

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

**October 10, 2014  
Approved November 14, 2014**

1. Call to order: the meeting convened in room 1-203 of the Technology-enhanced Learning Center and was called to order by Elizabeth Kramer, Chair, at 3:00 p.m.

2. Roll Call

*Present*

Banford, Basu-Dutt, Boldt, Butler, Connell, DeFoor, DeSilva, Elman, Erben, Farmer, Farran, Faucette, Geisler, Gerhardt, Griffith, B. Sethna (substituting for S. Hall), L. Haynes, C. Johnson, Keim, Kilpatrick, Lopez, Mbaye, McCord, McCullers, McGuire, McKendry-Smith, L. Miller, Mindrila, Neely, Ogletree, Remshagen, J. Roberts, L. Patterson (substituting for L. Robinson), C. Schroer, J. Yoder (substituting for Seay), Skott-Myhre, A. Pashia (substituting for Stanfield), Steere, Tekippe, Velez-Castrillon, Welch, Williams, Woodward, Xu, Yates

*Absent*

J. Roberts, Vinson, Willox

3. Minutes: a motion was made and seconded to approve the minutes of September 12.

*Item approved unanimously by voice vote.*

4. Committee reports

**Committee I: Undergraduate Programs Committee (Julia Farmer, Chair)**

**Action Items:**

- A) College of Education
  - 1) Department of Leadership and Instruction
    - a) Bachelor of Science in Education with a Major in Sport Management  
Request: Modify

*Item approved unanimously by voice vote.*

**Joint Committee Report: I (UPC: Julia Farmer, Chair) and Committee VI (Strategic Planning: Nadya Williams, Chair)**

**Action Item:**

- A) QEP-mandated modifications to outcomes for Core Area B

Debra MacComb was present at the meeting in order to answer questions. She said that through a series of meetings it was determined that the proposal under consideration seemed like the most workable

solution to incorporate writing in the core curriculum. Dr. N. Williams added that this goes to the General Education Committee at the BOR level. After that we will likely return to this conversation. Camilla Gant pointed out that the proposed courses in Core Area B.2, including COMM 1110, do not meet the definition of critical cultural communication or critical communication pedagogy. She noted that oral communication is equally as important as written communication and critical thinking competencies; and that not keeping oral communication central to Core Area B would be out of synch with industry demands and USG curricular trends.

*During discussion, Ms. Pashia motioned to remove the heading “Applied Writing” after “B1” and “Critical Communication” after “B2.” This motion was seconded and unanimously approved via voice vote. Two corrections were also noted: ANTH 1000 should be ANTH 1100, and PHIL 2050 should be PHIL 2020. The item as amended was approved unanimously by voice vote.*

This is the text of the approved item:

**Proposed Core Area B  
Institutional Options**

**B1**

**Learning Outcome** **1 hour**

Demonstrate the ability to:

- Adapt written English communication to specific rhetorical purposes and audiences.

Required:

ENGL 1101L	English 1101 Lab	1 hour
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**B2**

**Learning Outcome** **3-4 hours**

Demonstrate the ability to:

- Effectively employ language conventions appropriate to academic discourse.

Choose from the following:

ANTH 1100	Faces of Culture	2
ART 2000	Oral Communication and the Visual Arts	3
BUSA 1900	Surfing the Internet for Success	2
COMM 1110	Public Speaking	3
CS 1000	Practical Computing	1
CS 1020	Computers and Society	2
ENGL 2000	American Speech	3
ENGL 2050/	Self-Staging:	
THEA 2050	Oral Communication in Daily Life	3
FREN/GRMN/SPAN	1001 or 1002	3
LIBR 1101	Academic Research and the Library	2
MUSC 1110	Survey of World Music	2
PHIL 2020	Critical Thinking	3
XIDS 1004	Oral and Technological Communication	4

XIDS 2001	What Do You Really Know About . . .	1
XIDS 2002	What Do You Really Know About . . .	2

Students may take any combination of courses, as long as one is from category B1, and the total number of hours is 4 for science majors, and 5 for non-science majors.

[Subsequent to this meeting, Provost Micheal Crafton arranged for the USG General Education Council to review this proposal. They indicated that they would not approve ENGL 1101L as a core course. It follows that we cannot implement the proposal as approved by the Senate. The Director of the QEP is working with the Senate’s Strategic Planning and Undergraduate Programs committees and with the departments currently teaching in Area B on a revised implementation plan for the QEP.]

**Committee II: Graduate Programs Committee (Susan Welch, Chair)**

**Action Items:**

- A) College of Education
  - 1) Department of Learning and Teaching
    - a) Specialist in Education with a Major in Special Education  
Request: Modify

*Item approved unanimously by voice vote.*

**Committee III: Honors Program Committee (Mark Faucette, Chair)**

**Action Item:**

- A) Course Proposal:
  - 1) XIDS 2002: What Do You Really Know About Interdisciplinary Studies?

*Item approved unanimously by voice vote.*

**Committee V: Faculty Development Committee (Michael Keim, Chair)**

**Action Item:**

The Committee recommends that the word “three” (below) be changed to “two” in the Faculty Handbook, page 11.

103.02 Procedures

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit a dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae;
- the ~~three~~ **two** evaluations of teaching effectiveness and performance of allied duties specified in Section 103.05 and 103.06;

- any letters of recommendation which the department chair has received;
- reprints of scholarly publications or other evidence of scholarly or creative work.

*Item approved unanimously by voice vote.*

### **Committee IX: Facilities and Services Committee (Ben Steere, Chair)**

Strategic Plan for Facilities (Brendan Bowen): Presentation of the Space Utilization Study completed by Comprehensive Facilities Planning, Inc.

Mr. Bowen and three members of Comprehensive Facilities Planning, Inc. (Brian Bell, Jim Pallovan, and Tom Bowen) spoke about the results of a three-year study of classroom and office utilization at UWG. It was noted that their PowerPoint presentation will be posted online. Here are some highlights:

- WRH is weekly room hours; it is the number of hours per week per room (#hrs/wk/rm).
- Student occupancy is not much different over the last three years.
- The usual peak is 86%.
- Daily M-Th is around 23%, except Fri. at 7.2%.
- Classrooms are not fully utilized.
- The study grew out of the Master Plan. Only some (I and III) of the 9 categories were studied, and labs were not one of the categories studied.
- A basic study of office utilization was conducted in 2011. There were 398 faculty offices then. In 2013, there were 405. (This does not include deans and administrators.) They are generally one faculty member per room and each space averages 142 or 143 square feet. We have 419 faculty right now in 405 rooms, so we are using our space pretty well. Adjunct faculty have 24 offices with 2 to 3 to a room. Graduate assistants have 45-50 offices, with greater than 2 occupants per room. We have enough office space to accommodate faculty, but there is not a lot of wiggle room for growth.

### **Committee XII: Budget Committee (Andrea Stanfield, Chair)**

FY2016 Budget Prioritization: Presentation by Myrna Gantner, Assoc. VP for Academic Affairs.

Dr. Gantner spoke with the aid of a PowerPoint presentation that was delivered at yesterday's Town Hall meeting. There are two parts to the budget cycle: 1) the State budget cycle, and 2) West Georgia's. This is the FY2016 budget cycle. We will know by May what we get. Education accounts for 25% of the State budget. Revenue is up 5.2%, but we compete with other interests, like the Affordable Care Act, etc. Performance-based funding will start in 2017. Across the USG, freshmen and sophomore enrollments are down, but upperclassmen and graduate student enrollments are up, ameliorating the situation somewhat. There is \$7.62M in new money from enrollment funding.

Dr. Gantner talked about the budget exercise that UWG has started. USG institutional funding will be based on whether an institution's enrollments are up or down. Ours is up, so we will model a 3% increase. Those institutions that are down must model reductions based on the actual decrease. It is very unlikely that a reduction will occur for us. We went from just over 70% to 74.8% retention. If there is new money, what are the top priorities? Pay attention to: 1) UWG Strategic Plan; 2) USG Strategic Plan; 3) CCG/RPG (Complete College Georgia/Retention, Progression, Graduation) when creating your plans. For new positions, model salary plus 20% for fringes and \$7500 for health insurance. Model the budget cuts over a three-year period, as well. Finalize work in your

departments/with deans by October 22. Models go from the deans to the provost by November 5, then the provost and president will wrestle with it. It was noted that equity and merit are not part of this exercise. Increases in graduate and undergraduate tuition are being planned.

It was noted that the Biology Building is high in the USG priorities.

## 5. Old business

- A) Sustainability Council (Hannes Gerhardt): Presentation about sustainability by consultant, Jessica Rose.

Ms. Rose of Incite Sustainability gave a Prezi presentation of a UWG Sustainability Roadmap. Ms. Rose's organization conducted an assessment and did a SWOT analysis. They are developing a roadmap timeline for these elements, which are necessary for success: 1) Foundation and Framework; 2) Projects and Initiatives; 3) Culture and Communication. Ms. Rose gave an example of a Walking Campus. Her organization has provided some deliverables—postcards, posters, and a video shown to frosh. Next steps that she mentioned include the appointment of Hannes Gerhardt as Sustainability Director and Princeton Review's Green Schools ranking. A report is available on the Go Green website.

## 6. New business

- A) Presentation of 2015 Holiday Schedule by Juanita Hicks
- B) Presentation of 2015 Benefits by Juanita Hicks

Ms. Hicks spoke about benefits first. She outlined a number of changes to insurance for healthcare, dental, Minnesota Life/Disability, and the tobacco surcharge. The Benefits Fair is Tuesday, October 14, 9:00-3:00 in the Z-6 lower level. Open enrollment is November 3-14. Every employee must go online and enter their selections, including the surcharge question.

The Open Access POS plan is becoming the Comprehensive Care Plan. This premium will decrease by 6%. Dental is going up 11.8%.

Ms. Hicks agreed to have her presentation posted by Tuesday.

Regarding holidays: please e-mail Faculty Senate Chair Elizabeth Kramer if you want to comment or express an opinion.

## 7. Announcements

There were no announcements.

## 8. Adjournment

The meeting adjourned at 5:11 p.m.

Respectfully submitted,  
Shelley Rogers,  
Executive Secretary of the Faculty Senate and General Faculty