

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

**March 18, 2011
Approved March 25, 2011**

1. Call to Order
The meeting was convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff.

2. Present:
Aanstoos, Anderson, Ashford, Austin, Barnhart, Baumstark, Huett (substitute for Baylen), Bucholz, Burton, Carter, Chowns, Cox, de Nie, DeFoor, Deng, Donohoe, Gordon, Hasbun, Hatfield, Hodges, Hooper, Jenks, Kang, Lane, Mbaye, Morris, Ogletree, Payne, Penceo, Ringlaben, Rollins, Rutledge, Smith, Thomas, Williard,

Absent:
Cook, Crean, Jackson, Khan

3. Approval of the minutes of the February 25, 2011 meeting
Corrections:
Heggs (substitute for Bucholz), Goodson (substitute for Barnhart), and Jackson were present.

Minutes were approved as corrected.

4. Committee Reports

Committee I: Undergraduate Academic Programs (Chair, Tami Ogletree)

Action Items:

- A) College of Arts and Humanities
 - 1) Department of History
 - a) HIST 4250: The First World War
Request: Add
Action: Approved

- B) College of Sciences and Mathematics
 - 1) Department of Biology
 - a) BA in Biology
Request: Delete
Action: Approved

- b) BS in Biology/Secondary Education
Request: Delete
Action: Approved
- 2) Department of Geosciences
 - a) GEOG 3900: Ecological Climatology
Request: Add
Action: Approved
- C) College of Social Sciences
 - 1) Department of Anthropology
 - a) Anthropology
Request: Modify Area F Program of Study (Change from BA to BS)
Action: Approved
 - b) College of Social Sciences (All Programs)
Request: Modify (All DSW/WAC requirements dropped)
Action: Approved
 - 2) Department of Mass Communications
 - a) Mass Communications
Request: Modify (5 changes of declaration criteria)
Action: Approved
 - b) COMM 4453: Announcing
Request: Delete (Content too narrow for 17 weeks/covered in skills courses)
Action: Approved
 - 3) Department of Political Science and Planning
 - a) PLAN 4721/POLS 4721: Housing and Community Development
Request: Add
Action: Approved
 - b) PLAN 4722/POLS 4722: Environmental Planning
Request: Add
Action: Approved
 - c) PLAN 4723/POLS 4723: Transportation Planning
Request: Add
Action: Approved
 - d) PLAN 4724/POLS 4724: Sustainable Development
Request: Add
Action: Approved
- D) School of Nursing

- a) NURS 4470: Community Health in Nursing
Request: Delete
Action: Approved
- b) NURS: 4475: Nursing Leadership and Management
Request: Delete
Action: Approved

One concern voiced in regards to the Anthropology Program Modification. Changing from a BA to a BS will eliminate the language requirement. Question was asked if having both a BA and BS in Anthropology was considered. Anthropology responded that their department is too small to offer both degree programs but the opportunity to take a language is possible and encouraged.

Motion approved by voice vote for Items A-D.

Information Items:

- A) College of Social Sciences
 - 1) Department of Mass Communications
 - a) COMM 3330: Advanced Communication Skills
Request: Modify (Change course description)
Action: Approved
 - b) COMM 3313: Public Relations Principles
Request: Modify (Change title)
Action: Approved
 - c) COMM 3351: Radio Program Production
Request: Modify (edits and pre-reqs)
Action: Approved
 - d) COMM 3352: Fundamentals of Video Production
Request: Modify (Updating course title and description)
Action: Approved
 - e) COMM 3353: Fundamentals of Film Production
Request: Modify (Change course title and description)
Action: Approved
 - f) COMM 4451: Copy Writing
Request: Modify (change course title and description/add pre-req)
Action: Approved
 - g) COMM 4452: Advanced Film & Video Production
Request: Change course title and description and pre-req)
Action: Approved

- B) College of Education
 - 1) Department of Leadership and Applied Instruction
 - a) SPMG: 2600 Intro to Sports Management
 - Request: Modify (Eliminate GPA)
 - Action: Approved
- C) School of Nursing
 - a) NURS: 4523: Translating Research into Practice
 - Request: Modify (Add pre-requisite)
 - Action: Approved
 - b) NURS: 4545: Nursing Leadership in Healthcare
 - Request: Modify (Add pre-requisite)
 - Action: Approved

Committee VI: University Matters: (Chair, Minna Rollins)

Action Item:

A) The General University Matters Committee proposes that Faculty Senate approve the changes made to UWG's Parking Code. Richard Curvin, Assistant Director of Auxiliary Services was present to answer questions.

I. MOTOR VEHICLE REGISTRATION:

B. Registration Procedure

1. "For the purpose of this code, a golf cart, motorized scooter (below engine size of 50 cc or less) or similar vehicle may not be registered as a personal vehicle to meet the requirements of this code."

· I. MOTOR VEHICLE REGISTRATION:

B. Registration Procedure

6. Registration Fees:

- a. Faculty/Staff & ~~ARAMARK~~ contracted employees.....\$15.00
- b. Replacement for lost hangtag.....~~\$25.00~~ \$15.00

· I. MOTOR VEHICLE REGISTRATION

D. After Hours Registration

Students who cannot come to Parking Services during regular office hours may go to the ~~University Police Dispatch Center (Ground floor of Aycock Hall—open 24/7) to register for their hangtags.~~ lobby of Mail Services (located on the main level of the UCC) to register for their hangtags. The building offers accessibility Monday-Thursday 7:00 AM until 2:00 AM, Friday 7:00 AM until 6:30 PM, Saturday 11:00 AM until 6:30 PM and Sunday 11:00 AM until 2:00 AM. Registration forms are located in the lobby and must be filled out completely, signed, and placed in the lock box. The registration will be processed and your hangtag will be mailed on the following business day to the address on your application.

III. PARKING REGULATIONS

C. Scooters (See definition I. MOTOR VEHICLE REGISTRATION, A. UWG

Definitions) are allowed to park in bicycle racks on campus.

III. PARKING REGULATIONS:

D. The Parking Code is in effect 24 hours a day, 7 days a week, 365 days a year.

III. PARKING REGULATIONS

~~K. Parking at or near the athletic and intramural fields is at your own risk.~~

~~Warning signs are posted.~~ is at your own risk. Warning signs are posted. The University does not carry insurance for damage or loss to vehicles or contents. To protect yourself and your property, it is recommended that you:

1. Do not leave valuable items in your vehicles.
2. Call University Police (678-839-6000) to report damaged or stolen property.
3. Pay attention to warning signs, and park away from athletic fields.

V. IMPOUNDMENT D. Vehicles may be impounded for any of the following reasons:

(Add #6)

6. Bicycles or scooters blocking sidewalks or disabled access will be removed and impounded.

VII. PARKING APPEALS

A. Time Limit

"All appeals must be made within ~~five (5)~~ ten (10) business days of the date of the citation. Failure to do so in the specified time will result in the automatic forfeiture of the right to appeal the parking citation."

B. Appeals Procedure

6. The following citations ~~and/or explanations~~ cannot be appealed:

- a. Yellow curbs
- b. Fire lane
- c. Fire hydrant
- d. Persons with Disabilities citations
- ~~e. Unable to find a space~~
- ~~f. Lack of knowledge of the regulations, e.g., new to campus or have not reviewed the regulations~~
- ~~g. Other vehicles were parked improperly~~
- ~~h. Only illegally parked for a short period of time~~
- ~~i. Late to class or appointment~~
- ~~j. Inability to pay the amount of the fine~~
- ~~k. Meter violations~~

VII. PARKING APPEALS

C. Parking Appeals Committee

(add this to code)

3. The Parking Appeals Committee will review the decision of the Appeal Judge to ensure correct interpretation of the parking code is being administered.

Motion approved by voice vote

Committee VII: Institutional Studies and Planning (Chair, Tommy Cox)

Action Item:

A) Quality Enhancement Plan/SACS Compliance

1) Accept the QEP topic of undergraduate student writing

In its quest to become a destination institution, the University of West Georgia will implement a well-constructed and heavily integrated quality enhancement plan (QEP). The focal point of this QEP is *undergraduate student writing*.

Approved by voice vote with no nays or abstentions.

2) Accept the two learning outcomes as outlined

Once this plan is implemented, all undergraduate students at the University of West Georgia will demonstrate an increased ability to:

1. write in standard English,
2. apply writing to discipline specific communication.

Approved by voice vote with no nays or abstentions.

3) Endorse the QEP Concept Statement

With the approval of concept and learning outcomes, the committee was asked to clarify the operational outcomes.

Item returned to committee.

Following the work of the Senate on the ISP proposals for the QEP plan, Provost Hoff indicated his solid support for the plan the university is considering. He praised those who worked on the draft, and he indicated that the process followed to adopt an official QEP was exemplary. He urged that the measure be passed. He then expressed his serious reservations and objections over the very idea that SACS would define and mandate the QEP. "In mandating a QEP," said Provost Hoff, "SACS has crossed a sacred line and presumed to engage in managing an autonomous institution of higher education. The Board of Regents has the authority to mandate projects like QEP's, and the institution certainly has the right to engage in the same sort of quality improvement project. However, as a regional accrediting body, SACS has no authority to run our university for us. The entire concept of the QEP and the way that it has been imposed upon the university and the university system by SACS is unethical, improper, and illegal. It violates UWG's institutional autonomy in a wholly unacceptable way, usurping the authority of both the faculty and the administration, whose responsibility it is to determine how it will define, measure, and improve academic quality."

Senate voted to include this statement in the minutes and express agreement.

Committee IX: Graduate Studies (Chair, David Jenks)

Action Item:

- A) College of Social Sciences
 - 1) Department of Psychology
 - a) Post-Baccalaureate Certificate – Integrative Health Studies
 - Request: Add
 - Action: Approved

Motion approved by voice vote.

Committee XIII: Rules Committee (Chair, Chris Aanstoos)

Action Items:

- A) A Proposal to Amend the Motion “To Revise the Standing Committees”
 - To amend the previous motion “To Revise the Standing Committees” approved at the February 25, 2011 meeting of the Faculty Senate, which proposed to revise Article IV, Section 2,I of the *Policies and Procedures Manual* with the following changes to that prior motion, as presented below with additional material shown in highlight and deleted material shown as struck through.

8. Technology Committee

To recommend policy and procedures concerning the integration of information and instructional technology into the academic mission, including distance and online learning, and the choice of software and hardware support; to ~~compile an annual evaluation of~~ evaluate the state of information technology at the University; and to advise with respect to the campus computer centers, and ~~the Office of~~ Information Technology Services. Membership: three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; ~~two~~ three administrators: the Chief Information Officer; ~~the Director of Distance and Distributed Education,~~ and one appointed by the Provost; one student representative, appointed by SGA.
(Total: ~~13~~14)

9. University Environment Committee

9. Facilities and Services Committee

- B) A Proposal to Revise the Composition of the Post Tenure Review Appeals Committee
 - The membership of the university’s Post Tenure Review Appeals Committee shall be seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library.
- C) To change the process of amending Policies and Procedures
- D) To change the process of amending the Bylaws
- E) To change voting at general faculty meetings
- F) To specify the voting status of ex officio members
- G) To combine the Secretary of Faculty and Senate
- H) To revise the electing of non-senator representatives
- I) To allow the re-election of non-senator representatives

- J) To authorize committees to appoint subcommittees
- K) To replace the term COAS
- L) To replace outdated names of committees

Motion made to consider Items A-C, E-G, and I-L

Motion approved by voice vote.

Motion was made to rescind the previous motion.

Motion approved by voice vote.

- *Item A and B*
 - A Proposal to Amend the Motion “To Revise the Standing Committees”
 - A Proposal to Revise the Composition of the Post Tenure Review Appeals Committee

Motion made to take Items A and B together.

Motion approved by voice vote.

- *Item C, D, and E*
 - To change the process of amending Policies and Procedures
 - To change the process of amending the Bylaws
 - To change voting at general faculty meetings

Motion to consider C, D, and E. as a block was approved.

Concerns raised and responses to concerns included:

1. The definition of full time—review of definition used
2. Will faculty have a voice in the summer—In absence of a rule, historical practice indicates that all faculty would be included in communiqués and meetings.
3. “Vote of a quorum” could be interpreted more than one way.

Motion to approve C, D, and E was defeated.

- *Item F*
 - To specify the voting status of ex officio members

Concern was raised about adding a local definition of “ex officio” when an extensive definition already exists in Roberts Rules of Order.

Item F failed to pass.

- *Item G*
 - To combine the Secretary of Faculty and Senate

Item G motion approved by voice vote

- *Item H*
 - To revise the electing of non-senator representatives

Motion to strike “in the same manner” in Addendum XIII was approved by voice vote

MOTION: To revise the current statement in Art. IV, Section 2,J,5 of the *Policies and Procedures* with the following changes (highlighted material = additions; strikethrough material = deletions):

Election of nonsenators to committees shall proceed ~~in the same manner~~ in each of the following ~~five~~^{seven} units: the College of Arts and ~~Sciences~~^{Humanities}, the College of Sciences and Mathematics, the College of Social Sciences, College of Business, School of Nursing, College of Education and the Library. The faculty of each unit shall elect ~~a Committee on Nominations, composed of five faculty members with at least three (3) years of service at University of West Georgia.~~ ~~The Committee on Nominations shall submit a slate of candidates to a formal meeting of the faculty of each unit to be held not later than April 7.~~ ~~Nominations shall be received from the floor.~~ ~~its representatives by whatever rules that unit has approved for doing so, no later than April 15.~~ The deans or heads of the units shall report the results of the election, in writing, to the Chair of the Faculty Senate, the Executive Secretary to the Faculty Senate and to the Provost and Vice President for Academic Affairs before the agenda deadline for the last Faculty Senate meeting of Spring semester. ~~Academic~~^{Administrative}, ex officio appointments will be likewise reported.

Motion as amended was approved unanimously.

- Items I, J, K, and L
 - To allow the re-election of non-senator representatives
 - To authorize committees to appoint subcommittees
 - To replace the term COAS
 - To replace outdated names of committees

Items I, J, K, and L were approved unanimously

Information Items:

- A) The Protocols of the Senate
 - B) The Bylaws of the College of Social Sciences
 - C) Pending Agenda Items of the Rules Committee
5. No Old Business
 6. New Business

- 1) *A motion was made to change the process of amending Policies and Procedures based upon the recommendation in agenda Item C from the Rules Committee. An amendment was approved to strike “a quorum of”. The revised motion is as follows:*

(highlighted material are additions, strikethroughs are deletions)

Changes to: *Policies and Procedures* Article IV, Section 3 (Modification):
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of ~~a quorum of~~ the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

Changes to: *Policies and Procedures* Article V, Section 4 (Modification):
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of ~~a quorum of~~ the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic or other written forms of balloting independent of a meeting. In the case of such independent-balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at-least one week in advance of the vote. The motion will have passed if it receives a majority of-the votes cast.

The revised motion will be presented at the next Senate meeting.

- 2) *A motion was made to change the process of amending the Bylaws based upon the recommendation in agenda Item D from the Rules Committee. An amendment was approved to strike “of a quorum of the General Faculty” and add “of votes cast.” The revised motion is as follows:*

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Bylaws Article V (Amendment or Repeal of Bylaws):

Motion for change or repeal of these By-Laws shall be presented in writing to all members ~~present at a meeting~~ of the ~~body in question~~ General Faculty. The proposed amendment shall be voted on ~~either:~~ 1) at the ~~next~~ meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic or other written balloting independent of a meeting. In the case of such independent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of

the vote. The motion shall be approved upon a majority of votes cast of a quorum of the General Faculty.

The revised motion will be presented the next Senate meeting.

3) To change voting at general faculty meetings—See Addendum X

3) *A motion was made to change voting at general faculty meetings based upon the recommendation in agenda Item E from the Rules Committee. An amendment was approved to strike “of a quorum of the General Faculty” and add “of votes cast.” The revised motion is as follows:*

Motion to revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting, by the addition of the following highlighted material:

E. QUORUM. ~~A quorum of the General Faculty shall consist of fifty (50) percent of the membership at both regular and special meetings.~~ A quorum of the general faculty will be defined by Robert’s Rules of Order for all massed meetings. No vote shall be taken at a meeting of the General Faculty ~~shall be held~~ unless a quorum is present.

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings ~~shall~~ may be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. ~~If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic or other forms of written balloting.~~ In the case of such subsequent balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty upon a majority of votes cast.

The revised motion will be presented at the next Senate meeting.

7. Meeting was adjourned.

Respectively submitted,

Dawn Harmon McCord