

University of West Georgia
Faculty Senate Meeting
Minutes
April 22, 2011
Approved June 17, 2011

1. Call to Order

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

2. Attendance

Present:

Aanstoos, Anderson, Ashford, Austin, Barnhart, Baumstark, Baylen, Bucholz, Chowns, Cook, Cox, Rooks (substitute for DeFoor), Deng, Gordon, Hatfield, Hodges, Kang, Khan, Mbaye, Ogletree, Penceo, Ringlaben, Rollins, Rutledge, Smith, Thomas, Williard

Absent:

Burton, Carter, Crean, de Nie, Donohoe, Hasbun, Hooper, Jackson, Jenks, Lane, Morris, Payne

3. Approval of the minutes of the March 25, 2011 meeting

Minutes were approved as read.

4. Committee Reports

Committee I: Undergraduate Academic Programs (Chair, Tami Ogletree)

Action Items:

A) Richards College of Business

a) BBA – ACCT/FIN, ECON, MGNT, MKTG/REAL ESTATE

Request: Modify

b) Action: Approved

1) Department of Economics

a) BA International Economic Affairs

Request: Modify

Action: Approved

b) BS Economics

Request: Modify

Action: Approved

c) BS Economics with Secondary Education

Request: Modify

Action: Approved

c) ECON 3490

Request: Add

Action: Approved

2) Department of Management

a) Certificate in Human resources Management

Request: Add

Action: Approved

- b) BBA Management
Request: Modify
Action: Approved

Items presented in a block and approved by voice vote.

Information Items:

- A) Richards College of Business
 - 1) Department of Management
 - a) MGNT 3615
Request: Modify
Action: Approved

Committee II: Academic Policies and Procedures (Chair, Farooq Khan)

Action Item:

- A) The committee requests approval of the revised hardship withdrawal policy

Students may request a hardship withdrawal after the official withdrawal ("W" date) deadline published in the calendar at the beginning of this catalog until the Friday immediately prior to the final week of the term.

What warrants a Hardship Withdrawal?

A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control. Such circumstances are categorized as follows:

Physical- Examples include bodily injury or invasive surgery resulting in prolonged absences from class, or unexpected physical disability preventing completion of course work. Necessary documentation to support such claims would include a physician's report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation.

Psychological- Examples include extreme mental duress suffered from traumatic experiences, of the severity and frequency to prevent completion of course work. Necessary documentation to support such claims would include a memo from a Student Development Center counselor that includes dates of treatment and a clear recommendation of whether a hardship withdrawal be given.

Personal – Examples include significant change in financial status or personal tragedy such as the death of a loved one or domestic disruptions, to the degree to prevent completion of course work. Necessary documentation to support such claims might include copy of divorce papers, financial statements, police reports, obituaries, or other pertinent documents.

The following list is illustrative of invalid reasons for a hardship withdrawal. A request using these reasons will not be approved.

- Poor performance in one or more courses
- Registration for the wrong course
- Preference for a different professor or class section

- Failure to drop course during the drop/add period
- Failure to withdraw by the published deadline using normal procedures

What is the process for receiving a hardship withdrawal?

The student seeking a hardship withdrawal must initiate the request through either Health Services or Student Development. The student should be prepared to present documented evidence to substantiate the hardship being claimed. After interviewing the student and reviewing the appropriate documentation, the professional staff will make a determination to either recommend or not support the request for hardship withdrawal. This determination will be filed as a report consisting of the request form and a letter explaining the decision and delivered as a confidential document to the appropriate unit within Academic Affairs. For students with a declared major, the appropriate academic official is the Dean of the College (or her/his designate) where the major department is housed; for undeclared students, reports should be delivered to the Honors College. The appropriate dean has the final authority as to whether the request is granted, with any appeal limited to the Provost and Vice President of Academic Affairs. If the request is granted, the student will receive a W for each course. The Registrar's Office is to be notified by the academic office in cases where the request is granted and the student is to be notified of the decision in all cases.

Under what conditions is a hardship withdrawal request granted?

A hardship withdrawal is intended as relief for extreme circumstances and granted only in special instances. The following conditions apply:

- The student must meet the timelines and follow the steps outlined above, with emphasis on providing documentation in support of the claims warranting the request.
- The student must withdraw from all classes during the current term, and may not select only certain classes from which to withdraw.*
- Hardship withdrawals requested on or after the last day before the final exam period will be treated as a retroactive hardship withdrawal.** Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or a final project. Retroactive hardship withdrawals will not be granted for semesters occurring more than six months prior to the time the request is made. If the hardship withdrawal request is granted, the grade will be changed to a W through the official Grade Appeal process involving a Change of Grade form for each course taken. (See Grade Appeal process, <http://www.westga.edu/handbook/> or *Connection and Student Handbook*, Appendix J.)

*Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently. The student requesting a hardship withdrawal from one course must take all documentation to the Associate/Assistant Dean of the college offering the course.

** For *unusual* circumstances, the Provost and Vice-President of Academic Affairs may waive this policy and grant a retroactive hardship withdrawal.

Motion approved unanimously

Committee X: Honors College Committee (Chair, Heather Mbaye)

Action Item:

- A) The Honors Committee recommends a change to the following criteria in order to recognize that the SAT is now comprised of three sections, rather than two. The new criteria below yield approximately the same number of eligible students as our current criteria.

Proposed Revision:

Admission to the Honors College is open to entering freshmen who meet two of the following five criteria: (1) a combined SAT score of at least 1750 or an ACT Composite score of 26, (2) a minimum score of 650 on the Critical Reading portion of the SAT or an ACT English score of 28, (3) a minimum score of 650 on the Math portion of the SAT or an ACT Math score of 28, (4) a minimum score of 600 on the Writing portion of the SAT or (5) a high school grade point average of 3.5 or higher.

Motion approved unanimously

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action Item:

- A) To edit the Policies and Procedures regarding the Executive Secretary

The Motion

MOTION: To revise the current statement in Art. IV, Section 2, D of the *Policies and Procedures* to read as follows

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

Motion approved unanimously and will be sent to general faculty for approval.

- B) To revise the procedure for the storage of Senate documents

MOTION:

Replace Art III.A of the *Bylaws* with the following:

Following their approval by the Faculty Senate at its next meeting, the Minutes of the previous meeting shall be deemed to be official. One copy shall be retained in the Archives at the University Library. They shall also be made available to the University community from the web page of the VPAA. Such posting of official Minutes must be made prior to the Senate's next meeting that follows the meeting at which they were approved. They must be maintained on the web site for at least two years, after which time they should be retained in an archival link on that same web site.

Replace Art III.C of the *Bylaws* with the following:

Following their approval by the committee at its next meeting, the Minutes of the previous meeting shall be deemed to be official. One copy shall be retained in the Archives at the

University Library. They shall also be made available to the University community from the web page of the VPAA. Such posting of official Minutes must be made prior to the committee's next meeting that follows the meeting at which they were approved. They must be maintained on the web site for at least two years, after which time they should be retained in an archival link on that same web site.

Motion approved unanimously and will be sent to general faculty for approval.

C) To provide a liaison with the Staff Advisory Council

MOTION:

The Chair of the Faculty Senate shall serve as the liaison between the Senate and the Staff Advisory Council, and shall work collaboratively with the Staff Advisory Council in support of their agenda to enable them to participate more meaningfully in an advisory capacity in university governance.

Motion approved with one nay vote.

D) To recommend a subcommittee on interdisciplinary studies

MOTION:

1. With respect to the request for a new standing committee of the Senate on interdisciplinary programs, it is recommended that the Undergraduate Programs Committee form a standing subcommittee on interdisciplinary programs;
- 2) With respect to the request for a new program in interdisciplinary studies, it is recommended that this proposal be taken under review by the Undergraduate Programs Committee.

Discussion: The intent of the motions was not to take a stand pro or con on interdisciplinary courses and programs but rather channel the proposals through the appropriate committees.

Motions approved.

E) To adopt The protocols of the Senate

Discussion and concerns: 1) The Protocols document may be seen as a document that binds us to additional rules (see "Rules of Order"), 2) Document says that this is a contract, 3) The addition of advisory committees and rules for membership and responsibilities could need more discussion.

Vote taken to receive the Protocols as a recommendation but not to adopt.

Information Item:

A) To edit the faculty handbook regarding college and committee names

5. Old Business

Action Items:

A) Approval of changes to the USGFC Bylaws

Item approved by voice vote.

6. New Business

A straw vote was taken to determine if the Senate would entertain discussion of the Protocols of the Senate as new business. The consensus was to not do so.

7. Announcements

- a. Library to have extended hours during final week
- b. Provost Peter Hoff thanked the Senate for the level of successful productivity and *esprit de corps*
- c. President Sethna extended his thanks to Provost Hoff for his service to the university
- d. Chair Chris Huff expressed thanks to chairs and Senators for a good year

8. Meeting was adjourned.

Respectively submitted,

Dawn Harmon McCord

