ticketed and may be towed at the discretion of Parking Services.

g. University Service Vehicles. Service spaces are limited to use by the university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business.

h. Police/Emergency/Emergency Service Vehicles. Police and/or service vehicles may stop or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not be left unattended blocking a fire hydrant or traffic flow or access for persons with disabilities.

i. Metered Spaces. Parking meter hours of operation are from 7:00 a.m.-5:00 p.m., Monday – Friday. Parking meters are available to anyone; **however, hangtags/decals must be displayed for faculty/staff and currently enrolled students**. Meters accept nickels, dimes, and quarters only. Time is purchased at the rate of ten cents for ten minutes. Depending upon the meter, the maximum number of minutes which can be purchased is limited regardless of the amount of coins inserted. All meters have a maximum of 30 minutes except the Bookstore meters which have a maximum of 40 minutes. Expired meter citations can be issued twice a day if a vehicle is not moved from a metered space within a four-hour period.

2. Prohibited Parking/Operations.

- a. **Parallel parking** against the flow of traffic on the street is prohibited.
- b. **Motorcycles** are prohibited from driving on sidewalks or around parking control gates.
- c. **UWG Motorized Carts** may not park or operate:
 - i. On landscaped and lawn areas.
 - ii. In front of electrical transformers and other equipment that could require immediate access.
 - iii. On sidewalks, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.
 - iv. On streets, driveways, and parking lot access points, unless in designated parking spots.
 - v. In any location, or in any manner, that would impede emergency responders.
 - vi. In any location that would impede the normal operations of the campus.
 - i. **Bicycles/Mopeds** should take care to avoid the obstruction of walkways, railings, doorways or ramps intended for use by pedestrians or persons with disabilities.

3. Other Considerations.

- a. Inoperable Vehicles. If a vehicle becomes inoperable in an area other than an authorized parking area, the operator should notify Parking Services at 678-839-6629 as soon as possible along with the approximate length of time before the vehicle will be moved. Parking Services does not provide roadside assistance services.
- b. **The University is not responsible for loss or damage**. Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents. It is recommended that individuals:

- i. Avoid leaving valuable items in vehicles.
 - ii. Call University Police (678-839-6000) to report damaged or stolen property.
 - iii. Pay attention to warning signs and park away from athletic fields and unlit areas.
- c. **Towing.** The owner is liable for all parking citations issued before Parking Services is notified of any requests to approve Parking Code exemptions. The time limit for vehicles inoperable or in a visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense. Please refer to the next section on Towing/Impoundment.

D. Towing/Impoundment

Motor vehicles in violation of this Parking Code or [Georgia's Motor Vehicle Code](#) may be towed/impounded at the owner's expense. The vehicle operator/owner is responsible for any wrecker fees and storage fees except where noted.

1. A release form must be obtained in order to regain possession of an impounded vehicle. The form may be obtained from Parking Services from 7:00 a.m. to 5:00 p.m., Monday–Friday, or the University Police (678-839-6000) from 5 p.m. until 7:00 a.m., Monday–Thursday, and from 5 p.m. Friday through 7:00 a.m. Monday, and during university holidays.
2. Vehicles may be impounded for any of the following reasons:
 - a. Non-registered vehicles having three or more unpaid parking fines.
 - b. Vehicles parked in such a manner to create a fire/safety hazard or obstruct the free flow of traffic.
 - c. Parking in designated tow-away zones, at red curb areas, blocking a fire hydrant, on or blocking a sidewalk, in handicapped spaces (unauthorized) or blocking a handicapped ramp or curb cut, or on the grass, lawns, or athletic fields.
 - d. In case of emergency or in the interest of public safety.
 - e. After attempted contact with the owner, when a vehicle is presumed to be abandoned, or in a visible state of disrepair.
 - f. Vehicles that have five outstanding violations may be impounded.

E. Color Coding/Permits/Signs/Meters and Designated Hours of Operation

Many curbs at the University have been painted to indicate assigned parking on Campus. In addition, some parking lots/spaces have been reserved for special permit parking only and are identified by signs. The following curb/surface color scheme, and/or appropriate signs, shall designate parking on campus. **In the event of a discrepancy between a sign and a curb color, the sign shall take precedence.**

1. Color Codes (See 2017 Bus Route and Parking Zone Map)

- a. **YELLOW.** No parking zone anytime. *Violators are subject to citation and impoundment.*
- b. **RED.** Emergency lanes. No parking anytime. *Violators are subject to citation and impoundment.*
- c. **GREEN.** Faculty/staff parking.
- d. **WHITE.** Open parking for all currently registered vehicles (except Residential Freshmen from Monday at 7:00 a.m. through Friday at 12:00 p.m.).
- e. **BLUE.** ADA parking for state-issued ADA hangtags ONLY. This will be enforced 24/7, and individuals without ADA hangtags and assigned ADA decals (see, registration [here](#)) are subject to

citation and impoundment.

f. **GREY.** Residential First Year Student parking.

2. Faculty/Staff (GREEN/WHITE)

Hours of Operation. 7:00 a.m. to 5:00 p.m., Monday through Friday unless otherwise designated by signage on class days and during final examination periods. This is to include fee payment, pre-registration, registration, and drop/add days. Faculty/Staff parking becomes open parking for students (except Residential Freshmen) between the hours of 5:00 p.m. to 7:00 a.m.; **with the exception of parking reserved 24/7**, such as reserved for Deans or those areas marked by signage (e.g. Back Campus Drive) or gates.

3. Student (GREY/WHITE/PERMIT)

a. Hours of Operation. Designated parking is in effect 24/7.

b. Permit Designations for Students. The 2018-2019 Bus Route and Parking Zones Map designates parking areas.

- i. **"E" (East Residential/east side of campus) Hangtags.** Permitted E-drivers may park in the 24-hour restricted. These areas are designated by signs and include the residential areas of Gunn Hall, Bowdon Hall, and The Oaks. Permitted drivers may also park in any designated Open Parking Lot (White).
 - ii. **"W" (West Residential/west side of campus) Hangtags.** Permitted W-drivers may park in the 24 hour restricted areas on the west side of campus. These areas are designated by signs and include the residential areas of Tyus Hall, University Suites, Center Pointe Suites, and Arbor View Apartments. Permitted drivers may also park in any designated Open Parking Lot (White).
 - iii. **"C" (Commuter) Hangtags.** Permitted C-drivers may park in restricted Commuter lots and any designated Open Parking Lot. Permitted drivers may also park in any designated Open Parking Lot (White).
 - iv. **"RF" (Residential Freshmen) Hangtags.** Permitted RF-drivers may only park at either the Residential Freshmen parking lots at the Athletic Complex (Parking Lots C, D, E, and G) or the designated RF signed spaces of the Evergreen and Tyus Hall Parking Lots, from Monday 7:00 a.m. until Friday 12:00 p.m. Permitted drivers may also park in any designated Open Parking Lot (White) after Friday 12:00 p.m. until Monday at 7:00 a.m.
Football Game Days for RF Permit Holders. Prior to home football game days and other designated events, Residential Freshmen will receive detailed instructions to temporarily move their vehicles to other lots on campus without penalty. The failure to follow these instructions will result in citations or impoundment.
 - v. **"G/V" (Greek Village) Hangtags.** Only permitted G/V-drivers may park in the Greek Village Housing Complex. Permitted drivers may also park in any designated Open Parking Lot (White). No other Student permits (E, W, C, and RF) are authorized to park in the Greek Village Housing Complex.
- c. Change of Status. Any student moving from one residence hall or seeking to change from one zone to a different zone, must obtain the appropriate hangtag from Parking Services. This does not apply to Residential Freshmen, who must utilize RF zones or Open (White) zones. There will

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be NO charge for a replacement hangtag provided the original hangtag is surrendered to Parking Services.

4. **Residence Life Coordinators and Residence Directors (Decal).** Individuals working as Residence Life Coordinators and Residence Directors will be issued a special decal to attach to their hangtag, which permits them to park in certain restricted parking spaces identified by signs. These spaces or decals are not to be “loaned” to ANYONE.
5. **Graduate Assistants (Decal).** Graduate Assistants are permitted to park in the gated Townsend Center lot or Open Parking Lots (White), in addition to their assigned student permit zone for Commuters, Residential, or Open parking.
6. **Visitors (SIGNS/PERMIT).** Spaces designated by signs or as otherwise marked by University Units for the use of visitors will be enforced 24/7. Faculty, staff, students, and service vehicles may not park in designated visitor spaces at any time. Violators are subject to citation and impoundment.
7. **“EV” or Electric Vehicle Charging Spaces (SIGNS).** These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in active session are subject to citation and impoundment.
8. **Metered Spaces (METER).** Please refer to C.1.d

F. Schedule of Fines and Payment for Violations of the Parking Code Table of Fines, Payments, and Enforcement Actions. Based on the nature of the incident, students will be reported to the Office of Student Conduct for their review and action

Violation	Fine
<u>Fraud.</u> Counterfeiting a hangtag with intent to defraud; obtaining a hangtag by fraudulent means; displaying a hangtag that was not assigned to the driver by Parking Services; obtaining a hangtag/decals for an unauthorized person; false registration of a vehicle.	\$100
<u>Alterations.</u> Altering any Parking Services permanent or temporary permit	\$100
<u>ADA Parking Violation.</u> Unauthorized parking in a handicap space or falsely using an official State-issued handicap hangtag	\$100/towing
<u>Habitual violator.</u> Five or more violations by a UWG student, staff, or faculty member.	\$100/towing
<u>Failure to Observe Restricted Parking.</u> Parking at RED and YELLOW curbs, a fire hydrant/fire lane, blocking a dumpster, roadway, service vehicle space, loading dock, Electric Vehicle Space, reserved space or any other designated/signed tow-away zone	\$50/towing
<u>Removing a barricade or cone installed by Parking & Transportation Services.</u> The removal of a barricade or cone negatively impacts parking management for a specific lot.	\$50/towing
<u>Obstructing Access.</u> Parking on a sidewalk, lawn area, driveway, athletic field	\$35/towing
<u>Misuse of Designated Zones.</u> Parking in reserved areas without proper permit (Faculty/Staff, Yellow Curbs, Student Zones, etc.)	\$35
<u>Parking Outside of Lines.</u> Double Parking or parking on or outside of white line/space	\$35
<u>Meters.</u> Failure to abide with use of parking meters	\$25
<u>Improper Parking.</u> Parking against the flow of traffic	\$25
<u>Registration.</u> Non-registered vehicle, failure to display a valid hangtag, displaying an expired hangtag	\$20
<u>Display.</u> Hangtag improperly displayed/obstructed from view	\$20
<u>Unauthorized Use.</u> Unauthorized use of “Special Parking Permit for Meters and Service Spaces	\$10

UWG Department Vehicle parked in unauthorized space. UWG Departments will be charged for any parking violations involving a department vehicle including parking in designated reserve spaces, ADA spaces, etc.	Will depend on the specific violation
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All citations including those issued to Faculty and Staff must be paid (cash or check) in the [Bursar's Office](#).

2. Special Considerations for Students.

UWG students can also pay citations through their *BanWeb* account with debit or credit card at <https://www.westga.edu/student-services/bursar/payment-of-tuition-fees.php>. Hours of operation and payment information can be found on the [Bursar's Office](#) website. Holds are placed on University of West Georgia student accounts and registration until paid in full or citation(s) are resolved.

G. Parking Appeals

Any individual who is in receipt of a University citation may appeal.

1. Time Limit

All appeals must be made within ten (10) business days of the date of the citation.

2. Appeals Procedure

- a. Appeals must be submitted through the Parking Services portal at <https://parking.westga.edu/ticket.php> contacting another individual or unit on Campus may result in your appeal being untimely.
- b. Students, Faculty, and Staff must include their campus e-mail address on the appeal form submitted. The citation (in-person/mail/fax) or citation number (online) will need to be included for proper consideration.
- c. Appeals may be submitted, Monday through Friday 8:00 a.m. to 5:00 p.m. (except holidays) by one of the following methods:
 - i. Online, through the Parking Services website at [https://parking.westga.edu/ here](https://parking.westga.edu/here) . Online appeals can be made 24/7
 - ii. Handwritten appeals can be submitted in person, to Parking Services office, currently located on the first floor of Row Hall (must have citation attached to appeal form)
 - iii. Mail to:
 - Parking Services
 - University of West Georgia
 - 1601 Maple Street
 - Carrollton, GA 30118 (must have citation attached to appeal form)
 - iv. Facsimile transmission to (678) 839-5504 (must have citation attached to appeal form)
- d. **Please be aware that the appeal is only a document review; there is no hearing.** Therefore, any evidence or documentation must be submitted with the appeal form. Individuals should clearly explain their situation with as much detail as possible.
- e. Notification of appeal decisions are made via the campus email address submitted with the appeal.

3. Violations/Explanations Not Subject to, or Accepted for, Appeal

The following citations and/or situations cannot be appealed:

- a. Parking in Yellow curb location
- b. Parking in Fire lane/Red curb location
- c. Parking within 15 feet of a fire hydrant
- d. Parking in an ADA space without the state-issued hangtag
- e. Parking without authorization in a Metered space, or failing to pay the necessary Meter fees
- f. Displaying someone else's hangtag
- g. Inability to locate a space to park, subsequently violating the Parking Regulations
- h. Lack of knowledge of the regulations (e.g., new to campus or have not reviewed the regulations), and subsequently violating the Parking Regulations is not an acceptable explanation for violation of the Parking Code.
- i. Other vehicles were similarly parked improperly is not an acceptable explanation for violation of the Parking Code.
- j. Parking in violation of the Parking Code only for a short period time; the length of the time the vehicle was parked in violation of the Parking Code is not an acceptable explanation for violation of the Parking Code
- k. Parking in an unauthorized space to avoid being late to class or appointment is not an acceptable explanation for violation of the Parking Code.
- l. Inability to pay the amount of the fine does not void the citation.

4. Appeal Judge

Appeals will be reviewed and a decision rendered by an administrative Appeal Judge appointed by the Senior Vice President for Business and Finance. The Appeal Judge is authorized to grant or deny the appeal, or to waive or reduce the fine imposed.

5. Parking Appeals Committee

- a. The Parking Appeals Committee is composed of the Student Judicial Chairperson, one Faculty Member and one Staff Member who are appointed by the Provost and Vice President of Academic Affairs. No member is affiliated with either Parking Services or University Police. No member of the committee or the Appeals Judge may rule on, or approve their own parking citation appeal.
- b. All Appeal Judge's decisions, including relevant information, will be forwarded to the Parking Appeals Committee for review.
- c. The Parking Appeals Committee will review the decision of the Appeal Judge to ensure that the correct interpretation of the Parking Code was applied.
- d. The Parking Appeals Committee shall be authorized to uphold, reject, or modify the decision rendered by the Appeal Judge. Upon request from the appellant, the Parking Appeals Committee may provide a detailed written decision response.
5. The decision of the Parking Appeals Committee is final, provided the decision complies with applicable Board of Regents policy.

H. Frequently Asked Questions (FAQs)

VIII Frequently Asked Questions (FAQs)

A. These FAQs can also be found at <https://www.westga.edu/campus-life/parking/parking-faq.php>.

1. Where & how do I pay a ticket?

To pay with cash or check you will need to go to the cashier's office at Aycock Hall. To pay with a credit card you would go on-line to your BanWeb account. **Visitors** - please contact Parking and Transportation to alert us of any tickets that you receive while on campus

2. How do I appeal a ticket?

Go to <http://parking.westga.edu/> Click on 'Look Up a Ticket' for the appeals form.

3. I appealed my ticket but the appeals committee denied it. What do I do now?

The Parking Appeals Committee is the final decision on all appeals. If your appeal is denied, you can request for a written decision. You must pay your ticket to avoid a hold.

3. If I'm a visitor, what do I need to do?

All visitors should visit the Welcome Center located at Bonner House on Front Campus Drive to register vehicle information and obtain temporary visitors permit. The Welcome Center can be reached at 678-839-2232 concerning any questions you may have or after-hours registration. Please alert the Parking and Transportation Office to any tickets received while visiting campus. Longer term visitors (more than three days) should visit, email, or phone the Parking Office www.parking@westga.edu or call 678 839-6628 for a temporary visitors permit.

4. How do I get a student hangtag?

Go to <http://parking.westga.edu/> and register your vehicle on-line and visit the parking office at Row Hall to obtain your hangtag.

5. How do I get a faculty/staff decal?

Visit the Parking Office at Row Hall and fill out a vehicle registration form and pay \$15.00 cash or check.

6. Why does my parking account say zero balance with parking, but I have a hold?

The tickets download to the Bursar's Office which leaves a zero balance with Parking, but your outstanding amount is owed to the Bursar's Office.

7. Who is a Residential Freshmen?

Students who live on Campus and have not completed two full semesters of residence or have

accumulated less than 30 earned credit hours as reflected in Banner.

8. Can Residential Freshmen park on campus?

The only time Residential Freshmen can park in student parking zones is from Friday at 12:00pm until Monday at 7:00 a.m. or when directed by Parking Services for a special event: e.g. football game, concert, etc.

9. I'm a residential freshmen. My car won't start, and I need to move it from University Stadium for a home football game. What are my options?

If your car is inoperable, contact the Parking Office and give them your student information including your hangtag number, the information on your car, and where it is located.

10. Can I use my hangtag in any vehicle?

Yes, your hangtag **must be displayed** in any vehicle you drive to campus, unless that vehicle is currently registered to another student.

11. How can I get handicap parking?

For permanent disabilities, please bring either the state-issued disability placard or disability license plate tag receipt for verification to the Parking Office. For temporary disabilities 30 days or less, students should provide documentation to the Accessibility Services office located in 123 Row Hall. The documentation, at a minimum, should be on letterhead, clearly state the disability, the duration mobility will be affected and signed by a doctor. A meeting (either in person or by phone) will need to be scheduled with an accessibility counselor to discuss the student's needs. The meeting can be scheduled by calling 678-839-6428. For information about Accessibility Services and other accommodations available, please visit their website at www.westga.edu/accessibility. If you are a staff or faculty member, please see Human Resources who will review your existing medical request and if approved will request an ADA space to Parking & Transportation services

12. What if I have a temporary tag on my vehicle?

Visit Parking Office at Row Hall and receive a three week temp hangtag. You must know your VIN number or a current registered temporary tag with the State of Georgia.

13. When can I park Faculty/Staff (F/S) and meters without being ticketed?

You can park in the F/S lots (NOT including Back campus Drive) and meters with a hangtag after 5:00 p.m. Friday through 7:00 a.m. on Monday.

14. Can I park on Back Campus Drive?

Unless using the Convergent Learning Center reserved parking space, students may not park on Back Campus Drive, 24/7/365. Back Campus Drive is restricted to Faculty and Staff.

15. My car is in the repair shop, so I'm borrowing a friend's car. Can I use my hang tag in his car?

Yes, the hangtag **is required** to be displayed

16. My mom is visiting me on campus, but she's using my car for the day. Where should she park-in the lot that corresponds to my hang tag or in a visitor lot?

Since the car is registered to you, it will have to be parked in the lot corresponding to the hangtag.

Revisions Approved by

Faculty Senate's Facilities and Services Committee

Faculty Senate

Mr. Reeves

Mr. Sutherland

Dr. Marrero

Parking and Transportation
Row Hall
Questions?
678-839-6629
parking@westga.edu
www.westga.edu/parking

Revised March 2018

Addendum VI

University of West Georgia

Department of Geosciences
Campus Field Course

The Problem

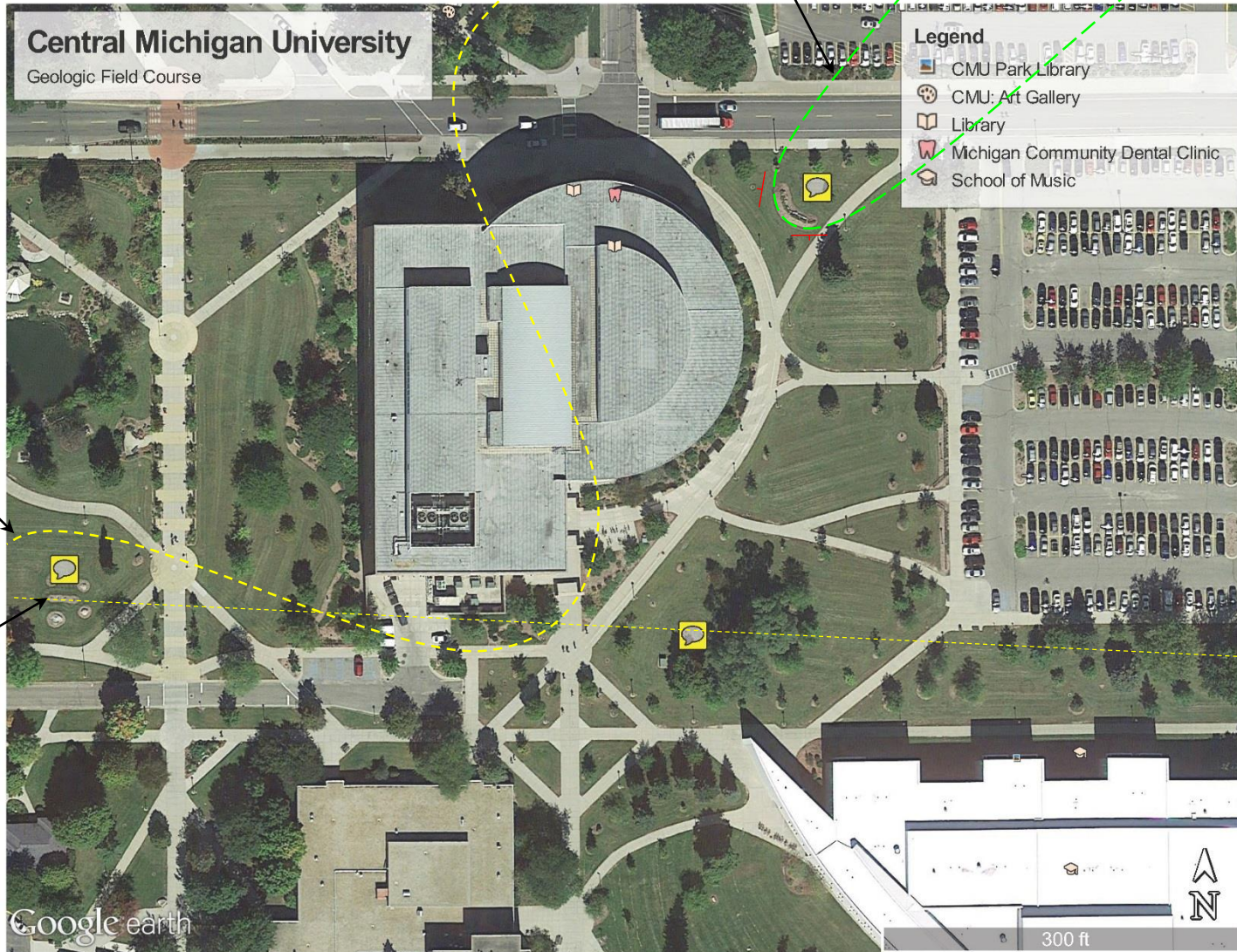
- **Scarce outcrop** for geology majors to learn field techniques and to produce a geologic map
- **Recent loss** of outcrop on campus due to construction

The Solution

- **Create outcrop** for geology majors to learn field techniques and to produce a geologic map
- **This will be an on-campus field course:**
 - Rocks will appear to be *naturally occurring*, and fit in well with the surroundings
 - Geology students can learn field techniques *while on campus*
 - *Everyone* on campus may use these outcrop locations for education or recreation

Example: Central Michigan

Plunging fold (sedimentary country rock)



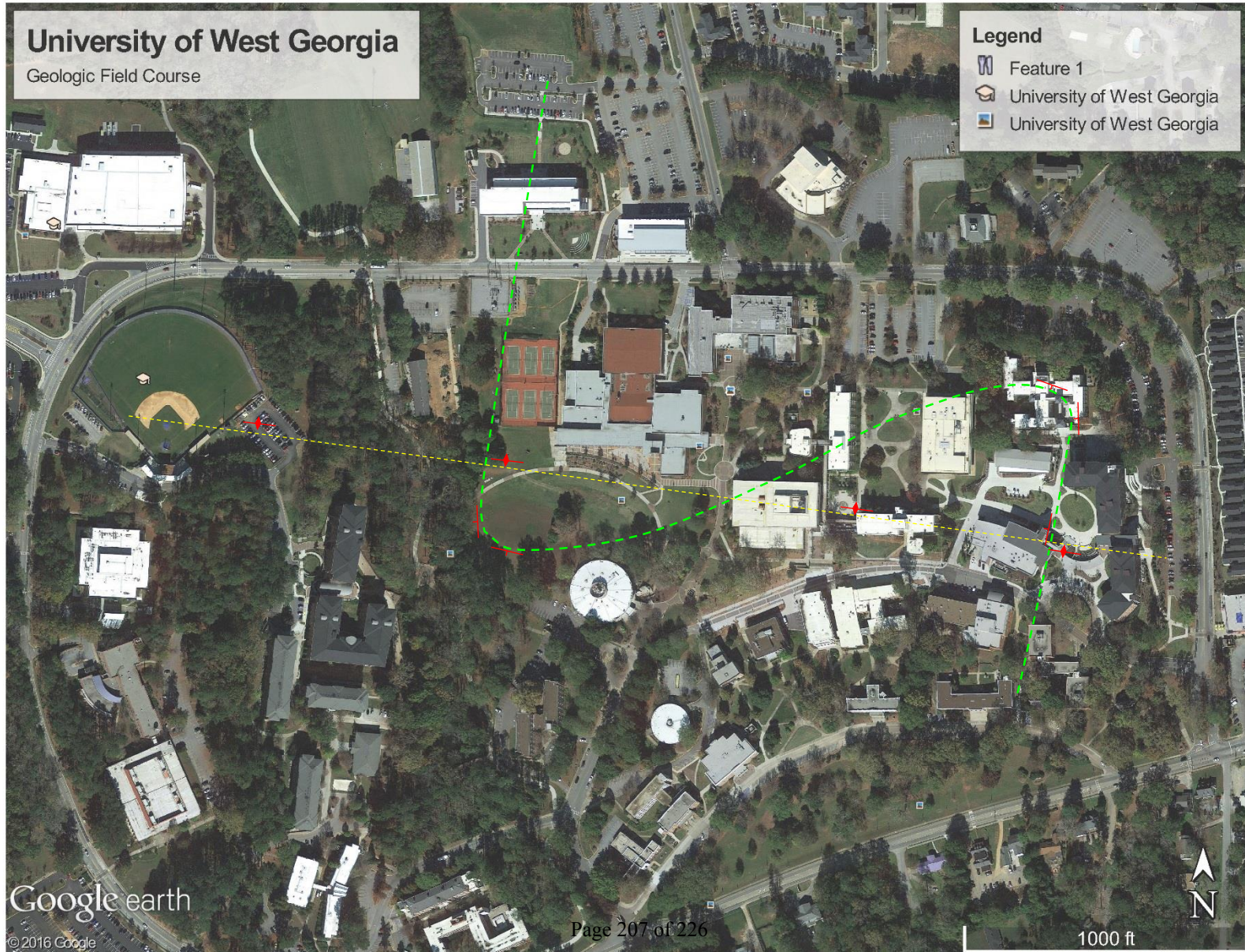
Central Michigan



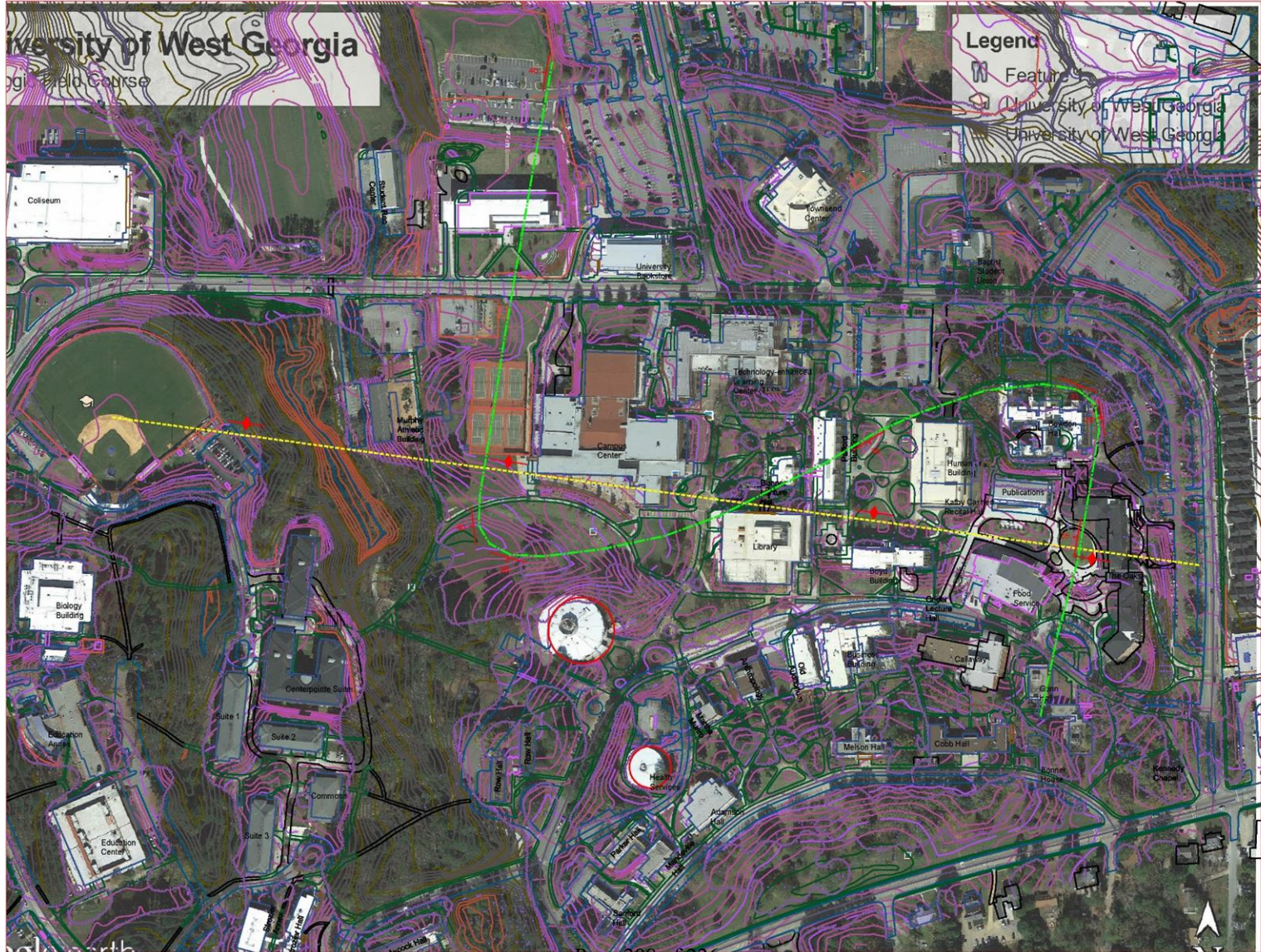
Central Michigan



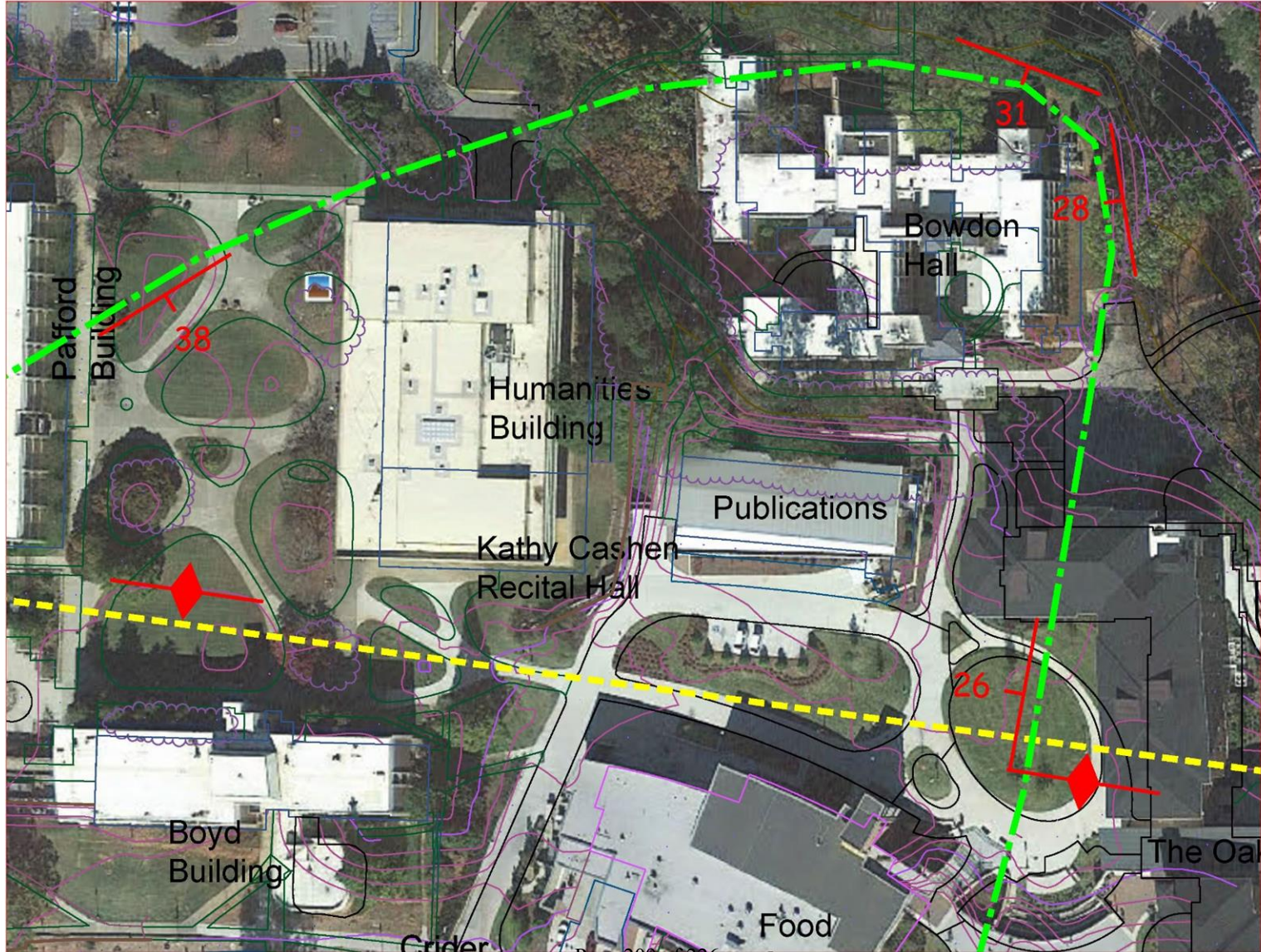
Campus Aerial



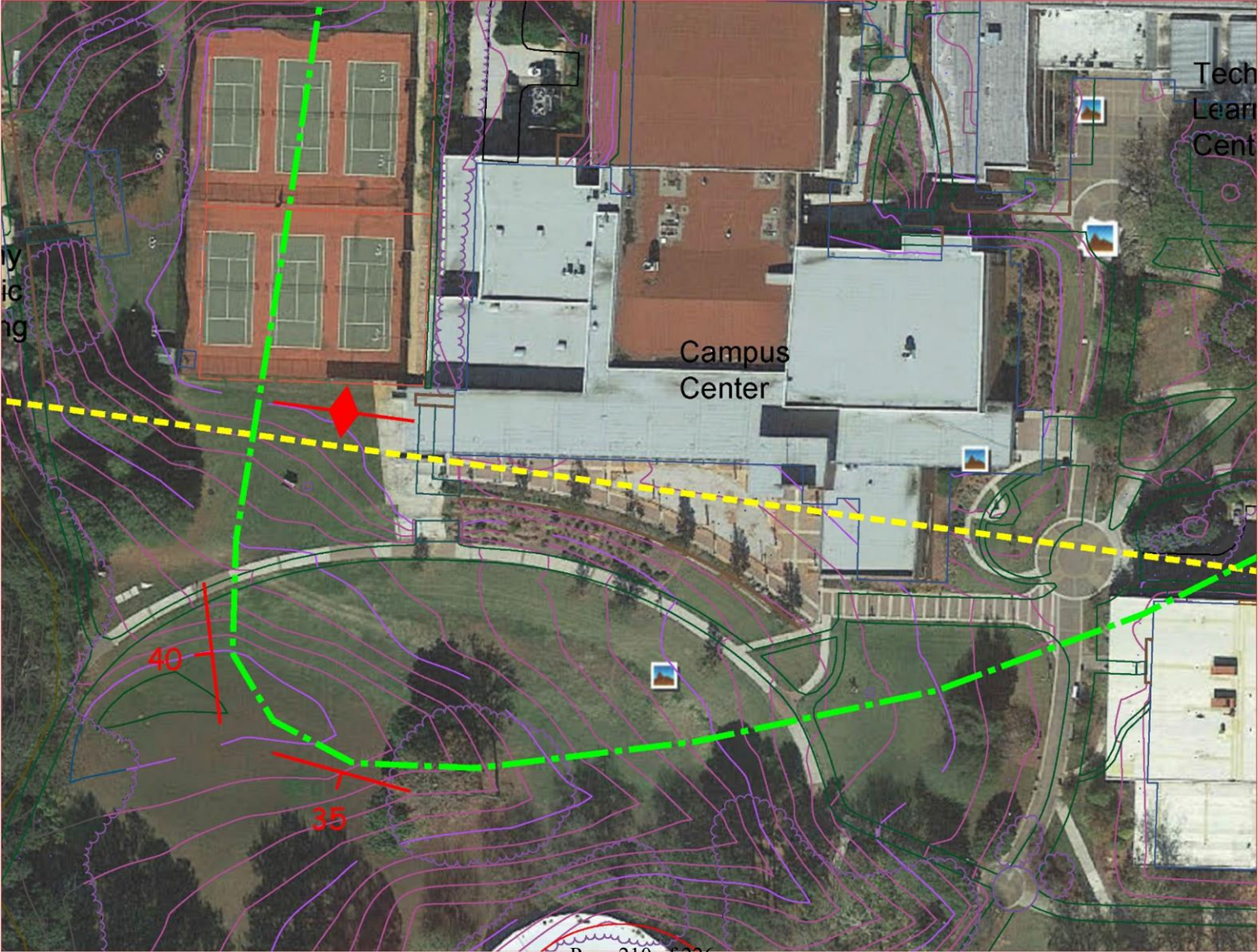
Campus Aerial w/ outcrop locations



Campus Aerial w/ outcrop locations



Campus Aerial w/ outcrop locations



Skills

- Pace and Compass techniques
- Triangulation
- Measuring strike and dip
- Description of rock types and weathering
- Plotting structural data on maps
- Recording observations in a field notebook
- Analysis of 3-dimensional data

Learning Outcomes

- Map reading: Students should be able to use topographic and geologic maps to locate themselves in the field and as base maps for data collection.
- Notebooks/outcrop description/sketching: Students should be able to accurately record field data, and should be able to describe and sketch outcrops.
- Pace and compass: Students should be familiar with pace and compass methods of geologic mapping.
- Create maps: Students should be able to create topographic and geologic maps.
- Sampling/labeling/handling of samples: Students should know how to collect rock samples in the field and how to label and handle these samples properly.
- Structural mapping: Students should be able to map complex structural features.
- Surveying: Students should know basic surveying techniques.

Addendum VII

Grounds for Dismissal ([Statutes, Art. V, Se. 3](#))

SECTION 3. Removal of a Faculty Member

A. The President may at any time remove any faculty member for cause. Adequate cause for dismissal will be related directly or substantially to the fitness of the faculty member in his or her professional capacity. ~~Dismissal will not be used to restrain faculty members in their exercise of academic freedom or rights of American citizens.~~

B. The Board of Regents Policy Manual states grounds for dismissal ([8.3.9.1803.09K](#)) of tenured faculty. Board Policy ([8.3.9.1.9 803.09L](#)) permits institutions to make additions to grounds for dismissal. The grounds for dismissal which follow are institutional grounds are superseded by Board Policy in all cases of conflict. Grounds or “cause” for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member: ~~conviction of a felony or a crime involving moral turpitude during the period of employment, or prior thereto if the conviction was willfully concealed; evidence of incompetency, gross inefficiency, Page 9 of 10 demonstrated lack of professional growth, or default of academic integrity in teaching, research or scholarship; intentional or habitual neglect of duty; obstruction or disruption of teaching or any other institutional function; use, possession or distribution of illegal drugs; immoral or obscene conduct; willful violation of Regents’ policies and published rules of the institution; teaching under the influence of alcohol or drugs and any other use of alcohol or drugs which interferes with the faculty member’s performance of duty; physical or mental incompetency as determined by a medical board or a licensed physician and confirmed by a committee of the Faculty Senate; failure to carry out assigned responsibilities toward students, department, colleagues, or the University; false swearing with respect to official documents filed with the University.~~

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetency, intentional or habitual neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession (BoR minutes 1989-90, pp.384-385).
4. Conviction or admission of guilt in a court proceeding of any criminal drug offense (BoR Minutes, 1989-90, pp. 384- 385).

5. Physical or mental incompetency as determined by law or by a medical board of three (3) or more licensed physicians, or as otherwise authorized by law. ~~and reviewed by a committee of the faculty.~~
6. Intentional misrepresentation related to official documents filed with the Institution
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. willful violation of Regents' or Institution's published policies and procedures that constitute serious misconduct.

Commented [1]: All these come directly from the BOR policy. We removed this part about review by a faculty committee

C. Refer to *Faculty Handbook* for procedures regarding dismissal.

Grounds for Dismissal ([Statutes, Art. V, Se. 3](#))

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B. The Board of Regents Policy Manual states grounds for dismissal ([8.3.9.1](#)) of tenured faculty. Board Policy ([8.3.9.1.9](#)) permits institutions to make additions to grounds for dismissal. The grounds for dismissal which follow are institutional grounds are superseded by Board Policy in all cases of conflict. Grounds or “cause” for dismissal may include, but shall not be limited to, the following conduct unbecoming a faculty member:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed.
2. Professional incompetency, intentional or habitual neglect of duty, or default of academic integrity in teaching, in research, or in scholarship.
3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession (BoR minutes 1989-90, pp.384-385).
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6. Intentional misrepresentation related to official documents filed with the Institution
7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity.
8. willful violation of Regents’ or Institution’s published policies and procedures that constitute serious misconduct.

C. Refer to *Faculty Handbook* for procedures regarding dismissal.

Addendum VIII

103.0301 Time Limits—Promotion

The institutional timeline for the review of faculty for promotion must be considered by early February of a given academic year in order to meet the data entry deadline of the end of February for the annual report to the Board of Regents.

A Lecturer may serve in rank six years. Reappointment after six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. Lecturers who have served for a period of at least six years at the University of West Georgia may be considered for promotion to Senior Lecturer if they have met criteria for Senior Lecturer.

An Instructor may serve in rank a maximum of seven years. He or she should be considered for promotion as soon as he or she has met criteria for Assistant Professor. To be considered for tenure-track appointment at the assistant professor level, BOR policy 8.3.7.6 should be applied regarding years of service. An Assistant Professor is eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank at the University of West Georgia. **A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions** If recommended for promotion, the new rank will go into effect at the beginning of the next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.

An Associate Professor is eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank. **A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions.** If recommended for promotion, the new rank will go into effect at the beginning of the next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for “early” promotion. Early promotion may only be considered according to the following time table:

- For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer
- For early promotion from Instructor to Assistant Professor, faculty must have served a minimum of three years as an instructor
- For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor
- For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor

At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president.

Commented [1]: This was added because we are a comprehensive university

The granting of promotion in rank by the university recognizes the significance of a faculty member’s contribution to the institution and his/her enhanced value as a scholar-teacher. Because of this, promotion must be accompanied by a salary increase. If in times of extreme financial crisis such salary increases are suspended, the institution must retroactively apply such promotion increases to individuals who did not receive them at the time of promotion.

For further questions regarding tenure please see BOR 4.5 Award of Promotion.

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For further questions regarding tenure please see BoR Academic and Student Affairs Handbook [4.5 Award of Promotion](#), and [BoR Policy 8.3.6, Criteria for Promotion](#).

Addendum IX

UWG PROCEDURE NUMBER: UWG Procedure 2.2.1, Time Limits for Promotion

Authority: UWG POLICY: **UWG Policy 2.2, Promotion**

The **University of West Georgia faculty**, pursuant to the authority of UWG Policy 2.2, establishes the following procedures for compliance with UWG Policy 2.2 on **Promotion**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the Time Limits for Promotion.

A. Criteria.

1. A Lecturer may serve in rank six years. Reappointment after six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. Lecturers who have served for a period of at least six years at the University of West Georgia may be considered for promotion to Senior Lecturer if they have met criteria for Senior Lecturer.
2. An Instructor may serve in rank a maximum of seven years. He or she should be considered for promotion as soon as he or she has met criteria for Assistant Professor. To be considered for tenure-track appointment at the assistant professor level, BOR policy 8.3.7.6 should be applied regarding years of service.
3. An Assistant Professor is eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank at the University of West Georgia. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions. If recommended for promotion, the new rank will go into effect at the beginning of the next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.
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- c. For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor
- d. For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor

At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president.

C. Compliance [or Penalties].

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (BoR Academic and Student Affairs Handbook [4.5 Award of Promotion](#). and [BoR Policy 8.3.6](#), BoR Manual).

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, *2018.*

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Addendum X

	A	B	C	D	E	F	G	H
1	UWG Meta-Majors							
2	Arts	Business	Education	Health Professions	Humanities	Social Sciences	STEM	Other Meta-Major Recommendations
3	COAH	RCOB	COE	Nursing	COAH	COSS	COSM	Wellness and Sport
4	Art	Accounting	Elementary Education	Nursing	English	Anthropology		COE
5	Music	Finance	Special Education		History	Criminology		Speech/Language Pathology
6	Theatre	Economics (BBA and BS)	Physical Education	Courses	Foreign Languages	Geography		Health and Community Wellness
7		Management		1. BIOL 1107-L	Philosophy	Mass Communications		Sport Management
8		MIS	Courses	2. BIOL 1108-L	Psychology	Geology		Courses
9	1. XIDS 2100 (Area C)	Marketing	1. EDUC 2110	OR	Political Science	Math		1. BIOL 1010-L
10	2. Choose ONE:	Real Estate	2. EDUC 2120	1. Chemistry 1151-L	Social and Behavioral Health	Physics		2. Choose ONE:
11	THEA 2050	International Economic Affairs	3. EDUC 2130	2. Chemistry 1152-L				COMM 1110
12	ART 2000			3. Choose ONE:				ENGL 2050
13	3. Choose ONE:			SOCI 1101				
14	MUSC 1100	Courses		PSY 1101				
15	ART 1201	1. ECON 2105		SOCI 1160				
16	THEA 1100	2. ECON 2106						
17		3. CISM 2201						
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