

**Faculty Senate**  
**April Meeting Minutes**  
**April 16, 2021**  
**Approved April 23, 2021**

1. Call to Order

*Chair Williams called the meeting to order at 1:03 pm.*

2. Roll Call

*Present:*

*Barbour, Barrett, Boumenir, Branyon, Cheng, Corley, DeWeese, Elman, Erben, Faucette, Fuentes, Gault, Geyer, Gordon, Graffius, Green (Wood sub.), Hadley, Hansen, Hill, Hodges, Ivory, Jara-Pazmino, Kellison, Kimbrel, Kniess, Koczkas (Tweraser sub.), Kramer, Ly, MacKinnon, Mbaye (Lee sub.), McKendry-Smith, McLean, Nickell, Ogletree, Pashia, Pazzani, Penco, Rees, Richter, Santiago, Scullin, Self, Skott-Myhre, Snipes, Sterling, Swift, Towhidi, Van Valen, Wadlington, and Wofford*

*Absent:*

*Lew-Yan-Voon*

3. Minutes

A) The March 26, 2021 Meeting Minutes were approved electronically on April 2, 2021.

4. Administrator Reports

A) Report from the President

- *We have successfully secured the funding for the renovation of the Humanities Building, enabling us to move forward with that project.*
- *The Georgia Legislature will be conducting a study this summer about university fee structures, specifically regarding how student fees are being reinvested in students. We will be working very closely with the Legislature to try to make certain that, whatever the product of that study committee is, it's beneficial for higher education in the state of Georgia.*
- *The Board of Regents met and approved the USG Budget, and each university received their allocation for FY22. While Vice President of Business and Finance John Haven provided the Senate Budget Committee with a memo detailing all of the distributions*

and how it affects our budget (See [Figure 1](#)), President Kelly provided the body with a base overview of the budget allocations as they related to our current structural deficit after the cuts of FY21. (See [April 16, 2021 Zoom Meeting](#), beginning at 16:45). Not only did we receive an increase in funding and some relief from the recent enrollment decline, these allocations also put us in a position where we are flat. Consequently, we do not have to concentrate on significant further cuts from the university.

When asked if VP Haven could elaborate on his statement regarding equity between departments and colleges in that memo (see [Figure 1](#)), VP Haven stated that during his first few months at UWG, it was brought to his attention that, historically, some schools had more resources than others, either acquired through budgeted and/or external sources. The restructuring also created some inequity in how dollars and staffing was arranged between the colleges. The Provost is actively trying to balance these inequities.

- The UWG Vaccination Pod has vaccinated an estimated 1200 members of the UWG community and will launch another 1200. The pod will remain open as long as we continue to receive vaccines. If you have not yet been vaccinated, more information is available on the [UWG Website](#) and will be emailed to you on a regular basis.
- President Kelly has no specific information regarding what our fall return to campus will look like as the environment is ever-changing. While Governor Kemp's recent Executive Order was specifically related to restaurants and other public settings, the USG has a unique set of rules that follow this Executive Order and they customize those rules with university communities in mind. The Chancellor is meeting with a group of USG Presidents on that front, and President Kelly will update the university community when more information becomes available.
- The Chancellor search is ongoing, and more information will be shared when available.
- Jason Carmichael will serve as our new Athletic Director. He comes to us from California State University East Bay, and has served as the Athletic Director of two Division II programs before joining ours.

#### B) Report from the Provost

- Provost Preston provided a brief update on the searches for the Vice Provost and the Vice President for Innovation and Research. There will be virtual options for each candidate's campus visit when the time comes.

- *Spring 2021 credit hour production is down by just over 4% year over year. Overall enrollment is down just under 1%, but graduate enrollment is up nearly 9% year over year. The emphasis on summer enrollment as a road towards graduation is leading to higher enrollments and, as of last week, Summer 2021 enrollment is up by 3.6% year over year. More sections will be added as necessary in order to give students every opportunity to enroll in summer courses.*
- *The Provost and VP Haven met with a group of representatives regarding UWGPL 3002 to discuss this proposed policy on professional memberships. They were able to come to a consensus and improve the language about that policy to be as flexible as possible. The Provost reiterated his focus on the improvement of the institution and his commitment to supporting our academic programs in maintaining that currency and relevance to our strategic goals. The revised UWGPL 3002 will be resubmitted for faculty comment soon and he looks forward to receiving faculty feedback. Chair Williams read an email that he received from the Provost after that meeting that expressed these same sentiments in greater detail. (See [Figure 2](#))*

*After these reports, Chair Williams opened the floor for questions.*

- *When asked about the outlook for the Office of Education Abroad, support structures for study abroad, and the leadership that may be in place in that office after July 1, the Provost stated that this is at the top of his agenda. While the pandemic forced us to pause these programs, he is committed to supporting those programs and making sure that faculty are able to submit their study abroad applications for 2022. He is currently coordinating with Vice President André Fortune, Vice President of Student Affairs and Enrollment Management, to make sure that they are creating robust support and ensuring that this is a robust area across West Georgia.*
- *With regards to individuals who received their Covid Vaccinations in Alabama, President Kelly asked them to report that information to Dr. Eric Heine, who is UWG's liaison with the Georgia Department of Health.*
- *With regards to the news that some schools are requiring students to present proof of vaccination for fall enrollment, President Kelly said that we will follow USG Guidelines. There is no such order as yet, and he will update us if one is given by the USG.*
- *When asked about the centralization of Graduate Assistantships under the Graduate School, the Provost explained that this was a result of an effort to ensure that there is a central pool*

*of funds to support graduate assistantships. (See [April 16, 2021 Zoom Meeting](#), beginning at 35:55). The Provost has charged Dean Ziglar with looking at the processes by which graduate assistantships are reviewed and awarded. This endeavor is meant to simplify the accounting behind the awards, save staff and budget managers time, and make sure that students are doing work appropriate to their stipend and tuition waiver at an appropriate level so as to comply with state labor laws. There is no intention to decrease graduate assistantships across campus, nor will there be any change in terms of evaluation or supervision of these assistantships. The Provost assured the body that any changes to the process, criteria, and/or allocation of graduate assistantships would involve faculty input, and no policy will be established without a consensus.*

*When asked how graduate assistantships play into our data assessment accounting efforts, the Provost stated that while the maintenance a robust portfolio of programs is essential to any comprehensive university, we also have a responsibility of generating credit hours and revenue from those programs. He explained that approaching this from a ratio of X dollars equals X number of GRAs is an oversimplified formula. Instead, it is a holistic approach to tuition revenue and enrollment coupled with that of a robust portfolio.*

- *Chair Williams stated that he received several questions regarding a recently circulated memo from the Office of the President regarding the completion of comprehensive analysis of all programs within the division of Academic Affairs during FY22 by an outside firm. (See [April 16, 2021 Zoom Meeting](#), beginning at 45:38). President Kelly stated that Administrative Affairs, Business and Financial Services, Student Affairs and Enrollment Management, and Academic Affairs will all conduct comprehensive reviews over the next year. Conducting these reviews now is important, not only because we are at the beginning of a strategic plan but we will soon enter a post-pandemic era and we can build from these assessments moving forward. This is not an uncommon process and other universities have some brand of ongoing analysis all of the time. With regards to concerns about the expense of hiring an outside entity, the President stated that it is much less expensive than doing this type of analysis internally. The Provost added that an analysis of programs will provide detailed data on student interest, as well as the marketability, retention and progression, and enrollment of each specific program so that we have the opportunity to improve and adjust where needed. The Provost assured the body that wherever institutional research can*

*assist in gathering data they will leverage that as a resource and not put that burden upon Program Coordinators.*

- *When asked how much money UWG was investing into recruitment, VP Haven stated that we categorically align dollars with how we engage with current and potential students every day and every interaction we make is part of recruitment and retention. The Provost added that we need to make sure that we capture the stories of our students and our faculty successes, and promote that as well, and connect those stories to our program analyses.*
- *When asked about how our metrics connect to enrollment, retention, and recruitment, President Kelly said that they should finish the scorecard process this month. Once completed, he will share the results. The President then elaborated on what those metrics will measure with regards to enrollment and recruitment, the impact of the pandemic, and the impending enrollment cliff of 2026, as well as how we will use these metrics to adjust current plans and create new ones for moving forward. (See [April 16, 2021 Zoom Meeting](#), beginning at 1:16:22)*
- *With regards to the 15-hour workload metric and how it impacts research, workload, and course releases, the Provost clarified that there has been no change in faculty workload expectations. Currently, the Faculty Handbook discusses workload and teaching in two separate sections. The Provost has requested that those two areas be merged into a single report that allows for a full accounting for all of the work that faculty do. He reiterated that there is no change in expectations, as we still have teaching, service, research scholarship and/or creative activity, as well as the ability to support those three areas.*
- *When asked how the university can be proactive about listening to student voices and showing a commitment to social justice and student culture for our BIPOC and AAPI students in particular, President Kelly discussed the efforts that have already been put into action at UWG since his arrival. He also stated that he meets regularly with local law enforcement leaders, UWG Police Chief Watson, VP Fortune, and student organizations on campus to talk about these issues in order to navigate better results for the UWG community (See [April 16, 2021 Zoom Meeting](#), beginning at 1:28:51).*
- *Chair Williams shared a previously submitted question from alumni who are concerned about the loss of the Chief Diversity Officer position and are requesting an update on the plan to include diversity, equity, and inclusion positions within units or departments at UWG. (See [April 16, 2021 Zoom Meeting](#), beginning at 1:38:07). President*

*Kelly stated that while they have had to navigate the legislative session's budget process before they can begin this initiative, they have been working proactively to put together a seamless integration team comprised of a cross-divisional group UWG faculty and staff to begin the work of putting this initiative into action. He also meets regularly with alumni, campus stakeholders, and students to discuss and gather feedback regarding the implementation of this initiative. The ultimate goal is to create three positions—Chief Diversity Officer, Chief Equity Officer, and Chief Inclusion Officer—who will work together as a team affecting three areas of the university: Student Affairs, Academic Affairs, and the Office of the President.*

## 5. Committee Reports

### **Committee I: Undergraduate Programs Committee (Rosemary Kellison, Chair)**

#### **Action Items:**

#### A) College of Arts, Culture, and Scientific Inquiry

##### 1) Department of Anthropology, Psychology, and Sociology

##### a) [ANTH 4121 – Drugs, Culture, & Society](#)

Request: Add

*Item unanimously approved.*

##### 2) Department of English, Film, Language, and Performing Arts

##### a) [FREN 4100 – French Film Internship](#)

Request: Add

*Item unanimously approved.*

##### 3) Department of Mathematics, Sciences, and Technology

##### a) [CHEM 1151K – Survey of Chemistry I](#)

Request: Delete

##### b) [CHEM 1152K – Survey of Chemistry II](#)

Request: Delete

*Item unanimously approved.*

#### B) Tanner Health Systems School of Nursing

##### 1) [NURS 3197 – Professional Nursing Practice](#)

Request: Add

##### 2) [NURS 3297 – Nursing Research Application](#)

Request: Add

- 3) [NURS 3397 – Health Assessment](#)  
Request: Add
- 4) [NURS 4497 – Community Health Nursing](#)  
Request: Add
- 5) [NURS 4597 – Leadership and Management](#)  
Request: Add

*Items 1-5 were taken as a block and approved with 44 in favor, 0 opposed, and 1 abstention.*

- 6) [NURS 4508 – Leadership and Management Practicum](#)  
Request: Modify

*Item approved with 47 in favor, 0 opposed, and 1 abstention.*

- 7) [NURS 3200 – Student Success Seminar](#)  
Request: Add
- 8) [NURS 3300 – Student Success Seminar](#)  
Request: Add
- 9) [NURS 4090 – Student Success Seminar](#)  
Request: Add
- 10) [NURS 4100 – Student Success Seminar](#)  
Request: Add

*Items 7-10 were taken as a block and approved with 46 in favor, 1 opposed, and 1 abstention.*

C) University College

- 1) [B.I.S. Pathway in Forensic Science and Investigation](#)  
Request: Add New Interdisciplinary Pathway
- 2) [B.I.S. Pathway in Religion](#)  
Request: Add New Interdisciplinary Pathway

*Items 1 and 2 were taken as a block and approved with 42 in favor, 1 opposed, and 0 abstentions.*

- 3) [XIDS 2002: Special Topics](#)  
Request: Add New Topics

*Item approved with 44 in favor, 1 opposed, and 1 abstention.*

D) Richards College of Business

- 1) Department of Management
  - a) [CISM 3265 – Contemporary Issues in MIS](#)  
Request: Add

- b) [CISM 4384 – MIS Study Abroad](#)  
Request: Add
- c) [CISM 4500 – Advanced Networking: Switching, Routing, and Wireless](#)  
Request: Add
- d) [CISM 4600 – Advanced Enterprise Networking, Security, and Automation](#)  
Request: Add

*Items a-d were taken as a block and approved with 44 in favor, 0 opposed, and 2 abstentions.*

- e) [Management Information Systems, B.B.A.](#)  
Request: Modify
- f) [Management, B.B.A.](#)  
Request: Modify

*Items e and f were taken as a block and approved with 43 in favor, 0 opposed, and 2 abstentions.*

- g) [Management Information Systems Minor](#)  
Request: Modify

*Item was approved with 41 in favor, 1 opposed, and 2 abstentions.*

- h) [Enterprise Systems and Data Analytics Minor](#)  
Request: Add
- i) [IoT, Networking, and Cyber Security Minor](#)  
Request: Add
- j) [Small Business Management Minor](#)  
Request: Add
- k) [Supply Chain Management Minor](#)  
Request: Add

*Items h-k were taken as a block and approved with 42 in favor, 1 opposed, and 2 abstentions.*

## **Committee II: Graduate Programs Committee (Connie Barbour, Chair)**

### **Action Items:**

- A) College of Arts, Culture, and Scientific Inquiry
  - 1) Department of English, Film, Language, and Performing Arts
    - a) [Master of Music with a Concentration in Music Education, M.M.](#)  
Request: Modify
    - b) [Master of Music with a Concentration in Music Performance, M.M.](#)  
Request: Modify

*Items a and b were taken as a block and approved with 44 in favor, 0 opposed, and 1 abstention.*

B) College of Education

1) Department of Educational Technology and Foundations

- a) [School Library Media Certificate in Instructional Technology, Media, and Design](#)

Request: Add

*Item was approved with 43 in favor, 1 opposed, and 0 abstentions.*

C) Richards College of Business

1) Department of Management

- a) [CISM 5500 – Advanced Networking: Switching, Routing and Wireless](#)

Request: Add

- b) [CISM 5600 – Advanced Enterprise Networking, Security, and Automation](#)

Request: Add

*Items a and b were taken as a block and approved with 39 in favor, 2 opposed, and 2 abstentions.*

- c) [Master of Business Administration, M.B.A.](#)

Request: Modify

*Item was approved with 41 in favor, 1 opposed, and 2 abstentions.*

D) University College

1) Department of Civic Engagement and Public Service

- a) [POLS 5222 – Leadership in the Public and Nonprofit Sectors](#)

Request: Add

*Item approved with 40 in favor, 2 opposed, and 0 abstentions.*

E) Mass Communications

- 1) [COMM 6055 – Seminar-Topics in Digital and Social Media Communication](#)

Request: Add

- 2) [COMM 6056 – Digital and Social Media Communication Storytelling](#)

Request: Add

- 3) [COMM 6057 – Digital and Social Media Communication Strategies](#)

Request: Add

- 4) [COMM 6058 – Digital and Social Media Communication Analytics and Evaluation](#)

Request: Add

- 5) [COMM 6600 – Digital and Social Media Communication Theories](#)

Request: Add

- 6) [COMM 6654 – Digital and Social Media Communication Law](#)  
Request: Add
- 7) [COMM 6655 – Digital and Social Media Communication Capstone](#)  
Request: Add
- 8) [COMM 6684 – Research Methods in Digital and Social Media Communication](#)  
Request: Add

*Items 1-8 were taken as a block and approved with 38 in favor, 2 opposed, and 3 abstentions.*

- 9) [Digital and Social Media Communication](#)

Request: Add

*Item was approved with 36 in favor, 3 opposed, and 3 abstentions.*

**Information Items:**

A) College of Arts, Culture, and Scientific Inquiry

- 1) Department of Mathematics, Science and Technology
  - a) [Mathematics with a Concentration in Applied Mathematics, M.S.](#)  
Request: Deactivate
  - b) [Mathematics with a Concentration in Teaching, M.S.](#)

Request: Deactivate

*Items a and b are being deactivated due to low enrollment.*

B) Richards College of Business

- 1) Department of Management
  - a) [Georgia WebMBA®](#)

Request: Modify

*To align with other participating institutions in the Georgia WebMBA Consortium, they are waiving the GMAT requirement and will maintain the 2.5 GPA minimum. Two years of professional work experience are still required.*

- b) [Masters of Business Administration, M.B.A.](#)

Request: Modify

*To remain competitive in the MBA marketplace, they are extending the GMAT waiver to all students with a 2.80 or higher GPA for a regular admission and for students with a 2.50 to a 2.79 for a provisional admission.*

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

**Information Items:**

A) Honors College Graduation Requirements (**Figure 3**)

*These modifications allow for more students to participate in the Honors Program, specifically transfer students or students who have already earned some credit hours that would count towards the Honors college Graduation Requirements.*

B) Incomplete Grade Form (**Figure 4**)

*The Incomplete Grade Form has been revised in order to include more information about the completion process, as well as adding gender neutral language, and a space to include due dates for outstanding assignments.*

C) UWG Faculty Handbook 207.04

1) 207.04.F. – Procedures for Grade Appeals (**Figure 5.1 and Figure 5.2**)

*These modifications include the addition of some timeframes for the process as the form moves through the approval chain. The Student Grade Appeal Form itself has also been modified based on student feedback.*

**Committee IV: Faculty Development Committee (Mark Faucette, Chair)**

**Information Item:**

A) Faculty Development Committee Report

- *The Committee awarded 12 Faculty Research Grants from 27 applicants in the amount of \$49,541---roughly half of what was requested. The Committee expresses their thanks to Julie Hawk for all her work on the Faculty Research Grants.*
- *A new eDossier platform is now available in Google for faculty who are preparing materials for promotion, tenure, or post-tenure review. Visit [this link](#) for more information about the new platform and how to access the templates or transfer your current eDossier from the existing platform. Please complete the transition process by December 2021, before Google discontinues the original platform.*

B) Patrick Erben will serve as the Chair of the Faculty Development Committee for the 2021-2022 Academic Year.

**Committee V: Institutional Planning Committee (Cale Self, Chair)**

**Information Item:**

- A) Cale Self will continue to serve as the Chair of the Institutional Planning Committee for the 2021-2022 Academic Year.

**Committee VII: Facilities and Information Technology Committee (John Hansen, Chair)**

**Information Items:**

A) Parking Policy Changes for the 2021-2022 Academic Year (**Figure 6**)

*There will be an increase in parking fees for employees on campus as outlined in **Figure 6**. After several questions related to this increase in parking fees, the drop in revenue from campus parking, the impact of covid on this revenue source, how campus shuttles factor into this fee structure, and the use of past revenue surplus on any parking budget debts incurred since FY19, the conversation turned to faculty concerns regarding why these fee increases were not taken to or discussed by the Faculty Senate Budget Committee, why they were not put on the UWG Website for feedback, and whether the increase of parking fees would cover shortfalls in other areas of the campus budget. Chair Williams moved to continue this discussion under new business as the increase in parking fees was an information item and not an action item that required Faculty Senate approval. (See [April 16, 2021 Zoom Meeting](#), beginning at 2:09:13).*

B) Yvonne Fuentes will serve as the Chair of the Facilities and Information Technology Committee for the 2021-2022 Academic Year

**Committee X: Rules Committee (Angela Branyon, Chair)**

**Action Item:**

A) UWG Policies and Procedure Manual (**Figure 7**)

1) Article IV, Section 2. J. 2

Request: Modify

*Item approved unanimously. This item will be brought to the General Faculty for a vote in August 2021 according to Article IV, Section 3 of the UWG Policies and Procedures Manual.*

*As there are several other committees going through the same modification process as UPC and GPC due to the reapportionment of the Faculty Senate after the reorganization of the colleges, all modifications to Article IV, Section 2.J. will be brought to the General Faculty for a vote as a block in August 2021 at the Fall General Faculty Meeting.*

*Chair Williams noted that the Faculty Senate will be meeting in June to approve these modifications, and Chair Branyon reminded the Faculty Senate Committee Chairs to please send those modifications to her in the next few weeks. The deadline for agenda items for the June 11, 2021 Faculty Senate meeting is June 4.*

**Information Item:**

A) Angela Branyon will continue to serve as the Chair of the Rules Committee for the 2021-2022 Academic Year.

## 6. Old Business

### 7. New Business

#### A) Virtual Faculty Senate Zoom Meetings for 2021-2022 Academic Year

*After some discussion regarding the effectiveness of holding Faculty Senate meetings virtually via Zoom, with specific reference to continued social distancing efforts during the pandemic, near perfect attendance among Senators, increased participation and engagement from the university and surrounding communities via livestream, and the importance of the meeting recordings for accuracy, transparency, and institutional memory, Chair Williams made a motion to continue holding Faculty Senate Meetings virtually via Zoom for the 2021-2022 Academic Year. The motion was seconded and passed with a vote of 39 in favor, 2 opposed, and 0 abstentions.*

#### B) Faculty Senate Chair-Elect Nominations

*Dr. Jeffrey Reber has been nominated for Chair-Elect, and the Faculty Senate accepted his nomination. As our bylaws state that at least two candidates shall be nominated for Chair-Elect, the nomination period has been extended through 9:00 am, Monday, April 19. The General Faculty will cast their votes for Chair-Elect of the Faculty Senate after the Spring 2021 General Faculty Meeting. A write in option will also be made available.*

#### C) Parking Policy Changes for the 2021-2022 Academic Year

*After a continued discussion of the information item presented by the Chair of the Facilities and Information Technology Dr. John Hansen in [Figure 6](#), Chair Williams made a motion, using the ideas and wording suggested by Dr. David Nickell, to recommend that the policy described in Dr. Hansen's report not be implemented until the matter is studied and faculty questions are answered. The motion was seconded and passed with a vote of 35 in favor, 2 opposed, and 2 abstentions.*

## 8. Announcements

#### A) General Education Assessment Committee Update

*Please read through any request emails that have been sent to you regarding General Education Assessment assignments, and please contact Dr. Angela Insenga or Ms. Amanda Thomas with any questions or concerns. The deadline to submit blinded artifacts is May 15, 2021. If you teach a class in Area B.1 and have an oral presentation as part of your general education assessment assignment, please look for an email with a streamlined method for reporting student performance on these presentations. No student oral presentation will be*

*submitted like written or multiple-choice tests are since it would be untenable. Instead, professors will score using the B.1 oral rubric and submit scores, and they only need to do so for the sampled students found in the original request email that was sent out two weeks ago. Thank you to everyone for your continued collaboration, goodwill, and hard work.*

B) [UWG Affinity Groups](#), Shawn Isaacs

*The University of West Georgia is now offering affinity groups – a source of connection outside of any professional role – to all members of faculty and staff as an opportunity to come together in a casual way to support one another through shared interests. A form is available on the website linked above if any faculty or staff members would like to start an affinity group of their own.*

C) Additional Announcements

- *The Help West Committee is planning a fundraiser to create a UWG family cookbook, and Faculty and staff are encouraged to share a favorite family recipe or two. This effort will serve our UWG employees who are experiencing emergency financial situations and are in need of a quick fund to pay a bill. The recipe book will be compiled with illustrations from the students in the UWG Art Department and from the children in the UWG Early Learning Center. They hope to have the UWG Cookbook ready to sell in the early fall. Faculty and Staff will soon be receiving an email with a link to a recipe template.*
- *Ingram Library will be sending pet grams to students, faculty, and staff during finals week to send a bit of cheer, good luck, and happiness as we wrap up the semester. The announcement and instructions should come in the next weekly Academic Affairs Newsletter.*
- *[The UWG Theatre Company](#) is ending its 2020-2021 “Fearless” Season with the production of Lisa Kron’s The Veri\*\*on Play. Kron is the author of the Tony Award-winning musical Fun Home. The Veri\*\*on Play will stream online April 28-May 2, 2021 on [showtix4u.com](#).*

9. Adjournment

*The meeting adjourned at 3:45 pm.*

Respectfully submitted by Colleen Vasconcellos, Executive Secretary of the Faculty Senate

## Figure 1

From: **John Haven** <[jhaven@westga.edu](mailto:jhaven@westga.edu)>  
Date: Fri, Apr 16, 2021 at 7:47 AM  
Subject: statement about the budget  
To: Laurie Kimbrel <[lkimbrel@westga.edu](mailto:lkimbrel@westga.edu)>  
Cc: Jon Preston <[jpreston@westga.edu](mailto:jpreston@westga.edu)>

Dr Kimbrel,

We are happy to report the USG/BOR allocated the institution an additional allocation of funds over the existing FY 21-year budget. In total, our appropriated budget rose just over \$2.6 million dollars, which at first glance may seem exciting, but as I mentioned yesterday, there are commitments and restrictions to address.

- \$232k is for O&M (operations and maintenance) so basically to help pay for the lights and AC at the new business building.
- \$237k to help cover new costs associated with retirement payments.
- We received \$150k in performance funding for face to face instruction. This was in recognition of the faculty's support of efforts to return to face to face instruction and the known positive outcomes of the students.
- As mentioned in the budget committee meeting, we had an FY22 budget cut from the enrollment decline from two years ago coming to us, and it was projected to be as high as \$1.49 million. We were fortunate that they credited us with "only" a \$1.1 million deficit. We really need everyone on campus involved in promoting the programs of the institution from a recruitment and a retention perspective, otherwise this will continue to impact us down the road. It should be noted this is focused on undergrad, so the growth of the grad program, while important, doesn't address this formula.

Of the \$2.6 million in new money, as described above, \$1.57 million is already spoken for. On top of that, I think you will recall that while we did cuts in FY 21, we took the immediate lapse cuts, but there was also a \$1.9 million enrollment reduction formula cut to absorb which wasn't fully dealt with. The remaining 'new money' plus the permanent elimination of the VSP lines from FY 21 will address this remaining gap, but doesn't leave the institution we significant new money to invest. This emphasizes the need to squeeze every penny of 'best first use spending' of every dollar we have in our budgets, which is partly behind the centralization of some funds or approval of distributed funds. The other of course is trying to ensure equity between departments and colleges – some inequity is historical and some is a byproduct of the re-org.

John S Haven III  
Vice President  
Business and Financial Services Division  
University of West Georgia  
Aycock Hall  
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[Carrollton, GA 30118](https://www.westga.edu/Carrollton-GA-30118)  
[jhaven@westga.edu](mailto:jhaven@westga.edu)  
678-839-6410

## Figure 2

From: **Jon Preston** <[jpreston@westga.edu](mailto:jpreston@westga.edu)>

Date: Thu, Apr 8, 2021 at 4:52 PM

Subject: Re: Meeting to discuss UWGPL 3002

To: Daniel K. Williams <[dkw@westga.edu](mailto:dkw@westga.edu)>, William Faucette <[faucette@westga.edu](mailto:faucette@westga.edu)>, Angela Branyon <[abranyon@westga.edu](mailto:abranyon@westga.edu)>, Laurie Kimbrel <[lkimbrel@westga.edu](mailto:lkimbrel@westga.edu)>

Cc: John Haven <[jhaven@westga.edu](mailto:jhaven@westga.edu)>

Thank you all for a very productive meeting this afternoon regarding the proposed 3002 policy. As we discussed...

I am very supportive of faculty and staff professional development and believe that having a strong core of faculty is an institutional strength in academics. Consequently, I affirm that professional development, including professional memberships, is of value to ensuring currency in our instruction and supports vibrant scholarship, research, and creative activity. Therefore, such memberships and professional development directly benefit the university and have my support, and I strongly believe in investing in the ongoing professional development of our faculty and staff. The review and approval of professional development and memberships is best carried out with local, disciplinary expertise, overseen within departments and colleges/schools.

I hope that you will convey my strongest support for faculty and staff and their ongoing professional development. I appreciate their dedication to their disciplines and in creating excellence at UWG.

Sincerely,

Jon

--

Jon A Preston, Ph.D.

*Provost and Senior Vice President of Academic Affairs*

**University of West Georgia**

[jpreston@westga.edu](mailto:jpreston@westga.edu)

678-839-6445

### Figure 3

#### Honors College Graduation Requirements:

- UWG Honors College course requirements are based on credit hours completed or transferred in to UWG at the time of the student's application and semester of entry into the program. See the Honors College Course requirements listed below.
- Submit an e-portfolio (This will be produced through HONR prefix required courses)
- Participate in undergraduate research.
- Submit and have approved an Honors Thesis Proposal in the second semester of your Junior year (between 75 and 90 credit hours).
- Submit an Honors Thesis prior to the week of finals in the semester of your graduation (see Honors Student Handbook for specifics about the Honors Thesis).
- Have at least a 3.2 Overall GPA

#### Honors College Course Requirements:

(updated November 2020)

The Honors College **course requirements** for incoming first-year students with **fewer than 15 credit hours of earned college credit have the following requirements:**

- Complete XIDS 2002 WDYKA the Honors College, HONR 2102, HONR 3102, HONR 4102 for a total of 5 credit hours. (XIDS 2002 may be waived with approval of the Honors Dean, but student will need an additional 2 hours of Honors Course Credit)
- Complete at least 24 additional hours of Honors course credit, including at least 6 hours at the 3000/4000 level. At least 6 hours should also be regular Honors Courses, not Honors Conversions.  
Note, scores of 4 or higher on AP exams and scores of 6 or higher on IB exams will count for Honors course credit.

Students with **at least 15 college credit hours will have the following course requirements:**

- **Students Entering with 15-29 Credit Hours:**
  - Complete HONR 2102, HONR 3102, HONR 4102
  - Complete at least 24 additional hours of Honors course credit, including at least 6 hours at the 3000/4000 level. At least **6 hours** should also be regular Honors Courses, not Honors Conversions.
- **Students Entering with 30-44 Credit Hours:**
  - Complete HONR 2102, HONR 3102, HONR 4102

- Complete at least 21 additional hours of Honors course credit, including at least 6 hours at the 3000/4000 level. At least **3 hours** should also be regular Honors Courses, not Honors Conversions.
- Note, scores of 4 or higher on AP exams and scores of 6 or higher on IB exams will count for Honors course credit
- **Students Entering with 45-59 Credit Hours:**
  - Complete HONR 2102, HONR 3102, HONR 4102
  - Complete at least 18 additional hours of Honors course credit **by completing Honors courses and/or converting regular courses for Honors credit**, including at least 6 hours at the 3000/4000 level.
  - Note, scores of 4 or higher on AP exams and scores of 6 or higher on IB exams will count for Honors course credit
- **Students Entering with 60 plus Credit Hours:**
  - Complete HONR 2102, HONR 3102, HONR 4102
  - Complete at least 15 additional hours of Honors course credit by completing Honors courses and/or converting regular courses for Honors credit.
  - Note, scores of 4 or higher on AP exams and scores of 6 or higher on IB exams will count for Honors course credit

**Continuing and Transfer Student Honors College Graduation Requirements:**

- Same as above with the following requirements:
  - In order to complete the Honors College curriculum requirements, students need to have four full-time semesters remaining prior to the intended graduation date.
  - UWG Honors College Curriculum Requirements are based on credit hours completed at the time of the student's application and the semester of entry into the program.
  - Transfer Students: The number of credits earned will be determined based on the calculation of hours earned prior to matriculation at University of West Georgia as they appear in a student's DegreeWorks/WolfWatch audit.
  - Transfer students who completed Honors Coursework at other Honors Programs or Colleges may be eligible to have those Honors credits used for their UWG Honors College graduation Requirements. However, students must complete a minimum of 5 Honors courses or conversions at University of West Georgia in addition to the HONR course requirements. (Note—this is for students who may have a lot of Honors transfer credits—they would need to complete at least our HONR courses according to their hours and a minimum of 15 hours.

*Approved by the Honors College Advisory Committee November 11, 2020.*

Figure 4



**Incomplete Grade Form**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Instructions:** A faculty member may assign a grade of “Incomplete” for medical reasons, personal/family reasons, or government obligations (e.g., jury duty, military service). The faculty member must provide the student and department chair with a detailed description of the work that remains to be completed. The Department office will maintain this form on file until the student completes the course. It is the responsibility of the faculty member to submit the grade change to the Registrar’s office when the work is completed.

Course Prefix and Number: \_\_\_\_\_ CRN: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Student’s grade to date, excluding work required to complete the course: \_\_\_\_\_

Reason for Incomplete Grade:  Medical  Personal/Family  Government Obligation (e.g., jury duty, military service)

**Note: It is the student’s responsibility to complete the work within the University’s time frame or the grade will automatically convert to an F.**

**Undergraduate Students:** A student must remove an “I” grade during the succeeding semester of enrollment or within one year, which-ever comes first; otherwise, the grade will be changed to “F”. For more information, see the Undergraduate Catalog: <https://catalog.westga.edu/content.php?catoid=14&navoid=938#grades-grade-points>

**Graduate Students:** An “I” must be removed by the completion of work within one calendar year or the “I” will become an “F”. For more information, see the Graduate Catalog: <https://catalog.westga.edu/content.php?catoid=15&navoid=997#grading-system-for-graduate-students>

Description of work to be completed	Due date(s)

<p><b>Faculty Member</b></p> <p>By signing below, the faculty member indicates the student has been assigned the grade of <i>Incomplete</i> and that the faculty member will submit the grade change when the work is completed within the required time frame.</p> <p>Printed Name: _____</p> <p>Signature: _____</p>	<p><b>Department Chair</b></p> <p>By signing below, the department chair attest to being made aware of the assignment of a grade of <i>Incomplete</i> by the faculty member.</p> <p>Printed Name: _____</p> <p>Signature: _____</p>
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## Figure 5.1

UWG Faculty Handbook section 207.04.F (p. 94)  
Procedures for Grade Appeals

### APPROVED FINAL VERSION

**F. Procedures.** The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal in writing, using the Student Grade Appeal Form.

#### 1. **Procedural Summary.** Grade appeals begin at the level of the Department Chair

a. **Department Chair**, or the associate dean if a chair of the department does not exist. Upon receipt of the written grade appeal, the Chair (1) consults with the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (4) examines the available documentation and (5) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing within 20 days of receiving the Student Grade Appeal Form and supporting documentation. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

b. **Dean (or Dean's Designee).** The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing within 20 days of receiving the Student Grade Appeal Form and all related documentation. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

c. **Provost (or Provost's Designee).** The Provost/designee submits the appeal to the chairperson of the Grade Appeals committee within 5 days of receiving the Student Grade Appeal Form and all related documentation for a hearing to be scheduled.

d. **Grade Appeals Committee.** At the conclusion of the hearing of the Grade Appeals committee, the chairperson of the committee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). The Chair shall only vote to break a tie. If a majority of the members of the Grade Appeals committee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student appeals rests with the president of the institution. ([See Section 4.7.1, Board of Regents Policy Manual, University System of Georgia](#)).

Figure 5.2

## STUDENT GRADE APPEAL FORM

### University of West Georgia

**INSTRUCTIONS:** Read the procedure for filing a **GRADE APPEAL** and the approval/decision process (See Page 3). Complete the first page of this form and attach the required support documentation.

The documents required include a description of the nature of appeal, the course syllabus, and any evidence or information to support your claim(s) such as emails, rubrics, graded assignments, and/or exams as appropriate.

This form may be completed online and printed for submission, or you may print the form and complete it (*PRINT or TYPE*) for submission. The student should first discuss concerns over awarded grades with the faculty member, prior to filing a formal grade appeal. If the grade appeal is unresolved, submit this form to the department chair.

**Please submit the form and ALL documentation NO later than the end of the semester following the assignment of the grade. Grade appeal forms will not be accepted after this deadline for any reason. This policy applies to Fall, Spring, and Summer semesters.**

Student Name:		ID Number:	
Contact Number:		Local Address:	
UWG Email:			

Is this submission being filed to appeal your academic suspension or dismissal? (Circle one) Yes or No

If **YES**, indicate your academic status: Suspension One Term  or One Year  or Academic Dismissal

Course Number and Section:		Course Title:	
Semester and Year:		Grade Awarded:	
Instructor(s) Name:		Department:	

Please indicate the type of appeal:

**Academic Dishonesty Grade Appeal** - If the faculty member assigned the grade due to an allegation of cheating, plagiarism, or some other act of academic dishonesty and the student wishes to pursue the appeal, the case should be considered an Academic Dishonesty Grade Appeal.

or

**Grade Determination Appeal** - If the reasons underlying the appeal are based on policy disagreements or alleged charges of arbitrary or unfair treatment by the involved faculty member, the appeal should be considered a Grade Determination Appeal.

**I have read and understand the policy and have attached to this form a copy of my written appeal and any supporting documents. I also understand that I may accept a decision at any point in this process or withdraw this appeal at any time.**

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STUDENT GRADE APPEAL FORM**  
**University of West Georgia**

**FACULTY USE ONLY:**

Faculty Member Name: _____	
I have met with the student and considered the basis for the appeal and stand by the grade.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**DEPARTMENT CHAIR USE ONLY:**

Department Chair Name: _____	
I have met with the student and considered the basis for the appeal and deny the grade appeal.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Department Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**DEAN or DESIGNEE USE ONLY:**

Dean or Designee Name: _____	
I have met with the student and considered the basis for the appeal and deny the grade appeal.	<input type="checkbox"/>
I have met with the student and considered the basis for the appeal and grant the grade appeal.	<input type="checkbox"/>

**Dean or Designee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Student: Please indicate if you accept the decision by initialing below.**

I accept the decision.  I do NOT accept the decision and want my appeal forwarded to the next level.

**PROVOST USE ONLY:**

Forwarded to the Provost Office on: _____ Subcommittee Hearing Date: _____	
Written Subcommittee Conclusions and Recommendations: Submitted to Provost/designee for information, review, and additional action. (Includes hearing transcripts/documentation)	
<b>Grade Appeal Subcommittee Chair Name (Please Print):</b> _____	
<b>Signature:</b> _____	<b>Date:</b> _____

# STUDENT GRADE APPEAL FORM

## University of West Georgia

### Procedure for Filing a Grade Appeal and the Approval/Decision Process

*(The complete policy regarding Grade Appeals can be found in the UWG Faculty Handbook, Section 207.04)*

Students have the right to appeal a grade by initiating an Academic Dishonesty Grade Appeal or Grade Determination Appeal (UWG Faculty Handbook 207.04). Grade appeals must be received no later than the end of the semester following the assignment of the grade concluded no later than one year (12 calendar months) after the assignment of the grade. This policy applies to Fall, Spring, and Summer semesters.

Grade appeals due to an allegation of Academic Dishonesty may be made as soon as a grade penalty has been levied against a student based on such an allegation (UWG Faculty Handbook 207.04.F.2.a). Grade Determination Appeals must be made after the final course grade is assigned (UWG Faculty Handbook 207.04.F.2.b). All Appeals must be submitted in writing, using the **UWG Student Grade Appeal Form**, available from the Provost's website, and following the procedures outlined below

Note: Academic Suspension (term or one year) or Academic Dismissal may only be reviewed through the grade appeal or hardship withdrawal process. A Suspension or Dismissal will not be overturned until the grade appeal or hardship withdrawal is processed. (UWG Faculty Handbook, Section 207.05)

#### Approval and Decision Process

**Upon receipt of a Grade Appeal Form and required documents, each reviewer listed below will complete the following:**

- (1) consult with the student,**
- (2) determine whether the grade appeal is appropriately categorized as Academic Dishonesty Grade Appeal or a Grade Determination Appeal,**
- (3) examine the available documentation and request additional documentation as deemed necessary, and**
- (4) deny or grant the appeal and change the grade if appropriate and submit a narrative and/or support documentation for the decision.**

#### Step 1: Present concerns to the Faculty Member

The student should begin this appeals process by first presenting their concerns to the faculty member regarding their grade. Within 10 business days, written notification of the decision will be sent to the student, explaining the student's right to appeal to the Department Chair level. If dissatisfied with the discussion with the faculty member the student can initiate a grade appeal using the Student Grade Appeal Form.

#### Step 2: Department Chair Review

Within 20 business days, written notification of the decision will be sent to the student, explaining the student's right to appeal to the College/School Dean. The decision may be to either deny or grant the appeal and change the grade. The student may accept the denial decision that will halt the appeal process or request the appeal and all associated documentation to be forwarded to the Dean.

Note: Students must indicate their decision in writing on the Grade Appeal Form within 10 business days after the initial notification is received.

#### Step 3: College/School Dean

Within 20 business days, the Dean or their designee will review the appeal, all associated documentation, and available evidence to render a decision. The decision may be to either deny or grant the appeal and change the grade. Written notification of the decision will be sent to the student, explaining the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. The student may accept the denial decision that will halt the appeal process or request the appeal and all associated documentation to be forwarded to the Provost.

Note: Students must indicate their decision in writing on the Grade Appeal Form within 10 business days after the initial notification is received.

#### Step 4: Provost

The Provost or their designee shall submit the appeal to the chairperson of the Grade Appeals Subcommittee within 5 business days for a hearing and subsequent decision. All documentation forwarded to the Provost's Office should include all forms, documentation, and decision statements from the previous levels.

#### Step 4: Grade Appeals Subcommittee

The Grade Appeals Subcommittee will hold a hearing to review the appeal and all forwarded documentation. After the hearing, the Subcommittee chairperson will submit their written conclusion and recommendations to the Provost or designee within 10 business days (For example, change of grade or further judicial sanctions.). An official letter indicating the decision of the Grade Appeals Subcommittee will be mailed to the student's address on file.

Final authority for all student appeals rests with the president of the institution (See Section 4.7.1 Student Appeals, BOR Manual.).

**Figure 6**

**Points of Information from Facilities and Information Technology Committee  
Changes in the Parking Policy for 2021/2022**

There will be an increase in parking fees in the 2021-2022 academic year. Comparing the financials for year 2019 with that for year 2021 the revenues from fees and citations are shown below:

	<u>Fy2019</u>	<u>*Fy2021</u>
Fees	\$1, 618, 231	\$1, 472, 475
Citations	<u>\$ 255, 725</u>	<u>\$ 135, 000</u>
	\$1, 873, 956	\$1, 607, 475

While the debt service for 6243 parking spaces, operations, equipment, and staffing came to

Parking Spaces	\$ 486, 000	\$520, 000
Operations/Equip.	\$ 329, 954	\$273, 475
Staffing	<u>\$1, 054, 802</u>	<u>\$814, 000</u>
Surplus / Loss	\$ 3, 200	\$ 0

\*Number of drivers for 2021 have been reduced from 23 to 12.

UWG’s administrative parking fees are not in alignment with that of comparable universities in the state. The list below shows comparisons.

UWG	\$15 annual
Georgia Southern:	\$100
Kennesaw State:	\$276 Premium, or Economy \$120
Valdosta State:	\$85 Faculty and Administration, \$45 Staff
Augusta:	\$180 (Summerville location), \$1020 (reserved), \$60 (part-time)
Georgia College:	\$120
North Georgia:	\$200 for full time, \$100 for part time
Columbus State:	\$90, Reserved Spaces: \$180

To help cover projected costs in 2022 a sliding parking fee is being implemented, where the parking fee will be adjusted to salary, shown in the table below.

Fy2022 Parking Fees for Faculty and Staff Sliding Scale Model

Annual Pay/Salary Scale	Fall/Spring	At Current (\$15)	Annual Fee (approx.)	Annual Fee Revenue Generated
0 to 34,999	299	\$4,485	\$15	\$4,485
35,000 to 34,999	386	\$5,790	\$35	\$13,510
50,000 to 74,999	518	\$7,770	\$50	\$25,900
75,000 to 99,999	150	\$2,250	\$75	\$11,250
100,000 to 124,999	66	\$990	\$100	\$6,600
125,000 to 149,999	23	\$345	\$125	\$2,875
150,000 to 174,999	10	\$150	\$150	\$1,500
175,000 to 199,999	3	\$45	\$175	\$525
199,000 to 250,000	8	\$120	\$200	\$1,600
	<u>1,463</u>	<u>\$21,945</u>		<u>\$68,245</u>

## Figure 7

UWG *Policies and Procedures Manual*

Modification Proposal for Article IV, Section 2.J.2

### APPROVED REVISED VERSION

#### 1. Graduate Programs Committee

**Purpose:** to receive and consider requests for modifications to the graduate curriculum as specified in the [UWG Shared Governance Procedures for Modifications to Academic Programs](#) and to advise the Provost and Vice President for Academic Affairs on said requests; to recommend policies and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy, eligibility for graduation, and appeals; to advise on incorporating diversity, equity, and inclusion into curricula as appropriate; as well as to review comprehensive program reviews, and to develop policies regarding graduate faculty.

**Membership:** five Senators; seven faculty, one elected from each of the four colleges (CACSI, COE, RCOB, and University College), the School of Nursing, Mass Communications, and the Library; two administrators: the Dean of the Graduate School and one appointed by the Provost; the Registrar; one student, appointed by the Dean of the Graduate School. (Total: 16)