

Faculty Senate
Meeting Minutes
October 13, 2017

Approved November 10, 2017

1. Call to order

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

2. Roll call

Present:

Bohannon, Chwialkowska, Cormican, Dahms, DeFoor, Dutt, Edelman, Fleming, Fujita, Green, Guo, Henderson, Hipchen, Hoang, Hong, Johnson, Khodkar, Lee, McKendry-Smith (Kazeem sub.), Merrem, Miller, Moon, Morris, Neely, Penco, Perryman, Reber, Remshagen, Robinson, Rutledge, Schoon, Schroer, Trotman-Scott (Drake sub.), Self, Smallwood, Stanfield, Sterling, Stuart, Tweraser, Velez-Castrillon, Webb, Welch, Williams, Willox, Zamostny, and Zot.

Absent:

Barbour, Bertau, Elman, Varga, and Vasconcellos

3. Approval of Minutes from September 15, 2017

Minutes were unanimously approved by voice vote.

4. Committee Reports

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

Action Items:

A) College of Science and Mathematics

1) Chemistry Department

a) [Bachelor of Science with a Major in Chemistry, ACS Track Option A](#)

Request: Modify

Item approved unanimously

B) College of Social Sciences

1) Anthropology Department

a) [Bachelor of Science with a Major in Anthropology](#)

Request: Modify

Item approved unanimously

- b) [ANTH 1101: Voices of Culture](#)

Request: Add

Item approved unanimously

- c) [ANTH 4135: Genes and Genomania](#)

Request: Add

Item approved unanimously

- d) [ANTH 4881: Independent Study](#)

Request: Modify

Item approved unanimously

- C) School of Nursing

- 1) Nursing Department

- a) [NURS 3100: Pathophysiology and Pharmacology II](#)

Request: Add

Item approved unanimously

- D) Honors College

- 1) IB test scores for Honors College credit

Request: Approve

Item approved unanimously

- 2) Honors College admissions essay

Request: Approve

Item approved unanimously

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

Action Items:

- A) College of Social Sciences

- 1) Psychology Department

- a) [Ph.D. in Psychology: Consciousness and Society](#)

Request: Modify

Item approved unanimously

- B) College of Science and Mathematics

- 1) Biology Department

- a) [BIOL 5727: Essentials of Immunology](#)

Request: Modify

Item approved unanimously

- b) [BIOL 5728: Bacterial Pathogenesis](#)

Request: Modify

Item approved unanimously

- c) [BIOL 5729: Medical Virology](#)

Request: Modify

Item approved unanimously

Committee IV: Academic Policies Committee (Emily McKendry-Smith, Chair)

Action Item:

- A) The APC motions to strike a portion of 211 from the *Faculty Handbook*, which is the rule regarding the time between when new courses are approved and when they are offered:

"All new courses coming from either the Undergraduate Academic Programs Committee or the Committee on Graduate Studies must not be offered until one academic term has elapsed between the date of the course's approval and the beginning of the term the course is offered. This policy is by authority of the Provost and Vice President for Academic Affairs' discretion concerning the offering of classes and thus any exceptions to the policy must be made to that office."

Request: Approve

Item unanimously approved

Committee X: Rules Committee (Susan Welch, Chair)

Action Items (Figures 1 and 2):

- A) UWG Procedure 2.7.10, Textbook Selection and Ordering
 - 1) UWG Academic Affair Policies
 - a) UWG Procedure 2.7.10, Textbook Selection and Ordering (**Figure 1**)

Request: Approve

Item unanimously approved.

- B) UWG Faculty Handbook, Modification of Section 212 (**Figure 2**)

- 1) UWG Faculty Handbook
 - a) Section 212, Textbook Selection and Ordering

Request: Modify

Approved with the following friendly amendment:

Instead of removing the following language from 212, leaving it in to ensure that faculty are aware of changes: “Changes to bookstore orders will require approval from either the professor or department chair. The University Bookstore is responsible for accurate record keeping and for proper inventory management to ensure that the needs of the faculty and students are met.”

Committee XI: Diversity and Internationalization Committee (Lara Willox, Chair)

Information Items:

- A) UWG Demographics Presentation (**Figure 3**)

Dr. Willox shared student and faculty demographic statistics as an introduction to the work her committee will broach this AY: strategies for increasing diversity in faculty to meet the changing student population.

- B) Diversity and Inclusion Survey

Dr. Willox spoke briefly about the Diversity and Inclusion Survey, which will be sent on Monday, October 16. Respondents can share unit information, though the problem of identification was raised. It was decided that no demographic data will be included when sharing results with academic units.

4. Old Business

5. New Business

- 1) QEP Update, Dr. Nadya Williams (**Figure 4**)

Dr. Williams spoke to the new mode of gathering data for QEP classes. Instead of use of a template and sifting through over 10,000 artifacts, this year a committee will randomly select QEP assignments from courses and apply a rubric. Nadya shared the committee members' names, comprising instructors from across the university.

6. Announcements

- A) Senate Liaison reports

- 1) Academic Affairs Fee Review Committee

BOR rules changed last year and all student fee requests must be approved by the VP for Business and Finance, President, and BoR annually. Fee requests were due to Provost's Office on the 16th of October. The AAFRC will be meeting over the next couple of weeks to review requests and make recommendations. More information on policies and processes regarding different types of fees can be found on the committee [website](#).

2) Commencement Committee

This fall, there will be two graduation ceremonies: the COE, RCOB, and SON will be held in the morning, while COAH, COSM, and COSS will be held in the afternoon.

B) Dr. Marrero

1) Comprehensive Administrative Review (CAR) Updates

UWG's participation in the USG's CAR begins this month. The CAR seeks to identify ways administrative functions can be conducted with more efficacy and is not focused on direct instruction. This month, an Activity Assessment will be conducted with a select group of employees at each participating institution to better understand how resources are allocated to perform administrative functions. At UWG, the assessment will include 45% of administrative employees, or 800 people. Participation in the assessment is mandatory. Those selected to participate will receive an email in the next week to prepare them for the assessment period, October 30-November 10.

2) Budget Requests and Allocations

President Marrero indicated that the FY19 requests and allocations will be sent next week, and they include: 2.2 million for growth (from 12,800 to 13,300) and, if allowed, a small tuition increase (2.5% at the undergraduate level and 6% at the graduate). We will be working over the next several years to reduce e-tuition differential with the goal of securing all currently funded positions and operational dollars currently funded from this source.

7. Adjournment

Dr. Farmer adjourned the meeting at 4:09 p.m.

Respectfully Submitted,

Dr. Angela Insenga

Executive Secretary of Faculty Senate and the General Faculty

Associate Professor of English

Figure 1

UWG PROCEDURE NUMBER: UWG Procedure 2.7.10

Authority: UWG POLICY: UWG Policy 2.7, Teaching Responsibilities

The University of West Georgia faculty, pursuant to the authority of UWG Policy **2.7**, establishes the following procedures for compliance with UWG Policy **2.7** on **Teaching Responsibilities**:

Purpose of the procedure is to clearly communicate to University of West Georgia faculty the textbook selection and ordering procedures.

A. **Definitions.**

1. *Textbook* – Book or similar instructional resource used in the study of a subject.

B. **Procedures for Textbook Selection and Ordering.**

1. Faculty may require students to purchase textbooks.
2. Faculty textbook orders, either required or recommended, must be sent to the University Bookstore by the designated bookstore due date, prior to the beginning of the semester.
3. Faculty must consider student costs during the textbook adoption process in order to offer the best value to students.
4. Faculty may require textbooks authored by themselves and immediate family members with approval of a third-party reviewer (e.g., Dean, Associate Dean, or Department Chair) (BOR Policy 3.10).
5. Faculty, or their immediate family, may not have any financial interest in the publishing company or take advantage of financial incentives such as the assignment or reselling of textbooks by publishers (BOR Policy 3.10).

Pursuant to BOR [3.10 Academic Textbooks Policy](#)

C. **Compliance.**

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

Issued by the [title of person charged with writing procedure], **the** ____ **day of** _____, **2017.**

Signature, [

Reviewed by President [or VP]: _____

Previous version dated: n/a
Rules committee_10/4/2017

Figure 2

212 Policies Governing Textbook Selection and Ordering

Faculty may require students to purchase textbooks. All textbook orders, either required or recommended, by faculty must be sent to the University Bookstore by the designated bookstore due date, prior to the beginning of the semester. Early textbook adoptions are highly recommended to allow the University Bookstore time to locate used copies of books to sell as “used” or “rental” to reduce student costs.

Changes to bookstore orders will require approval from either the professor or department chair. The University Bookstore is responsible for accurate record keeping and for proper inventory management to ensure that the needs of the faculty and students are met.

A consideration of student costs by faculty is essential during the textbook adoption process in order to offer the best value to students. Faculty should order textbook bundles only if the supplements included in the bundle are necessary. In addition, new editions of textbooks should be required only if a substantive change in the content exists, as textbooks should be adopted for as long as possible (multiple semesters). Faculty should also consider the use of various technological innovations to reduce overall textbook costs such as electronic textbooks (eBooks), online textbooks, open-source materials, and institutionally produced materials.

Ideally, all sections of a multi-sectioned course should use the same textbook to reduce student costs. Every department, school, or college is urged to make a conscientious effort to hold to a minimum the number of different texts used in different sections of a multi-sectioned course.

Faculty may require textbooks authored by themselves and immediate family members with approval of a third-party reviewer (e.g., Dean, Associate Dean, or Department Chair). The third-party reviewer should be satisfied that the work is equivalent in quality to other texts available. Under no circumstances should a faculty member, or their immediate family, have any financial interest in the publishing company or take advantage of financial incentives such as the assignment or reselling of textbooks by publishers (BOR Policy 3.10).

Rules committee 10/4/17

Figure 3

UWG Student and Faculty Demographics - Historical Data						
	2012	2013	2014	2015	2016	2017
Gender						
Female	7,376	7,675	7,878	8,325	8,733	8,881
Male	4,393	4,254	4,328	4,509	4,575	4,639
GPA	3.08	3.11	3.13	3.15	3.15	
First time full time						
Student - Race/ethnicity (includes resident alien)						
Hispanic or Latino	470	484	506	586	681	774
Black of African American	3692	4002	4313	4625	4898	4875
American Indian or Alaskan Native	26	23	17	19	20	16
Asian	200	165	199	178	184	153
Native Hawaiian or other Pacific Islander	10	12	14	17	17	17
Caucasian/White	6755	6719	6637	6829	6868	6888
Two or more races	372	347	365	363	419	442
Unknown or not reported	244	177	155	217	221	215
Non resident alien	388	366	379	346	348	140
Undergraduate	329	293	306	288	294	110
Graduate	59	73	73	58	54	30

Faculty	2012	2013	2014	2015	2016	
Black or African American	47	43	43	42	47	
<i>Full time</i>	29	28	30	25	26	
<i>Part time</i>	14	11	10	13	15	
<i>Administrators</i>	4	4	3	4	6	
American Indian or Alaskan Native	3	3	2	2	1	<i>full time</i>
Asian	43	46	46	52	47	<i>3 admin</i>
Native Hawaiian	0	0	0	0	0	
Hispanic or Latino	12	12	13	17	17	<i>1 part time 1 admin</i>
Two or more races	1	1	1	0	1	<i>full time</i>
Caucasian / White	526	515	493	518	525	
<i>Full time</i>	332	334	339	350	352	
<i>Part time</i>	138	117	87	104	106	
<i>Administrators</i>	56	64	67	64	67	

Figure 4

QEP Assessment Committee Membership (AY 2017-18)

Per recommendations from the QEP Faculty Symposium this summer, a new QEP assessment procedure has been devised in alignment with SACSCOC best practices for writing-based QEPs. Effective Fall 2017, a new QEP Assessment Committee will meet at the end of the semester in order to score a random sampling of QEP work from all QEP courses that semester.

The committee includes faculty and staff from all colleges and schools at UWG:

COAH

Laura Beasley (English)

Joe Monaghan (Theatre)

COE

Tami Ogletree

COSM

Georgina DeWeese (Geosciences)

Ben Jenkins (Staff, Physics)

Megan Mayercik (Staff, Chemistry)

COSS

Dylan McLean (Political Science)

Marjorie Snipes (Anthropology)

Library

Andrea Baer

RCOB

Susan Hall Webb

SON

Dianne West

Staff

Wendy Grisham (Distance)