

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

**April 20, 2012
Approved May 11, 2012**

1. The meeting convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff.
2. Roll Call

Present

Ashford, Schroer (substitute for Barnhart), Bucholz, Chesnut, DeNie, Doyle, Gant, Halonen-Rollins, Hasbun, Hatfield, Hodges, Jenks, Johnson, Johnson, Kassis, Kilpatrick, Kramer, Lloyd, Mayer, Mitchell, Moffeit, Morris, Noori, Packard, Chibbaro (substitute for Parrish), Penco, Ponder, Pope, Popov, Ringlaben, Rutledge, Samples, Sanders, Smith, Thompson, Yeong

Absent

Banford, Blair, Deng, Gezon, Hannaford, Hansen, Leach, Pitzulo, Schmidt, Snaith, Thomas, Williard

Secretary McCord reported that Jeff Johnson was elected to the position of Senate Chair for FY13-FY14 at the April 18th General Faculty Meeting.

Chair Huff announced that committee assignments would be made by the Faculty Senate Executive Committee and those that have an assignment preference should let the committee know of this preference. Attempts will be made to honor these preferences balanced with the need to populate committees with numbers dictated by policies and procedures as well as previous committee experience. Huff sent an email on April 16, to Senators requesting committee preferences.

The following agenda amendment and correction were requested:

1. From the Rules Committee:

Preamble: Revised procedures were submitted to the Rules Committee by the Graduate Program Committee. Prior to the dissolution of the College of Graduate Studies, students were selected by the Dean of Graduate Studies.

The Rules committee proposes that the Faculty Senate accept the revised procedures for the selection of student representatives to the Graduate Programs Committee.

2. Change the following to an action item. It is listed as an information item but presented as a motion in the published agenda. This was an editorial correction.

----Facilities and Services

Action item

Facilities and Services requests the approval of the revised parking code.

Agenda amendment and correction approved by voice vote with no objections.

3. The March 9th minutes were approved by email on April 13, 2012.

4. Committee Reports

Committee I: Undergraduate Programs Committee (Chair, Camilla Gant)

Action Items:

Items A, B, C, D, E presented as a block

A) College of Education

1) Department of Collaborative Support & Intervention

a) B.S. in Education with a Major in Special Education & Teaching, General

Request: Modify Blocks 1 & 3; see attachment

Action: Approved

b) SPED - 4709 - Special Education Policies and Procedures

Request: Add; see attachment

Action: Approved

c) SPED - 4751 - Practicum III

Request: Delete

Action: Approved

2) Department of Leadership and Applied Instruction

a) Bachelor of Science in Sport Management

Request: Modify; Require SPMG 3670 rather than SPMG 4680; add SPMG 4685

Action: Approved

B) College of Arts and Humanities

1) Department of Art

a) ART 2301 - Non-Western Art

Request: Delete

Action: Approved

- b) ART 3403 - History of Graphic Design
Request: Add; see attachment
Action: Approved
 - c) ART 4400 - Graphic Design Studio Problems
Request: Add; see attachment
Action: Approved; Subsequent to meeting, notified department that one learning outcome does not appear to be measurable; asked requestor to modify it
- 2) Department of English & Philosophy
- a) Minor in Creative Writing
Request: Modify; see attachment
Action: Approved
- 3) Department of Foreign Languages & Literatures
- a) B.A in Foreign Languages & Literatures
Request: Delete FREN 3220 and FREN 3221 in French Track
Action: Approved
- 4) Department of History
- a) HIST 4230 - War, State, and Society in Early Modern Europe
Request: Add; see attachment
Action: Approved
- 5) Department of Music
- a) Bachelor of Music in Theory & Composition
Request: Modify title to Bachelor of Music with a Major in Composition [delete Theory].
Action: Approved; Request is considered a substantive program change, and will require BOR approval
- 6) Department of Theatre
- a) B.A. Theatre
Request: Modify; Delete XIDS 2100; Re-sequence THEA 1291 and THEA 2291
Action: Approved
- C) College of Social Science
- 1) Department of Psychology
- a) Bachelor of Arts in Psychology
Request: Modify major declaration criteria
Action: Approved; Question posed whether new criteria would detain major declaration process, though intent of modification is to accelerate it.

D) Richards College of Business

1) Department of Economics

- a) ECON 4455 - International Financial Economics

Request: Delete

Action: Approved

- b) ECON 4475 - Introduction to Econometrics & Analytics

Request: Add; see attachment

Action: Approved

2) Department of Marketing & Real Estate

- a) Certificate in Advertising; see attachment

Request: Add

Action: Approved

E) School of Nursing

- a) Bachelor of Science in Nursing

Request: Modify Area F; Add NURS 2101 & NURS 2102; Delete NURS 2023 & Social Sciences elective

Action: Approved

- b) NURS 4101 - Professional Nursing Concepts III

Request: Add; see attachment

Action: Approved

- c) NURS 4102 - Professional Nursing Concepts IV

Request: Add; see attachment

Action: Approved

- d) NURS 4201 - Health Care of the Client III

Request: Add; see attachment

Action: Approved

- e) NURS 4202 - Health Care of the Client IV

Request: Add; see attachment

Action: Approved

- f) NURS 4301 - Clinical Practice III

Request: Add; see attachment

Action: Approved

- g) NURS 4302 - Clinical Practice IV

Request: Add; see attachment

Action: Approved

Items A, B, C, D, E approved unanimously by voice vote

Information Items:

A) General

- Dr. Camilla Gant commended UPC members for an exemplary year of service. Members completed more than 15 SACS narratives, including two assigned to the UPC General Education subcommittee; and they completed 14 program reviews.
- Dr. Jon Anderson reviewed the approval process for action items subsequent to UPC approval; and asked members to be mindful that said items may take several months to complete the approval process, particularly action items that require BOR approval. He also noted that action items approved during a given Faculty Senate meeting cannot become effective or move to the BOR, if applicable, until Minutes that include said items are approved during a subsequent Faculty Senate meeting.

B) General Education Committee - Maria Doyle, Chair

The committee decided to discontinue the moratorium on core course additions/proposals, which last year's committee imposed during the process of revising the core area and overlay outcomes. The proposal to add COMM 2110: Intercultural Communication to Area E.4 was returned for revision. The Critical Thinking Overlay proposal has been sent to the BOR.

The committee is also assessing core courses based on the new learning outcomes, and identifying core courses that have not been offered since Spring 2009 to determine if they should remain listed as core options.

C) XIDS Core Course Review Committee - Rebecca Reynolds, Chair

The committee was formulated based on recommended membership guidelines, and held its initial meeting Feb. 22. The agenda included five course proposals which were acted upon as noted below.

- Passed - XIDS 2100 Sex and Society: From French Fiction to World Cinema
- Provisionally passed - XIDS 2001/2002 Geosciences course on the global city (exact title not available; pending more information on grading)
- Returned for revision and possible resubmission - XIDS 2100 Dance and Theatre; XIDS 2300 Introduction to Women's Studies; XIDS 2001/2002 African American Male Initiative Learning Community

The committee also agreed upon membership terms (two years); and discussed the need for Education and Nursing representatives, as well as the need to recruit replacements Fall 2012 for two members who will rotate off of the committee.

During its March 28 meeting, the committee approved XIDS 2100 "*All Natural*"? *Environment, Sustainability, and the Logical Writer* with a provision that it will be offered only once (summer 2012) given the need to revisit issue regarding waiving prerequisites or to submit a 1000-level XIDS option.

Course Proposals

- D) College of Education
 - 1) Department of Collaborative Support & Intervention
 - a) READ - 4251 - Assessment and Correction Reading Education
Request: Modify prerequisites
Action: Approved
 - b) SPED - 3713 - Introduction to Special Education and Mild Disabilities
Request: Modify credit, prerequisites
Action: Approved
 - c) SPED - 3751 - Practicum I
Request: Modify credit, prerequisites, description
Action: Approved
 - d) SPED - 3752 - Practicum II
Request: Modify credit, prerequisites, description
Action: Approved
 - e) SPED - 3761 - Mild Disabilities: Literacy and Social Studies
Request: Modify title, prerequisites, description
Action: Approved
 - f) SPED - 4712 - Language, Communication and Technology: Mild Disabilities
Request: Modify prerequisites
Action: Approved
 - g) SPED - 4713 - Collaboration in School Settings
Request: Modify prerequisites
Action: Approved
 - h) SPED - 4761 - Mild Disabilities: Methods for Science and Math
Request: Modify title, prerequisites, description
Action: Approved
- E) College of Arts and Humanities

- 1) Department of Art
 - a) ART 3401 - Introduction to Graphic Design
Request: Modify description
Action: Approved; Subsequent to meeting, notified department that request also appears to modify title & prerequisites; if so, asked requestor to check both boxes
 - b) ART 3402 - Graphic Design II: Typography II
Request: Modify description, title
Action: Approved; Subsequent to meeting, notified department that title appears to be the same; if so, asked requestor to un-check title box
 - c) ART 4403 - Graphic Design III: Type & Image
Request: Modify description, title
Action: Approved; Subsequent to meeting, notified department that title appears to be the same; if so, asked requestor to un-check title box
 - d) ART 4405 - Graphic Design V: Portfolio Development
Request: Modify prerequisites (did not check prerequisite box)
Action: Approved; Subsequent to meeting, notified department that prerequisite box was not checked; asked requestor check prerequisite box

- 2) Department of Foreign Languages and Literatures
 - a) FREN 3100 - Composition & Conversation
Request: Modify description; Repeatable criterion also appears to modify credit
Action: Approved

F) College of Social Sciences

- 1) Department of Mass Communications
 - a) COMM 2110 - Intercultural Communication
Request: Add; Satisfy Core Area E & *Global Perspectives* overlay option; see attachment
Action: Tabled 3/15/12, pending General Education subcommittee review
 - b) COMM 4421N - Practicum-*The West Georgian*
Request: Modify credit
Action: Approved
 - c) COMM 4421P - Practicum-Student-Managed Public Relations Firm
Request: Modify credit
Action: Approved
 - d) COMM 4221R - The WOLF Internet Radio
Request: Modify credit

Action: Approved

- e) COMM 4421T - UTV13
Request: Modify credit
Action: Approved

G) Richards College of Business

- 1) Department of Economics
 - a) ECON 4450 - International Trade
Request: Modify description, title
Action: Approved

H) School of Nursing

- a) NURS 3201 - Health Care of the Client I
Request: Modify description
Action: Approved
- b) NURS 3202 - Health Care of the Client II
Request: Modify description
Action: Approved

Committee II: Graduate Programs Committee (Chair, Susan Ashford)

Action Items:

- A) Graduate Faculty Appointment – with recommended revisions.

GRADUATE FACULTY APPOINTMENT

The Graduate Faculty shall consist of tenure-track and tenured members of the General Faculty with the rank of assistant professor, associate professor and/or professor, who have been recommended for appointment by their department/program heads or academic deans and approved by the Dean of the respective college/school.

Requisites for appointment shall normally be as follows:

Regular Graduate Faculty Appointment

- Full-time tenured/tenure track faculty status with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching

- Recommendation for appointment by the appropriate department/program head or academic dean
- Approval of *Regular Graduate Faculty* appointment is given by the Dean of the respective college/school

Limited-Term Graduate Faculty Appointment

- Part-time, one-year, emeritus, Web MBA, or visiting faculty with a rank of at least assistant professor
- Current/Up-to-Date curriculum vitae
- Earned doctorate or equivalent
- Published works and/or recognized accomplishments in research and/or teaching
- Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students
- Recommendation for *Limited-Term Graduate Faculty* appointment by the appropriate department/program head or academic dean
- Approval of *Limited-Term Graduate Faculty* appointment is given by the Dean of the respective college/school
- Faculty in this category may serve as a member or as a co-chair, but not as chair, on graduate student committees (dissertation, thesis, or similar) and teach graduate courses

Permission to Teach (Does not constitute Graduate Faculty Appointment)

- Non-tenure track full-time faculty (ranked, lecturer, senior lecturer), part-time faculty, and adjunct faculty may be reviewed for permission to teach graduate class(es)
- Current/Up-to-Date curriculum vitae
- No earned terminal degree
- In-lieu-of a terminal degree the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, or 3) high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment
- In accordance with SACS 3.7.1.e., justification must be given for any faculty member who does not meet eligibility criteria for *Regular Appointment*. The justification must address the following:

- Department/program need
- Special expertise that the faculty member brings to the graduate program
- Qualifications that contribute to the work and progress of graduate students
- Expected duties of the candidate
- Recommendation for *Permission to Teach* by the appropriate department/program head or academic dean
- Approval for *Permission to Teach* is given by the Dean of the respective college/school

Process

1. Timeline
 - a. A request for *Regular Graduate Faculty Appointment* is submitted with appointment; renewal is automatic upon award of tenure or completion of post-tenure review
 - b. A request for *Limited-Term Graduate Faculty Appointment* is submitted with appointment and renewed annually
 - c. Upon recommendation from the department/program head or academic dean, the Dean of the college/school holds authority to rescind graduate faculty status as appropriate
 - d. Requests for *Permission to Teach* are to be submitted annually and/or prior to the semester in which the faculty member will be teaching a graduate course
2. Department/program head recommends faculty members for *Regular Graduate Faculty Appointment, Limited-Term Graduate Faculty Appointment, or Permission to Teach* by completing the standardized “Request for Appointment in the Graduate Faculty” form and supplying appropriate supportive documents, including:
 - Current/Up-to-Date curriculum vitae
 - Justification of special expertise or qualifications as indicated
 - Other information as requested above
3. The department/program head or academic dean forwards the request form and supporting documentation to the Dean of the appropriate college/school
4. Upon recommendation of the department/program head or academic dean, the Dean of the College/School considers each faculty member’s materials and renders a decision for approval or disapproval for *Regular Graduate Faculty Appointment, Limited-Term Graduate Faculty Appointment, or Permission to Teach*

- Should there be a question concerning the applicant's recommendation, the Dean will forward the request form and supporting materials to the Graduate Programs Committee for review and recommendation
 - Each College/School will send approved request forms and supporting documentation to Faculty Records in the Provost's Office for archiving
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Motion approved unanimously by voice vote

- B) Academic Policies/Graduate catalog. **See Addendum I.**
- **Grading System for Graduate Students** – Language removed about IP grading for theses and dissertations, stating that only S and U are to be used. Other changes as noted.
 - **Transfer Credit** – Language clarified; exceptions noted.
 - **Course Requirements for Program Completion** – Policy has not changed but language has changed.
 - **Change of Program** – Language clarified; also requires student to apply for admission to new program and be accepted.
 - **Registration for Thesis and Dissertation Hours** – Previously under the title “*Enrollment Required to Utilize Certain Library Resources*”; Policy has not changed; language clarified.
 - **Responsible Conduct of Research** – Previously under “*Institutional Review Board*”; language clarified – lifted from UWG policy of same name.
 - **Family Educational Rights and Privacy Act** – Previously named “*Confidentiality of Student Rights*”; Revised policy borrows language directly from FERPA .
 - **Academic Honor** – Policy has not changed; Language has changed.
 - **Grade Appeals** – Policy passed by FS in Fall 2011; language clarified.
 - **Graduation** – policy not changed, language clarified.
 - **Withdrawal from the University** – policy not changed, language clarified.
 - **Hardship Withdrawal Policy** – Policy passed by FS in Spring 2011; language clarified.

Item approved unanimously by voice vote

The Graduate Programs Committee requests Faculty Senate approval for items A and B presented as a block.

- A) College of Arts and Humanities
 - 1. History Department
 - a) Course: HIST-5230 War, State, and Society in Early Modern Europe
Request: Add
Action: Approved
 - 2. English Department
 - a) Program: Master of Arts with a Major in English
Request: Modify
Action: Approved
- B) College of Education
 - 1. Educational Innovation
 - a) Course: MEDT-6462 Administration of Instructional Technology Programs
Request: Delete
Action: Approved
 - b) Program: Specialist in Education with a Major in Media (IT) - Kawulich
Request: Modify
Action: Approved
 - 2. Collaborative Support and Intervention
 - a) Course: READ-7261 Culturally-Diverse Literature, P-12
Request: Add
Action: Approved

Items A and B approved by unanimous consent

Information Items:

- A) College of Education
 - 1. Collaborative Support and Intervention
 - a) Course: READ-7264 Clinical Practice in Reading
Request: Modify
Action: Approved

2. Leadership and Applied Instruction

- a) Course: SEED-7264 Advanced Instructional Strategies for Mathematics Education
Request: Modify
Action: Approved

- b) Course: SEED-7263 Advanced Instructional Strategies for Science Education
Request: Modify
Action: Approved

- c) Course: SEED-7262 Advanced Instructional Strategies for Social Studies Education
Request: Modify
Action: Approved

- d) Course: SEED-7261 Advanced Instructional Strategies for English Education
Request: Modify
Action: Approved

- e) Course: SEED-7291 Classroom Instruction and Management
Request: Modify
Action: Approved

Committee IV: Academic Policies Committee (Chair, Robert Kilpatrick)

Action Item:

- A) The Academic Policies Committee requests that the Faculty Senate approve modifications to the UWG Undergraduate Graduation Policy

Undergraduate Graduation Policy

The University of West Georgia awards degrees three times a year corresponding with the end of each semester and only to the students who have applied and who are meeting all graduation requirements at the time final grades are posted.

How to Apply

Students should submit the [Undergraduate Application for Graduation](#) along with the \$40 (per degree) application fee to the Enrollment Services Center, first floor Parker Hall by the appropriate deadline listed below.

Spring Graduation - October 1
Summer Graduation - March 1
Fall Graduation - August 1

The graduation application and \$40 (per degree) application fee can be deferred up to one year from the initial term of scheduled graduation. For example, a student who applies for spring 2012 graduation would have until spring 2013 to graduate without having to complete another application for graduation or pay the \$40 (per degree) graduation fee. If the student does not graduate within one year from the original scheduled graduation date, the student must reapply for graduation and pay the \$40 (per degree) application fee again.

Graduation Policies:

1. Candidates may choose to meet the degree requirements of the current catalog or any catalog within six years prior to graduation, provided that the candidate was enrolled in the degree program during the year of the catalog chosen.
2. A student's graduation will be delayed at least one semester if:
 - a. all incomplete (I) grades are not removed and a grade recorded in the Registrar's Office by the grade deadline of the term in which the student is graduating;
 - b. transient, study abroad, credit by exam or any other type of credit is not recorded in the Registrar's Office by the grade deadline of the term in which the student is scheduled to graduate;
 - c. the student is not meeting graduation requirements after grades are posted for the term in which the student is scheduled to graduate.
3. Students are encouraged to attend graduation. If attendance is not possible, the student should notify the Registrar's Office. A student may participate in only one graduation ceremony per degree earned.

Item unanimously approved by voice vote

- B) The Academic Policies Committee requests that the Faculty Senate approve modifications to the UWG Transient Student Policy.

Transient Status Policy

Students wishing to complete classes at another college or university to count towards their degree at West Georgia must maintain good standing at West Georgia and hold active student status at UWG during transient studies. Prior to taking the course(s), students must complete a [Transient Status Permission Form](#), which includes the signatures of their advisor, the chair of the department in which the credit shall be granted, and the dean/designee of their major college. If the transient status involves study abroad, students must also obtain the signature of the Director of International Services and Programs. International students seeking transient status must obtain the signature of the Director of International Services and Programs. It is each student's responsibility to consult the [Undergraduate Transfer Course Equivalents link](#), or contact the Registrar's Office to determine if the course will be accepted as transfer credit at UWG and count toward a given degree. Transient status is given for one semester at a time, and students must have the other college send a transcript of the courses taken to the Registrar at West Georgia in order to receive credit for the work. For final term transient status restrictions, see [Graduation Policies](#) in the [Undergraduate Catalog](#).

Item unanimously approved by voice vote

Committee VI: Strategic Planning Committee (Chair, Rob Sanders)

Action Item:

A) The Strategic Planning Committee of the Faculty Senate proposes the senate adopt the modifications to the current strategic plan. These changes are to update strategic goals and bring them in line with direction and operations of the institution.

Goal 2

The University will increase the retention, progression and graduation rates of undergraduate students.

Goal 3

The University will increase enrollment in and graduation from undergraduate and graduate programs, including doctoral programs that have as their mark a practical professional purpose, experiential learning opportunities, and an intellectual program informed by a foundation of liberal education.

Goal 7

The University will endeavor to increase our overall enrollment to 12,500 by the year 2015.

Goal 8

With our enrollment growth, West Georgia will remain committed to the following

targets of academic quality: student-faculty ratio of 18 to 1; average class size of 29; full-time to part-time faculty ratio of 4 to 1.

Item unanimously approved by voice vote

Information Item:

A) The QEP subcommittee of the faculty senate and the SACS Liaison have completed the first draft of the UWG QEP. It is included here as an item of information for the senate and campus community. In line with the description in the executive summary, "It is requested that the college/school committees or subgroups review their section and complete any updates by the end of September, 2012. This document is downloadable from the QEP web site: www.westga.edu/qep. The editing process will be coordinated by the SACS Liaison. Once updates are complete, the Faculty Senate Strategic Planning Subcommittee will integrate/moderate recommended changes and present the document for acceptance by the senate in mid-fall semester, 2012. Additionally, any member of the faculty who wishes to add comments to the document should work through his/her college/school committee."

Committee IX: Facilities and Services Committee (Chair, Shelley Smith)

Action Item:

A) Facilities and Services requests the approval of the revised parking code. Richard Curvin from Auxiliary Enterprises was available to answer questions.

A conflict in use of the term hangtags versus decals was noted and considered editorial. With correction, the revised parking code was accepted by unanimous voice vote (See Addendum II).

Committee XIII: Rules Committee (Chair, John Ponder)

Action Item:

A) Preamble: Revised procedures were submitted to the Rules Committee by the Graduate Program Committee. Prior to the dissolution of the College of Graduate Studies, students were selected by the Dean of Graduate Studies.

Motion: The Rules committee proposes that the Faculty Senate accept the revised procedures for the selection of student representatives to the Graduate Programs Committee.

**Graduate Programs Committee
Student Representative**

A student representative shall serve as a non-voting, ex-officio member of the committee.

Selection of Graduate Programs Committee student representative

a) Selection Criteria

- (1) Currently enrolled as a graduate student in good standing
- (2) Expected to be present at GPC scheduled meetings
- (3) Willing to commit to a 1-2 year term

b. Selection Methods

- (1) The Graduate Programs Committee Chair will solicit names from each college/school at the beginning of the academic year.
 - (2) Each college or school (COAH, COSM, COSS, COE, RCOB, SON) may submit the name of one graduate student who meets the selection criteria.
 - (3) The Graduate Programs Committee members will select one student representative at the first meeting of the academic year.
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Concerns and questions raised about broader representation and the criteria for the final selection.

Item passed unanimously by voice vote but body requested that the committee look at the issues raised for a possible revision in the future.

5. Old Business

Because the Promotion and Tenure Proposal was withdrawn from the General Faculty Meeting Agenda in April, it will need to go before the faculty in August for a vote.

6. New Business

7. Announcements

A) Slate for the election of Faculty Senate Chair, FY13 & FY14 approved by email, April 13, 2012.

- Dr. Jeff Johnson

B) Complete College Georgia Presentation by Myrna Gantner

8. Adjournment 4:05 PM