

## Faculty Senate Minutes

November 10, 2017

Approved Electronically, December 10, 2017

1. Call to order

*Dr. Farmer called the meeting to order at 3:00 p.m.*

2. Roll call

*Present:*

*Barbour, Chwialkowska, Dahms, DeFoor, Edelman, Elman, Fleming (sub. Beznosov), Fujita, Green, Guo, Hipchen, Hoang, Hong, Johnson (sub. Pregot), Khodkar, Lee, McKendry-Smith, Merrem, Miller, Moon, Neely, Reber, Remshagen, Robinson, Schroer, Smallwood, Stanfield, Sterling, Stuart, Tweraser, Varga, Vasconcellos, Velez-Castrillon, Webb, Welch, Williams, Willox, Zamostny, and Zot.*

*Absent:*

*Bertau, Bohannon, Cormican, Dutt, Henderson, Morris, Penco, Perryman, Rutledge, Schoon, Trotman-Scott, and Self*

3. Approval of Minutes from October 13, 2017

*Minutes were unanimously approved by voice vote.*

**Committee I: Undergraduate Programs Committee (Nick Sterling, Chair)**

**Action Items:**

A) College of Arts and Humanities

1) English and Philosophy Department

a) [Certificate in Publishing and Editing](#)

Request: Add

*Item approved unanimously*

b) [Minor in Creative Writing](#)

Request: Modify

*Item approved unanimously*

c) [ENGL 3410: Technology for Editors and Writers](#)

Request: Add

*Item approved unanimously*

d) [ENGL 4405: Publishing and Editing](#)

Request: Add

*Item approved unanimously*

B) College of Education

1) Early Childhood Through Secondary Education Department

- a) [Bachelor of Science with a Major in Early Childhood Education](#)

Request: Modify

*Item approved unanimously*

2) Sport Management, Wellness, and Physical Education Department

- a) [CMWL 4685: Special Topics in Health and Community Wellness](#)

Request: Add

*Item approved unanimously*

C) College of Science and Mathematics

- a) [XIDS 2002: STEM and Makerspace](#)

Request: Add

*Item approved unanimously*

D) School of Nursing

1) Nursing Department

- a) [Bachelor of Science in Nursing](#)

Request: Modify (minimum program GPA to remain in “Undecided Health/  
Nursing Interest Major”)

*Item approved unanimously*

- b) [Bachelor of Science in Nursing](#)

Request: Modify (remove NURS 2102 from core area F, and replace with other  
electives)

*Item approved unanimously*

**Committee II: Graduate Program Committee (Susan Hall Webb, Chair)**

**Action Item:**

A) College of Education

1) Early Childhood Through Secondary Education Department

- a) [STEM Education Endorsement Program](#)

Request: Add

*Item approved unanimously*

**Information Item:**

- A) College of Arts and Humanities
  - 1) Department of English and Philosophy
    - a) [Master of Arts with a Major in English](#)  
Request: Modify

**Committee IX: Budget Committee (Leanne DeFoor, Chair)**

**Information Items:**

- A) Budget Committee Update, Leanne DeFoor

*Chair DeFoor shared two of the committee's ongoing discussions: whether going from 88 to 89% of the CUPA median would be possible this year because of the impending eTuition reductions and how to handle issues of salary compression. On this second subject, Leanne extended an invitation for any studies on salary compression faculty may have, as the committee will devote its November meeting to this subject.*

- B) FY19 Budget Request and eTuition update, Kyle Marrero

*President Marrero shared the FY19 Budget Request (**Figure One**). Items 1-40 reflect instructional and administrative requests gathered from need inventories. Numbers 39 and 40 indicate a commitment to raises (to the current 88% CUPA median) for those earning tenure and or promotion. However, there will not be enough funding for a move from 88 to 89% of the CUPA median in this representation.*

*Items 40-57 on the FY19 Budget Request document list the positions in Academic Affairs currently funded by eTuition dollars. In this section of the document, the budget reconciles the loss of eTuition dollars with other sources of revenue to ensure that these positions are funded.*

*The total requested budget is 4.5 million dollars from allocation or allocation and minimal tuition increases, if allowed.*

5. Old Business

6. New Business

- A) Transition from ADP to OneUSG Connect, Rodney Byrd, Patricia Durrough, and Dan Lewis (**Figure Two**)
- B) The Student Affairs Committee of Faculty Senate is reviewing UWG Procedure 3.8.1, "First Amendment and Protected Activity on Campus," at the next meeting on Friday,

November 17<sup>th</sup> at 11:00 a.m. (**Figure Three**). Please send any questions or feedback to your representative no later than Thursday, November 16 at 5:00 p.m.

7. Announcements

A) Senate Liaison reports

*There were no reports from Senate Liaisons.*

8. Adjournment

*Chair Farmer adjourned the meeting at 4:04 p.m.*

Respectfully Submitted,

Dr. Angela Insenga

Associate Professor of English

Executive Secretary of the Faculty Senate and General Faculty

## **Figure One**

## FY19 Budget Request - Final

Priority	Div	FTE	Item	State/Tui	Cummulative
1	AA		QEP	\$50,000	\$50,000
2	AA	1.0	OFE Dept Assistant COE	\$50,412	\$100,412
3	AA	1.0	Education Research Faculty TT	\$82,100	\$182,512
4	AA	1.0	Geoscience TT Faculty	\$21,830	\$204,342
5	AA	1.0	Math Instructor NTT	\$61,516	\$265,858
6	AA	1.0	Math Instructor NTT	\$61,516	\$327,374
7	AA	1.0	Math Instructor NTT	\$61,516	\$388,890
8	AA	1.0	Management Lecturer NTT	\$99,522	\$488,412
9	AA	1.0	Education Research Faculty TT	\$82,100	\$570,512
10	AA	1.0	Nursing Assoc Prof TT	\$109,380	\$679,892
11	AA	1.0	Health/Comm Wellness Instructor	\$67,220	\$747,112
12	AA	1.0	Criminology Lecturer	\$57,303	\$804,415
13	AA	1.0	Mass Comm Professional Staff	\$12,400	\$816,815
14	AA	1.0	Music Assist Prof TT	\$75,150	\$891,965
15	AA	1.0	Economics Faculty TT	\$121,036	\$1,013,001
16	AA	1.0	Sociology Lecturer	\$54,002	\$1,067,003
17	SAEM	1.0	Assoc Director Advising Center	\$82,100	\$1,149,103
18	ITS	1.0	Cybersecurity-Malware Protection	\$28,000	\$1,177,103
19	AA	0.5	Dept Assistant Sr Biology (.5)	\$32,121	\$1,209,224
20	AA	1.0	Art Assist Professor TT	\$69,700	\$1,278,924
21	AA	1.0	Criminology Assist Prof TT	\$74,660	\$1,353,584
22	AA	1.0	Costume Shop Coordinator	\$51,100	\$1,404,684
23	AA	1.0	Professional Advisor-Newnan	\$52,593	\$1,457,277
24	SAEM	1.0	Dept Associate (CALV)	\$58,587	\$1,515,864
25	AA	1.0	Academic Advisor - RCOB	\$52,593	\$1,568,457
26	B&F	1.0	Mail Clerk, 9 mos	\$33,491	\$1,601,948
27	AA	1.0	Library Facilities Manager	\$74,928	\$1,676,876
28	AA	1.0	SON Admin Assist Exec to Dean	\$57,369	\$1,734,245
29	AA	0.5	History Dept Assist Sr PT (.5)	\$22,189	\$1,756,434
30	SAEM	1.0	Visit Coordinator (admissions)	\$45,198	\$1,801,631
31	SAEM	1.0	Coordinator Student Transition	\$52,087	\$1,853,718
32	SAEM	1.0	Assoc Director Enrollment Center	\$74,169	\$1,927,887
33	ITS		Internet Access Hi-Availability	\$30,000	\$1,957,887
34	B&F	1.0	Shipping & Receiving Clerk - Sr	\$42,088	\$1,999,975
35	B&F	1.0	Records Clerk - UPD PG5	\$45,198	\$2,045,173
36	SAEM	1.0	Event Production (CC)	\$66,570	\$2,111,743
37	AA		AVP Research (chnge from Director)	\$53,450	\$2,165,193
38	AA	3.0	COSM Academic Advisors (3)	\$157,779	\$2,322,972
39	AA		Faculty P&T	\$254,000	\$2,576,972
40	All		Equity Salary Study	\$300,000	\$2,876,972
<b>36.0 Sub Total</b>				<b>\$2,876,972</b>	

Priority	Div	FTE	Item	State/Tui	Cummulative
<i>Replacing eTuition Tenured/Tenured Track Faculty:</i>					
41	AA	1.0	Nursing Tenured Faculty & EdD Director	\$136,485	\$3,013,457
42	AA	1.0	Spanish Tenured Faculty	\$77,931	\$3,091,388
43	AA	1.0	Accounting Tenured Faculty	\$165,002	\$3,256,390
44	AA	1.0	Ingram Library Tenured Faculty	\$102,206	\$3,358,596
45	AA	1.0	Management Tenured Faculty	\$139,614	\$3,498,210
46	AA	1.0	Management Tenured Faculty	\$148,654	\$3,646,864
47	AA	1.0	Nursing Tenure Track Faculty	\$92,900	\$3,739,764
48	AA	1.0	LSI-COE Tenure Track Faculty -Admin &Supervision	\$81,066	\$3,820,830
49	AA	1.0	COE Tenure Track Faculty	\$77,510	\$3,898,339
50	AA	1.0	Criminology/Tenure Track Faculty	\$89,033	\$3,987,372
51	AA	1.0	Mass Communications Tenure Track Faculty	\$75,564	\$4,062,936
52	AA	1.0	Psychology Tenure Track Faculty	\$80,724	\$4,143,660
53	AA	1.0	Art Tenure Track Faculty	\$69,781	\$4,213,441
54	AA	1.0	COE-Instructional Technology Tenure Track Faculty	\$80,127	\$4,293,568
55	AA	1.0	COE-Comm. & Science Disorders Tenure Track Faculty	\$78,602	\$4,372,169
56	AA	1.0	Criminology Tenure Track Faculty	\$73,380	\$4,445,549
57	AA	0.5	Chemistry Tenured Faculty	\$65,876	\$4,511,426
<b>16.5 Sub Total eTuition*</b>				<b>\$1,634,454</b>	
<b>52.5 Total Request</b>				<b>\$4,511,426</b>	

*Total eTuition funding request with \$808,864 internal	\$2,443,318
Requested from State/Tuition Increase	(\$1,634,454)
Reduction to Distance Learning budget	(\$100,000)
Redirect from state allocation for eCampus	(\$250,000)
FY18 eTuition Growth (not allocated)	(\$210,000)
FY18 General Tuition Growth (not allocated)	(\$248,864)
<b>Balance to Reduce</b>	<b>\$0</b>

## Figure Two

# OneUSG Connect Change Network

University of West Georgia



# OneUSG Connect

A USG initiative to develop and implement a consistent approach to policies, procedures, and technology solutions associated with PeopleSoft Human Capital Management (HCM).

The goal is to reduce costs, streamline processes, and have uniform guidelines with centralized support.

# Project Team

Team Member	Role
Dale Driver	Project Manager
Rodney Byrd	Functional Manager (Payroll/Benefits)
Elizabeth Baker	Functional Manager (Budget)
Cole Stratton	Functional Manager (Budget)
Dan Lewis	Change Management (Communications)
Patricia Durrough	Change Management (Training)
Hugh Russell	Technical Manager
Lisa Kunkler	Functional Manager (Commitment Accounting)
Suzanne Garrett	Functional Manager (Faculty Events)
Paula Kepes	Functional Manager (HR Employment)
Karen Hulse	Functional Manager (HR Employment)

# Implementation Timeline

July 2017	January 2018	April 2018	January 2019	July 2019	January 2020
<ul style="list-style-type: none"> <li>Columbus State University</li> <li>Georgia College &amp; State University</li> <li>Georgia Gwinnett College</li> <li>Georgia Southwestern State University</li> <li>Valdosta State University</li> <li>University System Office</li> </ul>	<ul style="list-style-type: none"> <li>Abraham Baldwin Agricultural College / Bainbridge State College</li> <li>Georgia Southern University / Armstrong State University</li> <li>Fort Valley State University</li> <li>Georgia State University</li> <li>Gordon State College</li> <li>Middle Georgia State University</li> </ul>	<ul style="list-style-type: none"> <li>Albany State University / Darton State College</li> <li>Atlanta Metropolitan State College</li> <li>College of Coastal Georgia</li> <li>Clayton State University</li> <li>Dalton State College</li> <li>East Georgia State College</li> <li>Georgia Highlands College</li> <li>Kennesaw State University</li> <li>Savannah State University</li> <li>South Georgia State College</li> <li>University of North Georgia</li> <li>University of West Georgia</li> </ul>	<ul style="list-style-type: none"> <li>University of Georgia</li> </ul>	<ul style="list-style-type: none"> <li>Augusta University</li> <li>Research</li> <li>Comprehensive</li> <li>State Universities</li> <li>State Colleges</li> </ul>	<ul style="list-style-type: none"> <li>Georgia Institute of Technology</li> </ul>

# Go Live

MARCH/APRIL 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 First bi-weekly pay period begins for OneUSG	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13 First pay date for OneUSG	14

# Project Information



Employee  
Self Service

Provides employees an online easy-to-use tool for:

- updating personal information
- submitting time sheets
- requesting leave
- reviewing payroll information

# Project Information



Manager  
Self Service

Provides managers with an online easy-to-use tool for:

- approving time and absence request
- initiating/approving PAR's
- reviewing team information

# Project Information



Faculty Data  
Self Service

Provides faculty with an online easy-to-use tool for:

- Managing faculty-specific needs including tenure and events, such as presentations or publications.

# What's Changing?



Login

Java Environment

PC Accessible

Entering Absences directly on the timecard



**ORACLE®**

PEOPLESOFT

Single Sign-on

No Java

Mobile Friendly

All Absences must be requested electronically; no absences may be placed on the time sheet manually.

# What's Changing?



Pay Week: Saturday to Friday

Work Schedule not used

Time Card Approval

No Manager Self Service (PAR's)

Preferred Name

ORACLE®

PEOPLESOFT

Pay Week: Sunday to Saturday

Work Schedule for ALL employees

Reports to vs. Time and Absence Approval

Manager Self Service

Legal Name



# The “Fluid” Environment



# Resources Available

- Website: <https://www.westga.edu/hr/oneusg-dev/>
  - YouTube Video Tutorials
  - Job Aids
  - FAQ's
- Instructor-led Training
- Open Forums

Questions?



## **Figure Three**

## **UWG PROCEDURE 3.8.1, First Amendment and Protected Activity on Campus**

### **Authority: UWG POLICY 3.8 (Student Conduct and Discipline)**

The Chief Legal Officer establishes the following procedures for compliance with the First Amendment and Protected Activity on Campus as authorized by UWG Policy 3.8 on Student Conduct and Discipline:

#### **A. Statement of Purpose**

The University of West Georgia ("UWG or the University") places great importance on First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University remains firmly committed to affording groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. In order to achieve this objective, while at the same time ensuring that the University fulfills its educational mission, the University may regulate the time, place, and manner of expression to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property, and provide a secure environment to individuals exercising freedom of expression. The University will not use this Procedure to regulate content or viewpoints, as further explained in Paragraph F. below.

#### **B. Definitions**

For the purposes of this Procedure, the following definitions apply:

1. **Campus** –UWG-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries.
2. **First Amendment Speech** – freedom of speech as guaranteed by the First Amendment to the Constitution of the United States; this *DOES NOT* include speech or expression that violates relevant speech provisions in the University's policies or procedures on anti-bullying (see UWG Procedure 3.8.2), sales and solicitation (see UWG Procedures 5.5.1, 5.5.2, and 5.5.3), or civil rights (see UWG Procedure 6.2.5), or that violates any other applicable UWG or BOR conduct policy or procedure, or any applicable Federal or Georgia law. [NOTE: Employees should be aware that they are subject to more restrictions based upon BOR policy and employment laws. Please contact University General Counsel with any questions regarding permitted activity.]
3. **Free Expression Areas** – open outside areas, that are not used for administrative purposes related to the operation of the University or for educationally related activities, that are generally available to the University Community for **First Amendment Speech**. This includes areas approved by the President of UWG and published in Appendix A to this Procedure. At a minimum, this includes the areas between the UCC and the UCC fountain; the grassy area behind the UCC fountain; and the areas between the Campus Center and the Library.
4. **University Community** - (1) all persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, and (2) recognized University-affiliated entities including University departments, foundations, and registered University student organizations.

#### **C. Procedures for University Affiliated Speakers**

**Free Expression Areas** of campus may be used for **First Amendment Speech** by members of the University Community, subject to the restrictions in Paragraph E., and based on availability on a first-come, first-served basis, so long as other individuals or groups have not first reserved the space. In the

event that conflicts arise due to unscheduled **First Amendment Speech**, and those conflicts cannot be reasonably resolved by relocating the previously scheduled event, the following order of precedence shall govern:

1. Official recurring University sponsored events and activities (i.e. homecoming, etc.);
2. Recognized and recurring student organizations' events and activities;
3. Student events and activities scheduled at least two weeks in advance;
4. Unscheduled **First Amendment Speech** by currently enrolled students; and
5. All other activity on Campus.

The University encourages all parties who are members of the University Community and are seeking to use Campus facilities for **First Amendment Speech** to contact the office of the Chief Auxiliary Officer to minimize conflicts and accommodate all interested users.

Groups of fifty (50) or more persons wishing to gather in the **Free Expression Areas** must contact one of the following as soon as possible: - (1) for calls made Monday through Friday from 8:00 to 5:00 p.m., contact Auxiliary Services at (678) 839-6525; (2) for calls made at all other hours, contact the University Police at (678) 839-6000. Prior notice is requested to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the space, and that sufficient University resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as very recent or still-unfolding news developments, the person or group should provide the University with as much advance notice as circumstances reasonably permit.

#### **D. Procedures for Non-University Affiliated Speakers**

Individuals or groups who are not members of the University Community or the sponsored guest(s) of a member of the University Community are restricted to the open area in front of the University Community Center for purposes related to **First Amendment Speech**. All speakers must submit a completed Facility Use Request form (see Appendix B) and must obtain prior approval in writing for use of the area from the Chief Auxiliary Officer or designee. Non-University Affiliated speakers may only utilize the area between the hours of 8:00 am and 5:00 pm Monday through Friday, and must comply with all requirements set forth in Paragraph E. below.

#### **E. Restrictions and Authority to Deny Use**

The University reserves the right to deny or change the location or time for the use of any area on Campus for **First Amendment Speech** if the activity:

1. Attracts a crowd larger than the requested location can safely contain;
2. Significantly disrupts University activities inside or outside of buildings (including classes);
3. Significantly disrupts previously-scheduled campus events;
4. Obstructs entrances or exits to buildings;
5. Obstructs vehicular or pedestrian traffic; or
6. Represents a significant threat to public safety or property, per the discretion of the President, Chief Health Officer, University Police Chief, or one of their designees.

#### **F. Administration of Protected Speech or Expression on Campus**

When assessing **First Amendment Speech**, University personnel must not consider, nor impose, restrictions on individuals or organizations based on the content or viewpoint of the expression or the possible reaction to that expression, except to the extent such factors are relevant to assessing

appropriate security measures. In the event that other persons react negatively to this expression, University personnel (including University Police) shall take all necessary steps to ensure public safety while allowing the **First Amendment Speech** to continue. University Police and the President maintain ultimate discretion to end any activity if it is deemed to be a significant threat to campus safety.

Questions about this policy may be directed to:

Chief Auxiliary Officer

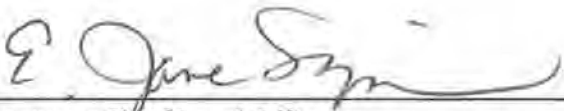
University Community Center

University of West Georgia

Tel: (678) 839-6525; Fax: (678) 839-5073

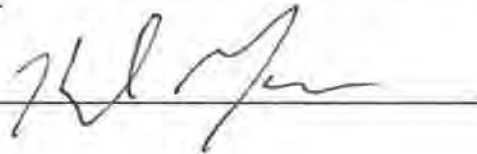
[auxent@westga.edu](mailto:auxent@westga.edu)

*Issued by the Chief Legal Officer, the 2 day of Nov., 2016.*



Signature, Chief Legal Officer

Reviewed by President:



Previous versions:

*Student Handbook - Freedom of Expression*


*Student Handbook - Speeches, Demonstrations, Distribution of Written Material Policy Governing Outdoor Speeches, Demonstrations, Distribution of Written Material and Marches*

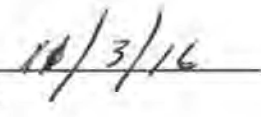
**APPENDIX A**

**FIRST AMENDMENT AREAS ESTABLISHED AT UWG**

- Open areas between the UCC and the UCC fountain
- The grassy area behind the UCC fountain
- Open areas between the Campus Center and the Library
- Love Valley
- In front of Z6

Approved by University of West Georgia President:

  
SIGNATURE

  
DATE