

**Agenda**  
Faculty Meeting



**Thursday, March 8, 2012**

**2:30 p.m.**, Maxwell Performing Arts Theatre

**Agenda Items:**

**I. Approval of Minutes** from January 31, 2012, available at:

[http://www.aug.edu/faculty\\_secretary/facmin\\_01\\_31\\_2012.pdf](http://www.aug.edu/faculty_secretary/facmin_01_31_2012.pdf)

**II. Old Business**

None

**III. New Business**

**A. Budget Report**—VPBO Rosier

**B. VPAA Report**—VPAA Rychly

**C. Faculty Policies Committee:** Mr. Jeff Heck (Attachments A, B, and C). Three new items from FPC.

1. Attachment A is **Information Only**.

2. Attachment B is **Information Only** at this Faculty Meeting, but will require a faculty vote at the April 10, 2012 Faculty Meeting.

3. Attachment C requires a **Faculty Vote**.

**D. Academic Policies Committee:** Dr. Todd Schultz (Attachment D): Seventeen items from APC.

1. Items 1-13 are **Information Only**.

2. Items 14-17 require a **Faculty Vote**.

**IV. President's Report**

**V. Announcements**

# Attachment A

For Information Only



## Augusta State University Ethics Policy

---

### INTRODUCTION

Augusta State University (ASU) is committed to the highest ethical and professional standards of conduct in pursuit of the mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the ASU community.

As a University System of Georgia (USG) member institution, Augusta State University affirms each person's accountability for individual actions while recognizing that the shared ASU/USG mission and the shared enterprises require a shared set of core values and ethical conduct to which each member of the ASU community must be held accountable. Furthermore, ASU acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct.

The following *Statement of Core Values* and *Code of Conduct* are intended to build, maintain and protect that trust, recognizing that each member of the ASU community is responsible for doing his/her part by upholding the highest standards of competence and character.

### APPLICABILITY

The Statement of Core Values and the Code of Conduct comprise the ASU Ethics Policy. The ASU Ethics Policy applies to all members of the ASU community. The ASU community includes all members of the University, all individuals employed by or acting on behalf of ASU including volunteers, vendors, and contractors, members of the governing boards and employees of all cooperative organizations affiliated with ASU. Violations of the ASU Ethics Policy may result in disciplinary action including dismissal or termination.

All individuals employed by ASU in any capacity shall participate in ASU Ethics Policy training and shall certify compliance with the ASU Ethics Policy on a periodic basis, when requested by the institution. Cooperative organizations, vendors and contractors shall certify compliance with the ASU Ethics Policy by written agreement. The ASU Ethics Policy governs only official conduct performed by or on behalf of ASU.

### STATEMENT OF CORE VALUES

**Augusta State University is committed to:**

**1. Accountability**

We believe that education is a public trust that we will uphold by being good stewards of the human, intellectual, physical and fiscal resources given to our care.

**2. Inclusivity**

We strive to educate a diverse student body without regard to race, creed, religion, socio-economic background, age, gender, sexual orientation, or disability, and to develop a diverse faculty and staff.

**3. Excellence**

We perform our duties in ways that foster a culture of quality which contributes positively to the community, state, and nation.

**4. Integrity**

We will treat each person with respect, fairness, and compassion, and we will be honest in all our actions.

**5. Scholarship**

We engage in mission-driven activities that promote learning among our students and faculty and that develop the capacity to engage in rational, critical, and creative thought.

## **PURPOSE OF THE CODE OF CONDUCT**

Every member of the ASU community is required to adhere to the ASU Statement of Core Values – Integrity- Excellence · Accountability · Respect - that form and guide the daily work of the organization. ASU recognizes that each member of the ASU community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the ASU community in applying the underlying ASU Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors.

## **CODE OF CONDUCT**

**We will:**

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the ASU mission.
- Treat fellow employees, students and the public with dignity and respect.
- Refrain from discriminating against, harassing or threatening others.
- Comply with all applicable laws, rules, regulations and professional standards.
- Respect the intellectual property rights of others.
- Avoid improper political activities as defined in law and Board of Regents Policy.
- Protect human health and safety and the environment in all ASU operations and activities.

- Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest.
- Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents and institutional policy.
- Not use our position or authority improperly to advance the interests of a friend or relative.

## INTERPRETATION AND SOURCES

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the ASU community. Members of the ASU community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules and regulations. Specific questions pertaining to the Statement of Core Values or Code of Conduct should be directed to a supervisor or other competent authority at Augusta State University.

Further, in accordance with Board of Regents Ethics Policy, ASU employees and affiliates should refer to specific explanatory notes and references (**noted below**) which can also be found on the University System of Georgia web site at <http://www.usg.edu/compliance/ethics>.

## USG EXPLANATORY NOTES AND REFERENCES

### **I. Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.**

Members of the USG community engaged in research are expected to do so in accordance with institutional, governmental and professional standards while upholding the highest standards of integrity, intellectual honesty and scholarship. Unacceptable violations of research integrity include, but are not limited to: (a) plagiarism defined as using another's ideas, writings, research, or intellectual property and representing it as your own original work, (b) falsification of data, which includes direct alteration of findings or failing to disclose data that would substantively change the research findings and (c) fabrication of research data. Research integrity requires that principal investigators and others with a fiduciary obligation for grant funds use those funds in a manner consistent with the grantor's terms and conditions and applicable laws, rules and regulations. Finally, research involving human subjects shall be conducted only after appropriate review and approval by institutional review boards (IRBs) and should be conducted in accordance with IRB principles.

### **II. Act as good stewards of the resources and information entrusted to our care.**

USG property is intended for use in support of the USG mission and legitimate public purposes.

USG property shall not be used for personal gain or purposes except for incidental personal use of email, a telephone to make a local telephone call or incidental Internet use that is not inconsistent with applicable laws and policies. However, members of the USG community

should note that such use must not interfere with the performance of official functions or that individual's own job performance. Additionally, members of the USG community should understand that there is no expectation of privacy once any personal material is placed on a government system.

Members of the USG community are required to maintain the integrity and accuracy of the documents and records for which they are responsible. No employee may alter, falsify or destroy any original record or document absent valid authority to do so. Members of the USG community must also comply with the USG Records Retention Series that can be found at the following URL: <http://www.usg.edu/usgweb/busserv/series/search.phtml>.

The USG is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and USG policy.

USG employees are required to maintain the integrity and accuracy of all documents and records relative to sick leave, vacation/annual leave and all other forms of leave.

The following policies should be read in concert with this section of the code of conduct:

- BOR Policies 8.2.7 - 8.2.8 regarding leave,
- BOR Policy 7.11.9 for information on removing laptops and similar items off site,
- BOR Policy 9.10.6.4 for information on removing other institutional property from campus for personal use,
- BOR Policy 7.7.2 for information on prohibited personal use of institutional purchasing channels,
- BOR Policy 7.11.2 for information on the operation of private business enterprises on a USG campus and
- BOR Policy 9.10 for information pertaining to use of a campus facility by an outside party and

### **III. Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.**

All members of the USG community are expected to conduct themselves in accordance with the highest standards of scholarship, public service and integrity. This requirement encompasses both a responsibility to understand and to further organizational missions and goals. Individuals in positions of greater authority bear a greater responsibility for achieving organizational missions and goals in an effective and efficient manner. However, all members of the USG community should contribute to the success of the USG in a manner consistent with their duties and responsibilities.

Effective internal controls are one method that can be employed to assist the USG in achieving its mission. Internal controls are the processes employed at all levels to help ensure that USG

business is carried out in accordance with BOR policies and procedures, institutional policies and procedures, applicable laws and regulations and sound business practices. Good internal controls promote efficient operations, accurate financial reporting, safeguarding of assets and responsible fiscal management.

#### **IV. Treat fellow employees, students and the public with dignity and respect.**

Members of the USG community are required to maintain a professional work environment. Therefore, unprofessional conduct may result in disciplinary action. See BOR Policy 12.2 for additional information pertaining specifically to disruptive activities.

A romantic or sexual relationship between a member of the USG community and a student or patient is prohibited in those instances where the individual has the responsibility for directly supervising, evaluating, instructing, treating or otherwise overseeing the student or patient. Romantic or sexual relationships between employees and people in positions of authority are strongly discouraged.

#### **V. Refrain from discriminating against, harassing or threatening others.**

The USG Statement of Core Values emphasizes the "inherent dignity and rights of every person and ... our resulting responsibility to treat each person with fairness, compassion and decency." As such, any form of discrimination or harassment is inconsistent with USG core values. Additionally, discrimination on the grounds of race, color, gender, religion, creed, national origin, age, disability and status as a veteran is specifically prohibited by state law and BOR policy. See BOR Policy 8.2.1 for additional information on Equal Employment Opportunity within the USG.

Sexual harassment of members of the USG community or students in the USG is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (A) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (B) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or (C) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. See BOR Policy 8.2.16 for additional information on Sexual Harassment.

The University System of Georgia is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling an institution's mission of teaching, research and public service. The University System of Georgia will not tolerate any type of workplace violence committed by or against students or members of the USG community. Workplace violence is defined as any threats, threatening conduct or any other acts of aggression or violence in the workplace. Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal. USG employees bear a special responsibility to remain

aware of potential acts of violence on campus as evidenced by, but not limited to, unusual statements, writings or any other unusual behavior. Members of the USG community who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation.

## **VI. Comply with all applicable laws, rules, regulations and professional standards.**

Compliance with laws, rules and regulations governing USG institutions is both a legal and an ethical mandate. The risks associated with non-compliance can be significant. Significant risks include loss of reputation, loss of external funding, financial penalties, loss of accreditation and potential criminal prosecutions. Members of the USG community shall seek the advice of USG legal counsel to clarify the laws, rules and regulations impacting official duties.

Failure to comply with applicable laws, rules and regulations by a member of the USG community may result in disciplinary action.

Members of the USG community may be governed by ethical codes or standards of their professions or disciplines. It is expected that those USG community members will comply with applicable professional standards in addition to laws, rules and regulations.

It is the policy of the USG to conduct its business in an open and transparent manner consistent with the privacy rights of members of the USG community and Open Government laws. USG employees have a responsibility to ensure that any requests made pursuant to the Open Records Act are immediately routed to the office charged with that responsibility.

USG institutions that accept grants from public or private organizations to perform as outlined in the grant have a fiduciary responsibility to ensure that the grant funds are expended in a manner consistent with the grantor's guidelines and applicable laws, rules and regulations. The submission of false or misleading documentation in connection with a federal grant may result in both employment action and criminal prosecution. Members of the USG community must exercise due care and avoid any personal use of grant funds.

Compliance with the rules and regulations governing athletics is a multi-faceted and challenging demand for the USG institutions that maintain athletic programs. Members of the USG community are expected to comply with athletic conference and association rules.

Requests for reimbursement for expenses incurred on behalf of the USG must be accurate and in accordance with applicable laws and regulations. Submission of false or misleading expense reimbursement documents subjects the member of the USG community submitting the documents to the risk of both termination of employment or contractual relationship and criminal prosecution.

## **VII. Respect the intellectual property rights of others.**

USG employees associated with the production of intellectual property have the responsibility to comply with the BOR and institutional policies governing intellectual property. Extensive BOR

and institutional policies have been developed governing intellectual property. See BOR Policy 6.3 for a detailed description of the BOR policies governing intellectual property.

Employees who use software licensed to the USG or a USG institution must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

It is also the practice of the USG to comply with copyright laws. USG employees or any individual using USG resources should not violate copyright laws to include publications, recordings and other electronic media. It should be noted that the © copyright notice is no longer required by law. This means that individuals copying material must take extra steps to ensure that the material is in the public domain or may be copied under the "Fair Use" doctrine or other legal exceptions. USG employees are encouraged to consult with institutional legal counsel for additional guidance on this topic.

#### **VIII. Avoid improper political activities as defined in law and Board of Regents Policy.**

USG employees are encouraged to participate as responsible and interested citizens in our democratic society. However, there are "political" activities that are inconsistent with the roles and responsibilities of USG employees. Employees may not participate in a political campaign which interferes with performance of official duties. Employees are restricted from holding state or federal elective office and may not seek state or federal elective office while actively employed by the USG. Appointive offices and locally elected offices may be held by a USG employee if there is no conflict or interference with the employee's USG duties and responsibilities.

See BOR Policy 8.2.15.3 for additional information on employee participation in the political process. See BOR Policy 9.10.6.1 for information on use of campus facilities for political purposes.

#### **IX. Protect human health and safety and the environment in all USG operations and activities.**

The Board of Regents of the University System of Georgia is strongly committed to protecting the environment and human health and safety in all of its operations. In working to meet this commitment, the Board of Regents recognizes that pro-active efforts must be made to ensure that sound environmental, health and safety planning is integrated into every level of University System decision making. Additionally, all members of the USG community bear a responsibility for protecting human health and safety and the environment in those areas for which they are responsible. See BOR Policy 9.12.4 for detailed guidance pertaining to environmental compliance.

#### **X. Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.**

All members of the USG community have a responsibility to follow university policies and procedures, adhere to applicable laws and regulations and speak up when they see or suspect

misconduct. Members of the USG community with concerns about possible unethical behavior or noncompliance with Board of Regents policy are encouraged to speak to their supervisor or to use the Ethics and Compliance Hotline. Retaliation against a member of the USG community for reporting wrongdoing is strictly prohibited by federal law, state law and BOR policy.

Members of the USG community are required to cooperate fully with authorized internal investigations. Failure to cooperate may subject the individual to disciplinary action to include termination of employment or contractual relationship. Members of the USG community who are unsure as to the legitimacy of an investigation should consult a supervisor or institutional counsel.

#### **XI. Disclose and avoid improper conflicts of interest.**

USG employees are expected to devote their primary efforts to the USG's mission. Outside employment or activities must not interfere with performance of official duties. Additionally, outside activities may create conflicts of interest or of commitment that must be properly disclosed and managed. See BOR Policy 8.2.15 for additional information. Other members of the USG community who are not USG employees are subject to other conflict of interest provisions as contained in various laws, rules and regulations.

#### **XII. Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.**

No member of the USG community shall directly or indirectly solicit, receive, accept or agree to receive a thing of value by inducing the reasonable belief that the giving of the thing will influence his/her performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence a member of the USG community in the performance of his/her official functions is a felony under state law. See BOR Policy 8.2.13.1 for a detailed description of the prohibition on receiving gifts.

#### **XIII. Do not use your position or authority improperly to advance the interests of a friend or relative.**

No member of the USG community will use his or her position or authority improperly to advance the interests of a friend or relative. Any benefit granted to an individual will be based on merit and/or written procedure. No individual shall be employed in a department or unit which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. See BOR Policy 8.2.13.2 and O.C.G.A. § 45-10-20 et seq. for detailed information on this topic.

## Attachment B

**For Information Only** This item will require a Faculty Vote at April 10, 2012 Faculty Meeting

**History:** during review of section 105 during a previous change, it was noticed by the VPAA that language in the manual still referred to the VPAA as setting the agenda, when in practice for a number of years it has been the Faculty Secretary who does so. These changes are to update to current practice. Since these are changes to section 100 (Statutes), they will need to be announced at the March 8 ASU Faculty Meeting and voted on at the April 10 faculty meeting.

### Current Version:

#### 105.1.1.3 Meetings

The faculty shall meet a minimum of once each semester and at such other times and for such purposes as may be designated by the President or the University Council.

The President is the presiding officer of the faculty. In the President's absence the Vice President for Academic Affairs will preside. In the absence of this Vice President, the President shall appoint a temporary presiding officer. The agenda for meetings of the faculty shall be prepared and distributed by the Vice President for Academic Affairs seven days prior to the meeting and shall include all items submitted by the University Council.

The University Council shall prepare agenda items for meetings of the faculty and submit them to the Vice President for Academic Affairs for inclusion on the agenda. University committees and individual members of the university community will submit agenda items through the University Council. Access to the agenda is the right of every member of the university community.

#### 107 ARTICLE VI

##### 107.1 The University Council

The University Council serves as a coordinating committee to see that the affairs of university governance are carried out effectively.

The University Council shall assist the Vice President for Academic Affairs in the preparation of the agenda for meetings of the faculty. Items for the agenda may be submitted to the Council by the President, the Vice President for Academic Affairs, the Deans, the University Council, the Student Government Association, the university committees, other committees and individuals of the student body, faculty, and staff of Augusta State University.

### Proposed Version:

#### 105.1.1.3 Meetings

The faculty shall meet a minimum of once each semester and at such other times and for such purposes as may be designated by the President or the University Council.

The President is the presiding officer of the faculty. In the President's absence the Vice President for Academic Affairs will preside. In the absence of this Vice President, the President shall appoint a temporary presiding officer. The agenda for meetings of the faculty shall be prepared and distributed by the Faculty Secretary Vice President for Academic Affairs seven days prior to the meeting and shall include all items submitted by the University Council.

The University Council shall prepare agenda items for meetings of the faculty and submit them to the Faculty Secretary Vice President for Academic Affairs for inclusion on the agenda. University committees and individual members of the university community will submit agenda items through the University Council. Access to the agenda is the right of every member of the university community.

## 107 ARTICLE VI

### 107.1 The University Council

The University Council serves as a coordinating committee to see that the affairs of university governance are carried out effectively.

The University Council shall assist the Faculty Secretary Vice President for Academic Affairs in the preparation of the agenda for meetings of the faculty. Items for the agenda may be submitted to the Council by the President, the Vice President for Academic Affairs, the Deans, the University Council, the Student Government Association, the university committees, other committees and individuals of the student body, faculty, and staff of Augusta State University.

# Attachment C

## For Faculty Vote

**History:** The FPC spent a good deal of time discussing the rights of faculty and students in a time of changing technology. While there was interest in making the default one of not allowing recording, after legal discussion the committee voted to keep the approach as it is, with updates to procedure.

### Current Version:

#### 530 CLASSROOM USE OF RECORDING DEVICES BY STUDENTS

The use of recordings of classroom lectures or other activities may be a valuable supplement to student learning. Recordings may also be of assistance to students forced to miss class of illness or other circumstances. For students with demonstrated motor or sensory impairments or learning disabilities, access to recordings may be both essential and required by law. Under most circumstances, however, recordings are no substitute for active listening, analyzing, and note taking. Too, recording some class sessions would not be appropriate, as when the presence of a recording is inhibitory to an open exchange of ideas or personal experiences. Finally, it must be noted that professors have a proprietary right to their lecture material which prohibits the unauthorized duplication of that material.

With due consideration to the types of issues and circumstances described above, professors should inform each class about their policy with respect to electronic or mechanical recording of any course activities. In the absence of such a policy statement, recordings are permitted. Persons with a documented special need for making recordings are responsible for coordinating necessary arrangements with the professor.

### Proposed Version:

#### 530 CLASSROOM USE OF RECORDING DEVICES BY STUDENTS

The use of recordings of classroom lectures or other activities may be a valuable supplement to student learning. Recordings may also be of assistance to students forced to miss class **due to** of illness or other circumstances. For students with demonstrated motor or sensory impairments or learning disabilities, access to recordings may be both essential and required by law. Under most circumstances, however, recordings are no substitute for active listening, analyzing, and note taking. Too, recording some class sessions would not be appropriate, as when the presence of a recording is inhibitory to an open exchange of ideas or personal experiences. Finally, it must be noted that professors have a proprietary right to their lecture material which prohibits the unauthorized duplication of that material.

With due consideration to the types of issues and circumstances described above, professors should inform each class about their policy with respect to electronic or mechanical recording of any course activities. In the absence of such a policy statement, recordings are permitted. Persons with **a documented** special needs for making recordings are responsible for coordinating necessary arrangements **through personnel in Testing and Disability Services, who will provide documentation to the** **with the** professor.

# ATTACHMENT D

## Items from the Academic Policies Committee

Items 1-13 are For Information Only

Items 14-17 require Faculty Vote

1. [HA&P001 HIST3811 OCT11](#) - Change title of HIST 3811
2. [HA&P002 HIST3391 OCT11](#) - Change title of HIST 3391
3. [CHEM001 CHEM1100 OCT11](#) - New course CHEM1100
4. [CHEM002 CHEM1211 OCT11](#) - Change of pre-reqs for CHEM1211
5. [CHEM003 CHEM4700 OCT11](#) - Change of pre-reqs for CHEM4700
6. [BIOL001 NewTracks Nov11](#) - Change in major track requirements
7. [BIOL002 BIOL3400 Nov11](#) - Change in course description and pre-reqs for BIOL3400
8. [BIOL003 BIOL4700 Nov11](#) - New course BIOL4700
9. [BIOL004 BIOL4740 Nov11](#) - New course BIOL 4740
10. [BIOL005 BIOL4750 Nov11](#) - New course BIOL 4750
11. [BIOL006 BIOL4760 Nov11](#) - New course BIOL 4760
12. [BIOL007 BIOL4100 Nov11](#) - Change in pre-reqs for BIOL4100
13. [BIOL008 BIOL4150 Nov11](#) - Change in credit specifications for BIOL 4150
14. [Program Change MED EDLR](#) - Change Master's in Education Leadership program requirements.
15. [MAT Secondary change acad prog](#) - Change MAT in Secondary Education requirements
16. [MAT Music change acad prog](#) - Change MAT in Music Education requirements
17. [MAT Foreign Language change acad prog.pdf](#) - Change MAT in Foreign Language Education requirements