

**2012-2013 University Senate
Minutes for the 18-Jan-2013 Meeting**

*University Senate Officers: Presiding Officer Catherine Whelan, Presiding Officer Elect Lyndall Muschell, Secretary Craig Turner
DRAFT for ECUS/SCC Review*

Present: Susan C. Allen, Kay Anderson, Kirk Armstrong, Andrei Barkovskii, Alex Blazer, Ryan Brown, Scott Butler, Dianne Chamblee, Jan Clark, Carrie Cook, Ben Davis, Toi Franks, Sandra E. Godwin, Maureen Horgan, Amanda Jarriel, Josh Kitchens, Deborah MacMillan, Mary Magoulick, Bryan Marshall, Beth McCauley, Ken McGill, Macon L. C. McGinley, Cara Meade, Julia Metzker, William Miller, Leslie Moore, Brian Mumma, Lyndall Muschell, Indiren Pillay, Amy Pinney, Jason Rich, Holley Roberts, Mike Rose, Doreen Sams, Chris Skelton, Susan Steele, Amy Sumpter, John R. Swinton, Craig Turner, Catherine Whelan, Stephen Wills.

Absent: Cody Allen, James Bridgeforth, David de Posada, Jennifer Graham, Michael Murphy, Sarah Rose Remmes.

Regrets: Steve Dorman, Matthew Liao-Troth, Greg Mahan.

Guests: Douglas A. Goings *Parliamentarian of the 2012-2013 University Senate*,
Bruce Harshbarger, *Chief Student Affairs Officer*,
Jason P. Huffman, *Director of Strategic Initiatives*,
Paul Jahr *Associate Vice President for Student Affairs*,
Tom Ormond, *Associate Provost*,
Bob Orr, *Chief Information Officer*,
Eve Puckett, *Employee Relations Specialist*,
Elaine E. Whitaker *Department Chair of English and Rhetoric*,
Matthew Williams *Graduate Assistant of the 2012-2013 University Senate*.

Call to Order: Catherine Whelan, Presiding Officer of the 2012-2013 University Senate, called the meeting to order at 2:01 p.m.

Agenda: The agenda was approved as circulated with no amendments.

Minutes: A draft of the minutes of the *16 Nov 2012 meeting of the 2012-2013 University Senate* had been circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. The minutes were approved as circulated.

Committee Reports: The following committee reports were given.

1. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Catherine Whelan
Officers: Chair Catherine Whelan, Vice-Chair Lyndall Muschell, Secretary Craig Turner
 - a. **Broadcasting of University Senate Meetings**
 - i. Plan is to begin broadcasting at the February meeting.
 - b. **IT Committees**
 - i. Nominations to be submitted by 5pm today for the following two committees:
 - a) **Technology Infrastructure Advisory Committee** The Technology Infrastructure Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Executive Cabinet regarding services, design, maintenance and utilization of Georgia College's technology infrastructure and its related systems, procedures and policies.
 - b) **Academic Technology Advisory Committee** The Academic Technology Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Provost regarding the academic uses of technology including related systems, procedures, and policies.
 - c. **Program Prioritization**

- i. Thanks to all those who participate in the workshops yesterday and today.
- ii. Encourage everyone to engage in the prioritization process as appropriate.
- d. **Faculty Compensation Philosophy**
 - i. Working to identify an external consultant to work on a faculty compensation philosophy.
 - ii. I participated in a 90 minute teleconference in late December.
 - iii. Provost's office will provide more details.
- e. **Elections for 2013-14 University Senate**
 - i. Elected Faculty Senators election results from academic units due to ECUS on February 1st.
- f. **SCoN Report** Lyndall Muschell will provide the Subcommittee on Nominations (SCoN) report.
- 2. **SUBCOMMITTEE ON NOMINATIONS (SCoN)** – Lyndall Muschell
Officers: Chair Lyndall Muschell, Secretary Craig Turner, No Vice-Chair position for this committee.
 - a. **MOTION 1213.CN.003.O**: On behalf of the committee, Lyndall Muschell, SCoN Chair, presented the motion: *To adopt the slate of nominees for 2012-2013 University Senate officers and committees as proposed in the supporting documentation.*
 - i. The supporting documentation for Motion 1213.CN.002.O, accessible in the online motion database, was identified and displayed on the big screen. The proposed revisions to the 2012-2013 university senate committee memberships were reviewed in detail. The supporting documentation provides justification for the revisions.
 - ii. The changes to the slate of nominees to be voted on by the University Senate were described by Lyndall Muschell as follows.
 - Beauty Bragg resigned her position as Elected Faculty Senator and FAPC member effective 1 Jan 2013 as she has a professional leave for the spring 2013 semester. Alex Blazer was elected to complete her term of service as both an Elected Faculty Senator and FAPC member.
 - No other changes were made to committee memberships.
 - iii. **SENATE ACTION**: Motion 1213.CN.003.O was *approved* with no further discussion.
- 3. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Susan Steele
Officers: Chair Susan Steele, Vice-Chair Julia Metzker, Secretary Cara Meade
 - a. CAPC has two motions for your consideration.
 - i. **MOTION 1213.CAPC.005.C** On behalf of the committee, Susan Steele presented the motion *Approve change of Kinesiology minor name change from "Health Education" to "Community Health".*
 - a) **SUPPORTING DOCUMENTS**: At the time it was presented, this motion had one supporting document entitled “Minor Name Change Proposal” that documented the details of the proposal including rationale as well as the approvals from the department, college, and relevant department and college curriculum committees.
 - b) **DISCUSSION**: A question from the floor seeking the rationale for the name change was offered and a member of the department indicated this was to align the nomenclature of the minor with the nomenclature of the associated major as well as the nomenclature in common use noting that “Community Health” was more reflective of the program than “Health Education.”
 - c) **SENATE ACTION**: Motion 1213.CAPC.005.C was *approved* with no further discussion.
 - ii. **MOTION 1213.CAPC.006.C** On behalf of the committee, Susan Steele presented the motion *Approve creation of a Post-Master's certificate for Family Nurse Practitioner to be designated on the graduate's transcript.* Susan Steele indicated that this motion was driven by regulations of nursing accreditation bodies that were requiring these certification qualifications to be documented formally on the transcript. She went on to note that a few (two or three) recent nursing graduates were almost denied certification due to the technicality of not having the certification documentation on their transcripts even though

these graduates had completed all the formal requirements (course work, standardized testing, field experience, etc.) of the certification.

- a) **SUPPORTING DOCUMENTS**: At the time it was presented, this motion had one supporting document entitled “Post-Masters Certificate for FNP” that documented the details of the proposal including rationale as well as the approvals from the department, college, and relevant department and college curriculum committees.
- b) **CLARIFICATION ON CERTIFICATES**: A clarification was sought from the floor requesting rationale for realizing this as a certificate rather than a degree. Registrar Kay Anderson offered to field the question and indicated that while the term certificate in academe has its origins as an informal tangible document (a piece of paper stock called a certificate) to document the completion of a set of requirements, a certificate is now an accepted and standardized formal academic credential in some disciplines such as nursing.
- c) **SENATE ACTION**: Following this clarification, Motion 1213.CAPC.006.C was *approved* with no further discussion.

4. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – John Swinton

Officers: Chair John Swinton, Vice-Chair Mary Magoulick, Secretary Kay Anderson

- a. SoCC met on January 9, 2013.
 - i. It passed one section for inclusion in the GC1Y offerings: Sci Fi and Philosophy.
 - ii. Dr. Tom Ormond, *Associate Provost*, will oversee the GC1Y and GC2Y sections and act as a *de facto* chair for the courses to provide them with an academic home.
 - iii. SoCC will be developing a new signature sheet for anyone teaching a GC1Y or GC2Y section who desires to change the student learning outcomes for their section. We need to keep track of any such sections for assessment purposes.

5. **ACADEMIC POLICY COMMITTEE** (APC) – Bryan Marshall

Officers: Chair Bryan Marshall, Vice-Chair Macon McGinley, Secretary John Sirmans

- a. Some items that we will be discussing at our next meeting:
 - i. **Distance Education Course Review Process** We are trying to formalize the review of all distance education courses. The formal policy comes about as part of the SACS review.
 - ii. **Credit Hour Definition** Again part of the SACS review, we are trying to create a formal definition of what a credit hour means for courses.
 - iii. **Summer Academic Calendar Proposal** We will be discussing a proposal to make the summer sessions equal in length.
 - iv. **Midterm Grades Reporting Proposal** This is a proposal to include a more refined description of the midterm reporting terms, and proposes replacing the “U” grade designating unsatisfactory with the following options:
 - UA – Unsatisfactory attendance
 - UG – Unsatisfactory grade(s)
 - UP – Unsatisfactory participation
 - UAGP – Unsatisfactory, multiple concerns.
- b. **Final Exam Schedule Concerns**: After the formal report, there were concerns from the floor regarding the final exam schedule.
 - i. **Concern 1**: *Some students experienced overlap in the scheduled times for exams from two different courses for some recent semesters. How can this be the case?* Registrar Kay Anderson fielded this concern, indicating that the final exam schedule is set so that each class meeting time has a designated two-hour-fifteen-minute final exam block and no pair of scheduled final exam blocks intersect (have overlap). Thus, if a student experiences overlapping final exam blocks, then it is almost assuredly the case that at least one of the

final exam blocks is not being selected in a manner consistent with the posted final exam schedule. If this is the case, please report to the Registrar the specific courses and the overlapping exam blocks and department chairs can be contacted to consult with the respective faculty members to ensure the final exam block selected is consistent the posted exam schedule.

- ii. Concern 2: *Sometimes I deliver content on the last class meeting (Monday of exam week) and the scheduled time for my course final exam is Tuesday. This gives the students at most one day to process this information. Can anything be done to alleviate this?* Registrar Kay Anderson fielded this concern, indicating that given the current practice of rotating final exam times from one day to the next from one semester to the next (e.g. If the exam for classes meeting at 8:00 MWF falls on Tuesday in Fall 2012, then it will fall on Wednesday in Spring 2013, Thursday in Fall 2013, Friday in Spring 2013, and back to Tuesday in Fall 2014), this concern cannot be completely alleviated unless we change our practice for scheduling final exams.
- iii. Concern 3: *For some courses meeting in the evenings, the final exam time had been scheduled during the Friday evening (after 5 pm) block but has been rescheduled to Friday afternoon given that graduate commencement occurs Friday evening. Unfortunately, some of the students taking these courses work during the day and cannot make the scheduled afternoon exam time. What can be done about this?* Registrar Kay Anderson fielded this concern, indicating that an instructor has the option to reschedule the final exam from the posted time, but may do so only with the approval of their department chair and dean. Exercising this rescheduling option is one way for the faculty member to seek a resolution to this concern.

6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Leslie Moore

Officers: Chair Leslie Moore, Vice-Chair Mike Rose, Secretary Beauty Bragg

a. FAPC has one motion for your consideration.

- i. **MOTION 1213.FAPC.002.O** On behalf of the committee, Leslie Moore presented the motion *To endorse the UCC/FAPC recommendation to the Provost that the locally-generated Student Opinion Survey currently in use be replaced by a commercial form that has national norms and is psychometrically valid and reliable (e.g., IDEA or SIRII (ETS))*. Leslie Moore provided the following historical context for the motion. The University Chair's Council, in collaboration with FAPC representation, submitted a recommendation during the 2011-2012 academic year to the Provost (Sandra Jordan) that the current Student Opinion Survey be replaced with a commercial form. This recommendation was made after a factor analysis of our current SOS revealed that it measured only one aspect of teaching. This group explored several commercial options and identified the IDEA or ETS SIR II SOS as possibilities. In Fall 2012, FAPC was asked by the Interim Provost (Matthew Liao-Troth) to review these two options and make a recommendation of support (or not) by Spring 2013. FAPC reviewed these two SOS instruments via webinars and has concluded that either would be acceptable. FAPC is asking the University Senate to also review the two SOS instruments and endorse our recommendation that the local SOS be replaced with either form.

a) **SUPPORTING DOCUMENTS**: At the time it was presented, this motion had one supporting document entitled "Student Opinion Survey" that documented the details of the proposal including the brief history above as well as links to the IDEA and ETS websites.

b) **DISCUSSION**: While the discussion was lively, it can be distilled to two main points

1. **Clarification of the Recommendation** The motion references a recommendation from a work group of the University Chairs Council (UCC) yet there is no explicit statement of the recommendations in the supporting documentation. A

suggestion from the floor was to add the report of the UCC SOS work group as a supporting document to the motion, a recommendation Leslie Moore agreed to implement. A modification to the motion text was then offered, specifically as a

- a. **Motion to Amend** A motion *To amend the motion text and strike “e.g., ” from the parenthetical at the end of the statement* was made, seconded, and considered. After a brief discussion, this motion to amend was unanimously approved.
2. **Motion to Postpone Consideration** A motion *To postpone consideration of this motion (as amended) to the 15 Feb 2013 meeting of the University Senate to provide elected faculty senators the opportunity to consult with their constituencies on this matter* was made, seconded, and considered. Those supporting this motion to postpone noted that the motion emerged in the database only two weeks prior to this meeting of the University Senate and with the start of classes there was less time to consult with a constituency than usual. Those not supporting this motion indicated that this matter has been under consideration for nearly two years and was circulated to department faculty by many of the department chairs while considered by the University Chairs Council during 2011-2012. As the discussion continued a motion to *call the question (of the motion to postpone)* was made, seconded, and approved. The vote on the motion to postpone was taken first by voice vote and then retaken by ballot vote (a show of hands) where the hand vote results were *nine votes for and many more than nine votes against*. Thus, the motion to postpone failed.
 - c) **SENATE ACTION:** Following this discussion, Motion 1213.FAPC.002.O was *approved as amended*. To be specific, the final version of the motion text is *To endorse the UCC/FAPC recommendation to the Provost that the locally-generated Student Opinion Survey currently in use be replaced by a commercial form that has national norms and is psychometrically valid and reliable (IDEA or SIRII (ETS))*.
 - b. **Post-Tenure Review Policy/Procedures:** A FAPC work group is meeting with Tom Ormond to determine whether the Faculty Post-tenure Review Policy/Procedures needs updating.
 - c. **Faculty Scholarship Awards:** FAPC voted to adopt a policy stating that; “Faculty Scholarship Award applicants may submit artifacts and evidence from the three previous calendar years and winners of the award may not apply for three years after winning.” We also voted that “the Faculty Scholarship Award Committee is responsible for creating and disseminating to the university community procedures and changes in procedures governing those awards.”
7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Dianne Chamblee
Officers: Chair Dianne Chamblee, Vice-Chair Amy Pinney, Secretary James Bridgeforth
 - a. SAPC continued discussion/planning on the initiatives of **Emergency Student Funding and Education on Adderall Abuse**. We hope to be able to report on the outcomes of these initiatives at the next University Senate meeting.
8. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Cody Allen
Officers: President Cody Allen, Vice President Stephen Hundley, Secretary Sarah Rose Remmes
 - a. There was no SGA report given at this meeting.
9. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Maureen Horgan
Officers: Chair Maureen Horgan, Vice-Chair Jennifer Graham, Secretary Benjamin Davis

RPIPC met on 30 November 2012 from 2:00 pm to 3:20 pm in Health Sciences Building 2-11.

 - a. **Shared Leave:** On this topic,
 - i. Toi Franks (from the Shared Leave Pool Task Force) has been shepherding this proposal. She reported that Rod Kelly (Director and Chief Human Resources Officer) requested and received feedback from the USG staff on our proposed Shared Leave Pool document. The revisions are expected to be done by 22 January and RPIPC will address this at its 25 January meeting.

- b. **Public Art Policy:** On this topic,
 - i. Multiple drafts have circulated. Catherine Whelan has provided help with format issues.
 - ii. Among the points of conversation have been clarifying the policy and procedural aspects of the drafts. RPIPC will address this at its 25 January meeting. Bill Fisher (Chair, Art Department) will attend this meeting.
- c. **Smoking Policy Enforcement:** On this topic,
 - i. The most recent recommendations from the RPIPC task force led by Kirk Armstrong have centered on education and applying peer pressure, building a culture on campus with a sustainable message. Specific recommendations include work with SGA PR Committee, Mass Comm's PR classes, and Rachel Sullivan (University Health Educator) to emphasize peer enforcement from students.
 - ii. Kirk checked with the other schools in the UGA system that have "Smoke-Free" campuses (Armstrong Atlantic and GA State) and received feedback from GA State that they have decided that enforcement of the policy is difficult, and to rely on "collective efforts or peer pressure." There has been some word that the BoR is considering making all the schools in the system Smoke-Free Campuses.
 - iii. An additional issue is that it is Georgia College policy to list contact information on the website pages to alleviate the visitor from feeling stranded and to provide consistency, and in the absence of a point person on this issue, Amy Whatley (Associate Director, Wellness and Recreation Center) is listed on the Smoking Policy page because she teaches Smoking Cessation classes. Her contact on the page means she has to field all of the complaints about lack of enforcement of the policy. Amy would like to have her contact information removed.
 - iv. RPIPC feels that someone should be the point person for the educational effort and be listed on the website, (but RPIPC is not in a position to appoint the most appropriate individual).

President's Report: President Steve Dorman

- 1. As President Dorman had extended regrets and was unable to attend this meeting, no President's Report was given. Catherine Whelan reminded university senators that President Dorman had delivered a *State of the University* address at the recent University Convocation held at 2:00 on Friday, 11 January 2013.

Provost's Report: Associate Provost Tom Ormond provided the report for Interim Provost Matthew Liao-Troth

- 1. **Prioritization Process** The prioritization process for academic and support programs kicked off yesterday with 170 participants attending three workshops run by Mr. Larry Goldstein. All workshops highlighted Robert Dickeson's prioritization model, a model, which has been used across the country. Everyone is encouraged to get to know this model.
- 2. **Promotion and Tenure** Promotion and Tenure letters should be leaving the president's office by the end of the month.
- 3. **Complete College Georgia (CCG)** There is a second Complete College America system meeting, taking place in Athens on February 18 & 19. USG institutions will be sending teams of seven individuals. President Dorman is taking the lead on this issue and has assembled a team of seven to represent the institution. They include President Dorman, Jason Huffman (Strategic Initiatives), Suzanne Pittman (Enrollment Management), Ed Hale (Institutional Research), Jane Hinson (Education), Johnny Grant (Community), and Tom Ormond (Associate Provost). Tom Ormond will ensure that the campus community is notified on CCG developments.
- 4. **SACS-COC**
 - a. Writing team members continue to work on their assigned standards with a ship date to SACS on August 31, 2013. The report will be reviewed by an off-site committee in the month of November, after which we will have to prepare a focused report on the off-site committee's response and return to SACS on or before February 2014. An on-site committee will be visiting campus April 8-10, 2014.

- b. Quality Enhancement Plan topic, Engaged Learning, has been determined and community discussions will take place between now and February 24, 2014 to fine-tune the topic. Jason Huffman will be leading that charge. Report content to be added once a report is received from Tom Ormond or Matthew Liao-Troth.

Unfinished Business:

1. There was no unfinished business.

New Business:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Catherine Whelan requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.

Adjourn: As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 3:13 p.m.