

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

**February 27, 2015
Approved March 27, 2015**

1. Meeting convened in room 1-203 of the Technology-enhanced Learning Center and called to order by Elizabeth Kramer, Chair
2. Roll call

Present

Basu-Dutt, Blair, Boldt, Butler, Connell, DeFoor, DeSilva, Elman, Erben, Farmer, Debra Dwight (substituting for Farran), Geisler, Gerhardt, Griffith, L. Haynes, C. Johnson, Keim, Lopez, Rob Sanders (substituting for Mbaye), McCord, McCullers, McGuire, McKendry-Smith, Meg Pearson (substituting for L. Miller), Mary Alice Varga (substituting for Mindrila), Cale Self (substituting for Neely), Ogletree, Remshagen, J. Roberts, C. Schroer, Seay, Skott-Myhre, Stanfield, Steere, Velez-Castrillon, Webb, Welch, Williams, Willox, Woodward, Xu, Yates

Absent

Banford, Faucette, Insenga, L. Robinson, Tekippe

3. Approval of minutes of January 23 (see [Addendum I](#))

Kramer, Chair, proposed that the following agenda items be amended:

1. Change the following Committee I item from action to information.
 - a. College of Social Sciences
 - i. Department of Sociology
 - ii. Program: Bachelor of Science in Sociology
 - iii. Request: Modify
2. Committee II requested the acceptance of the correct syllabus for ENGL 5005

Both edits to the agenda were approved unanimously by voice vote.

4. Committee reports

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

Action Items:

- A) College of Arts and Humanities
 - 1) Department of English
 - a) Course: ENGL 4238 Methods for Teaching Secondary English
Request: Modify
 - b) Program: BA with a Major in English
Request: Modify

Items approved unanimously by voice vote

- B) College of Science and Mathematics
 - 1) Department of Biology
 - a) Course: BIOL 2021 Human Anatomy and Physiology I
Request: Modify

Item approved unanimously by voice vote

- 2) Department of Physics
 - a) Program: Bachelor of Science with a Major in Physics
Request: Modify

Item approved unanimously by voice vote

Information Items:

- A) College of Social Sciences
 - 1) Department of Sociology
 - a) Program: Bachelor of Science in Sociology
Request: Modify
- B) College of Education
 - 2) Department of Leadership and Instruction
 - b) Program: Bachelor of Science in Education with a Major in Middle Grades Education
Request: Terminate
- C) College of Science and Mathematics
 - 1) Department of Mathematics
 - a) Program: Bachelor of Arts with a Major in Mathematics
Request: Deactivate

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

Action Items:

- A) College of Social Sciences
 - 1) Political Science Department
 - a) Course: POLS 6287 Comprehensive Research Project
Request: Add

Item approved unanimously by voice vote

- B) College of Arts and Humanities
 - 1) English and Philosophy Department
 - a) Course: ENGL 5000 Studies in British Literature I
Request: Add
 - b) Course: ENGL 5002 Studies in British Literature II
Request: Add
 - c) Course: ENGL 5003 Studies in American Literature I
Request: Add

- d) Course: ENGL 5005 Studies in American Literature II
Request: Add

Items approved unanimously by voice vote

Committee IV: Academic Policies Committee (Susana Velez-Castrillon, Chair)

Action Items:

- A) Proposed changes to the Faculty Handbook in the following section:
Grade Appeal Policy -208.04
Section F. Procedures
1. Procedural Summary
a. Department Chair

Prelude: The Academic Policies committee has discussed the current Grade Appeal Policy presented in the Faculty Handbook. Faculty members have raised the concern that the current policy leaves the course instructor out of the Grade Appeal Procedures. The Academic Policies committee suggests including a recommendation for consultation of the Grade Appeal with the instructor, but recognizes that this discussion cannot be mandatory.

The proposed changes are as follows:

Grade Appeal Policy – 208.04

F. Procedures. The student initiates the grade appeal in writing, using the Student Grade Appeal Form available from the Provost's [website](#). Students are encouraged (although not required) to present grade concerns to the faculty member before initiating a formal grade appeal.

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

a. Department Chair. 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. 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).

- A) Proposed changes to the Student Grade Appeal Form to reflect the new Grade Appeal Procedure:

The following statement and signature line for the faculty member will be added to the Department chair box:

“I have reviewed the student's grade appeal and stand by the grade.”

Items approved unanimously by voice vote

- B) Proposed changes to the Faculty Handbook in the following section:
Grade Appeal Policy -208.04
Section F. Procedures
1. Procedural Summary
d. Grade Appeals Subcommittee

Prelude: It has been brought to the attention of the AP committee that the Grade Appeal Policy lacks a procedure to follow if the Grade Appeals Subcommittee has a mixed vote on a student's appeal.

Discussion: The Academic Policies Committee proposed to change the Faculty handbook to address the process. A discussion raised some questions about the finality of a decision at a couple of levels. One recommendation is that the chair of the appeals committee should only vote when there is a tie. Another concern was raised about the potential for the process being caught in a procedural loop. Other scenarios were suggested and additional questions were raised about the overall clarity of the process.

The chair chose to withdraw the motion and return the item to the committee for further review.

- C) Proposed Changes to the Undergraduate and Graduate catalog:

Prelude: Last year the Academic Policies Committee and Faculty Senate approved the revised Attendance Policy (Faculty Handbook 204). The language changes were published in the Student Handbook and also the 2015-2016 undergraduate and graduate catalogs. However, in the catalogs, the information is placed under the old title "Class Absence."

Undergraduate Catalog - Class Absence: <http://www.westga.edu/assets/docs/catalogs/UG-full-current/1766.htm>

Graduate Catalog - Class Absence <http://www.westga.edu/assets/docs/catalogs/UG-full-current/1766.htm>

Proposal: In order for the Undergraduate and Graduate catalogs to be in accordance with the revised attendance policy, the Academic Policy Committee proposes that the title "Class Absence" be changed to "Attendance Policy." The Faculty Senate will need to approve this in order for it to be listed differently in next year's catalogs.

Item approved unanimously by voice vote

Information Item:

- D) Plagiarism

The Faculty Senate tasked the Academic Policies Committee with discussing the issue of plagiarism on campus and developing strategies to address this problem.

There is a dishonesty reporting form that goes to a central reporting data base to see if patterns of academic dishonesty may be found in multiple classes that the reported student has taken.

The instructions for reporting academic dishonesty can be found at the following:

http://www.westga.edu/assetsDept/vpaa/Academic_Dishonesty.pdf and the Common Language for Course Syllabi, http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

The committee also recommended interactions between the student government president and the AP and Student Affairs committees. There could be faculty development through the library's Good Librarians series and possible faculty training sessions.

Committee VI: Strategic Planning Committee (Nadya Williams, Chair)

Information Item:

A) Catalog language for core areas C-E to include the new QEP Learning Outcomes:

Embedded QEP Learning Outcomes: Language for the Undergraduate Catalog

Area C new language: Students will demonstrate knowledge of the foundational concepts of artistic, intellectual, or literary achievement, adapting written communication to specific purposes and audiences.

Area D new language: Use appropriate scientific tools and instruments to acquire data, process information, and communicate results, adapting written communication to specific purposes and audiences.

Area E new language: Students will demonstrate that they have developed an understanding of the political and legal processes of the U.S. and Georgia, and an understanding of the terminology of political science and U.S. politics, adapting written communication to specific purposes and audiences.

Committee VIII: Technology Committee (Craig Schroer, Chair)

Information Item (see <http://bit.ly/1wa3WuL>):

A) Recommendations for Marketplace Relocation to a Non-UWG Service (draft)

Schroer provided an overview of the draft being considered for faculty Marketplace Relocation and possible platforms.

7. Announcements

Susana Velez-Castrillon announced updates to the *Best of the West* Awards and presentations.

8. The meeting adjourned at 3:56 p.m.

Respectfully submitted,

Dawn Harmon McCord

for

Shelley Rogers,

Executive Secretary of the Faculty Senate and General Faculty