

# Agenda

## Faculty Meeting



Tuesday, April 15, 2008  
2:30 p.m., Room 170, University Hall

**I. Approval of the Minutes** from March 4, 2008, available at:  
[http://www.aug.edu/faculty\\_secretary/facmin\\_03\\_04\\_2008\\_draft.pdf](http://www.aug.edu/faculty_secretary/facmin_03_04_2008_draft.pdf)

**II. Academic Policies Committee** – Dr. Edgar Johnson

1. Items that do not require a faculty vote– **See Attachment A**
2. Items that require a faculty vote – **See Attachment B**

**III. Faculty Policies Committee** – Dr. Carol Rychly

1. Changes to *Section 500, Workload* in the Faculty Manual.  
– **See Attachment C**
2. USG Faculty Council approval  
– **See Attachment D**

**IV. Key University Goals Report** – Dr. Donna Hobbs

**V. President's Report** – Dr. William Bloodworth

**VI. Presentation on Leadership ASU** – Dr. Paulette Harris

**VII. Announcements**

## Attachments

### Attachment A.

Items for information only

1. Change Prerequisites BIOL 3210  
BIOL\_FEB08\_003 [pdf](#) C0805
2. Delete BUSA 4210  
BUSA\_FEB08\_001 [pdf](#) C0806
3. Change Exit Exam requirements for BS in Chemistry, Biochemistry track  
CHEM\_NOV07\_001 [pdf](#) C0807
4. Change Exit Exam requirements for BS in Chemistry, Professional track  
CHEM\_NOV07\_002 [pdf](#) C0808
5. Change Exit Exam requirements for BS in Physics  
CHEM\_NOV07\_003 [pdf](#) C0809
6. New Course, CSCI 3600 Internet Programming  
CSCI\_JAN08\_001 [pdf](#) C0810
7. Change program requirements for BS in Computer Science  
CSCI\_JAN08\_002 [pdf](#) C0811
8. Change course titles of elementary and intermediate courses in French  
FREN\_FEB08\_001 [pdf](#) C0812
9. Change course titles of elementary and intermediate courses in German  
GERM\_FEB08\_001 [pdf](#) C0813
10. Change title and description, MATH 3030  
MATH\_JAN08\_001 [pdf](#) C0814
11. Program change to Area F for BS Mathematics, including secondary certification and  
biostatistics tracks  
MATH\_JAN08\_002 [pdf](#) C0815
12. Change prerequisites for MATH 4011, 4211, 4310, 4320, 4410, 4420, 4520  
MATH\_JAN08\_003 [pdf](#) C0816
13. Change requisites for minor in Math  
MATH\_JAN08\_004 [pdf](#) C0817
14. Change prerequisites for MATH 1101, 1111, 1113  
MATH\_JAN08\_005 [pdf](#) C0818
15. Change entry for math major concentration  
MATH\_JAN08\_006 [pdf](#) C0819

16. Change title, HIST 4451  
HIST\_JAN08\_003 [pdf](#) C0820
17. Change description, MUSI 4610  
MUSI\_JAN08\_001 [pdf](#) C0821
18. Change hours for MUSI 1000, 1610, 1620, 1621, 1630, 3610, 3620, 3630, 360,  
4620, 4640, 4650, 4660, 4670, 4680, 4690  
MUSI\_JAN08\_002 [pdf](#) C0822
19. Change course numbers, hours, and descriptions; MUSI 0521, 0522  
MUSI\_JAN08\_004 [pdf](#) C0823
20. Change course numbers, hours, description; MUSI 0523, 0524; change hours, MUSI  
3210, 4210, 3560  
MUSI\_JAN08\_005 [pdf](#) C0824
21. Change electives hour requirements for BA Music  
MUSI\_JAN08\_006 [pdf](#) C0825
22. Change miscellaneous requirements for BA Music Performance, Piano Track  
MUSI\_JAN08\_007 [pdf](#) C0826
23. New Course, MUSI 2525, Advanced Keyboard Skills  
MUSI\_JAN08\_008 [pdf](#) C0827
24. New Course, PADM 6353, Information Security Management  
PADM\_FEB08\_001 [pdf](#) C0828
25. New Course, SPAN 4960, Undergraduate Internship  
SPAN\_FEB08\_001 [pdf](#) C0829
26. Change course titles for elementary and intermediate Spanish classes  
SPAN\_FEB08\_002 [pdf](#) C0830
27. Change description, SPAN 3400  
SPAN\_FEB08\_003 [pdf](#) C0831

## Attachment .B

Items requiring a faculty vote

1. New Course, ASTR 1000, Introduction to the Universe  
ASTR\_JAN08\_001 [pdf](#) C0832
2. Change title and description, BIOL 1101  
BIOL\_JAN08\_001 [pdf](#) C0833
3. Change title and description, BIOL 1102  
BIOL\_JAN08\_002 [pdf](#) C0834
4. Change registration requirements after 2 or more prior course attempts  
BIOL\_FEB08\_004 [pdf](#) C0835
5. Change core and elective requirements for MBA  
BUSA\_FEB08\_002 [pdf](#) C0836
6. Change Area D to match new courses and Nursing requirements  
CHEM&PHYS\_FEB08\_001 [pdf](#) C0837
7. Change hours, ENGL 3820; adds one hour to English with Secondary Teacher  
Certification program  
ENGL\_FEB08\_001 [pdf](#) C0838
8. New Course, ENGR 2020, Statics  
ENGR\_FEB08\_001 [pdf](#) C0839
9. New Course, ENGR 2040, Dynamics  
ENGR\_FEB08\_002 [pdf](#) C0840
10. Change description HIST 4011/6011/WMST 4011  
HIST\_SEPT07\_001 [pdf](#) C0841
11. Change description HIST 4021/6021/WMST 4021  
HIST\_OCT07\_002 [pdf](#) C0842
12. Change Area F for Music BS degree; change credit hours for MUSA 1101, 1102,  
1211, 1212, 1221, 1222, 1231, 1232, 1241, 1242, 1251, 1252, 1311, 1312, 1321,  
1322, 1331, 1332, 1341, 1342, 1351, 1352, 1411, 1412, 1621, 1511, 1512, 1521,  
1522, 1531, 1532, 1541, 1542, 1551, 1552, 1611, 1612, 1622  
MUSI\_JAN08\_003 [pdf](#) C0843
13. Change description PHSC 1011  
PHSC\_JAN08\_001 [pdf](#) C0844
14. Delete PHSC 1012  
PHSC\_JAN08\_002 [pdf](#) C0845

15. Change program, BS Mathematics and Physics with Certification in Secondary Education  
PHYS&MATH\_MAR08\_001 [pdf](#) C0846
16. New Course, POLS 3302, Judicial Process II  
POLS\_FEB08\_001 [pdf](#) C0847
17. New Course, SOWK 3301, Human Behavior in the Social Environment II  
SOWK\_FEB08\_001 [pdf](#) C0848
18. New Course, SOWK 3400 Social Work Practice I  
SOWK\_FEB08\_002 [pdf](#) C0849
19. New Course, SOWK 3401 Social Work Practice II  
SOWK\_FEB08\_003 [pdf](#) C0850
20. New Course, SOWK 3500 Social Welfare Policy  
SOWK\_FEB08\_004 [pdf](#) C0851
21. New Course, SOWK 3501 Child and Family Welfare  
SOWK\_FEB08\_005 [pdf](#) C0852
22. New Course, SOWK 4601 Integrative Seminar I  
SOWK\_FEB08\_006 [pdf](#) C0853
23. New Course, SOWK 4602 Integrative Seminar II  
SOWK\_FEB08\_007 [pdf](#) C0854
24. New Course, SOWK 2100 Social Welfare History and Philosophy  
SOWK\_FEB08\_008 [pdf](#) C0855
25. New Course, SOWK 2102 Fundamentals of Social Work Practice  
SOWK\_FEB08\_009 [pdf](#) C0856
26. Change description SOWK 3300  
SOWK\_FEB08\_010 [pdf](#) C0857
27. Change Area F, BSW degree in Social Work  
SOWK\_FEB08\_011 [pdf](#) C0858
28. Change major requirements for BSW degree in Social Work  
SOWK\_FEB08\_012 [pdf](#) C0859
29. Change minor in Social Work  
SOWK\_FEB08\_013 [pdf](#) C0860
30. Delete SOWK 2202, 3322, 3340, 3346, 3380  
SOWK\_FEB08\_014 [pdf](#) C0861
31. Add section on General Education Outcomes  
VPAA\_MAR08\_001 [pdf](#) C0862

## Attachment C.

Faculty Manual changes proposed by the Faculty Policies Committee

### **EXISTING SECTION**

#### **500 WORKLOAD**

The normal workload for faculty members consists of those activities associated with the instruction of four three-hour classes.

#### **520 CLASS ATTENDANCE, RECORDS AND GENERAL PROCEDURES**

Faculty members are expected to meet regularly all classes and laboratories for which they are responsible. In case of absence the college dean/ department chair should be notified. The chair will inform the dean's office. In the absence of a chair, the dean's office should be notified directly.

Faculty members are expected to check student attendance regularly. The policy adopted by the faculty concerning cuts is that a student may be dropped from the course if s/he misses more than the equivalent of 10% of class time. Faculty members should pay particular attention to the absences of veterans. The institution, as well as faculty members, can be held liable for overpayments which result from failure to withdraw a veteran student from class rolls.

Any person attending class and not on the class roll should be asked to see the Registrar to determine if the records are correct.

Since faculty are responsible for maintaining appropriate decorum in their classrooms,

- a) students' guests are to be allowed in class only by permission of the instructor,
- and
- b) instructors have the responsibility to ask anyone to leave a class whenever that person clearly obstructs or otherwise disrupts class activities.

Faculty members are requested to post office hours to inform students of their availability at regular times.

Policy requires that the faculty provide written information for students, at the beginning of each course, concerning the goals and requirements for the course, the nature of the course content, the methods of evaluation to be employed, and the basis on which grades are to be determined. Typically such information would be included in a class syllabus to be given to the students at the beginning of each course. Every effort should be made, in every course, to give students timely academic feedback as the course progresses. Concerning midterm in particular:

- a. The class syllabus should reflect that the professor intends to have a portion of the cumulative class grade reported to the student prior to midterm. It should also make clear how that portion of the grade is to be determined, and how that portion of the grade is to contribute to the cumulative class grade to be earned by the student.

- b. Graded results on all assignments shall be reported to students in a timely manner. To the extent possible, grades on assignments submitted prior to midterm shall be made available to the students by midterm.
- c. Instructors should make every effort to be available during their office hours or by appointment in the event that students should wish to discuss their academic standing prior to midterm.

In order to give students time to prepare for final examinations, instructors should not give tests during the last two days of classes.

Faculty members are expected to hold final examinations when scheduled. Requests for exceptions should be made only in exceptional circumstances and for educationally sound reasons. Requests for such changes should be made to department chairs/college deans; chairs will forward these requests with a recommendation to the appropriate dean. Before asking for a change in the exam schedule, faculty members should determine that the proposed exam time will not conflict with any scheduled exam. Before approving such requests, Deans and Department Chairs must ascertain that the proposed change will not create a conflict with scheduled exams of any college.

In order to give faculty adequate time to grade final examinations, the deadline for turning in course grades should be no sooner than twenty-four hours after the last exam of the semester is scheduled.

Fire regulations, insurance provisions, and university policy prohibit smoking in classrooms and laboratories.

## **AS IT WOULD APPEAR IN THE FACULTY MANUAL, IF APPROVED**

### **500 WORKLOAD**

The rights and responsibilities of faculty members are outlined above in Section 300. The following comments are intended to clarify, not to supersede or constrain those rights and responsibilities. The workload for faculty members normally consists of those activities associated with the instruction of four three-hour classes.

### **520 CLASS ATTENDANCE, RECORDS AND GENERAL PROCEDURES**

Faculty members are expected to meet regularly all classes and laboratories for which they are responsible. In case of absence the department chair or the person designated by the chair to collect and post this information should be notified. In the absence of a chair, the dean's office should be notified directly.

Faculty members are expected to monitor student attendance. Any person attending class and not on the class roll should be asked to see the Registrar to determine if the records are correct. A student may be withdrawn from a course in which s/he has missed more than the equivalent of 10% of class time. The last date of attendance must be reported whenever a student is assigned a grade of W, WF, F or U.

Since faculty are responsible for maintaining appropriate decorum in their classrooms,

- a) students' guests are to be allowed in class only by permission of the instructor, and
- b) instructors have the responsibility to ask anyone to leave a class whenever that person obstructs or otherwise disrupts class activities.

Faculty members are expected to be available to students on a regular basis outside of class time and to inform students of their availability.

Policy requires that the faculty provide written information for students at the beginning of each course concerning the goals and requirements for the course, the nature of the course content, the methods of evaluation to be employed, and the basis on which grades are to be determined. Typically such information would be included in a class syllabus. Every effort should be made to give students timely academic feedback as the course progresses. Graded results on all assignments should be reported to students in a timely manner. As stated in Section 302.2, in each course, each semester, the instructor must provide the students with some sort of evaluation and the results of that evaluation prior to the deadline for withdrawal without penalty. Students must have some knowledge of their status in class before that time.

In some courses, the instructor may decide that a major examination at the end of the term is not appropriate. For most courses, however, a major test or final exam is given at the end of the term. The registrar has crafted a final examination master schedule to ensure that students' workload for final preparations is manageable. To this end instructors should give the last major evaluation of the term on the scheduled exam day at the scheduled time; it should not be administered on the last scheduled meeting day of the class. Long-term projects may be due on the last day of class.

Requests for exceptions to the scheduled exam time should be made only in exceptional circumstances and for educationally sound reasons. Requests for such changes should

be made to department chairs/college deans; chairs will forward these requests with a recommendation to the appropriate dean. Before asking for a change in the exam schedule, faculty members should determine that the proposed exam time will not conflict with any scheduled exam. Before approving such requests, Deans and Department Chairs must ascertain that the proposed change will not create a conflict with other scheduled exams.

In order to give faculty adequate time to grade final examinations, the deadline for turning in course grades will be no sooner than twenty-four hours after the last exam of the semester is scheduled to end.

Attachment D.  
Faculty Council Proposal

## **University System of Georgia Faculty Council Bylaws**

Proposed: March 14, 2008

Drafted By:

Russell Porter (Clayton State University), Elizabeth Comber (North Georgia College and State University), Craig Turner (Georgia College and State University), Thomas Hancock (Georgia Gwinnett College), Rose Metts (Savannah State University), & Juone Brown-Johnson (Fort Valley State University)

### **Section I: Name**

The name of the body hereby constituted is the University System of Georgia Faculty Council (USGFC).

### **Section II: Mission**

The purpose of the University System of Georgia Faculty Council is to promote and foster the welfare of system faculty, in non-collective bargaining issues, through the combined creativity and expertise of faculty representatives from system institutions.

### **Section III: Responsibilities and Functions**

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia.

The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty.

The USGFC will develop principles for system institutions relevant to the formulation of faculty representative bodies. These bodies will strive to address issues of a local nature and forward to the USGFC issues of system-wide concern.

The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to system faculty.

All USGFC business will be decided by a simple majority of the voting membership.

#### **Section IV: Membership**

Membership of the USGFC will be comprised of two representatives (one voting member, one non-voting) from each participating system institution. The representatives for a participating institution must be members of that institution's faculty body and selected by a process determined by the faculty governance unit of that institution.

#### **Section V: Officers of the USG Faculty Council.**

The officers of the USG Faculty Council shall be chair, vice chair, and secretary.

At the first meeting of the newly created Council (annual or other determined period of meetings), the outgoing Council chair shall convene the Council for the purpose of electing a chair, vice chair and secretary from the membership of the Council. The chair shall be elected first. Officers of Faculty Council shall be elected from the voting members. Election is by majority vote of those present and voting presuming a quorum. The chair, vice chair and secretary shall serve for one year. There is no limit on total years of service as chair, vice chair or secretary, but no individual shall serve as chair, vice chair or secretary for more than two consecutive years. The primary duty of the chair, vice chair and secretary will be to communicate with the USG Chancellor or Chancellor's designee and attend the BOR meetings to distribute meeting outcomes to the USG Faculty Council members. The chair, vice chair and secretary will help create the USG Faculty Council meetings in coordination with the USG Faculty Council members.

#### **Section VI: Amendments**

These Bylaws may be amended or repealed at any regular meeting by an affirmative vote of not less than two-thirds of the voting membership, provided, however, that any proposed amendment to these Bylaws shall be submitted to the USGFC in writing at least 30 days prior to any regular meeting of the USGFC and shall be voted on at that regular meeting of the USGFC. Any Bylaw may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all voting members present, provided that not fewer than two-thirds of the voting membership is present.

## Attachment E.

### University System Goals and Proposed Key ASU Goals

#### UNIVERSITY SYSTEM GOALS

1. Renew excellence in undergraduate education to meet students' 21<sup>st</sup> century educational needs.
2. Create enrollment capacity to meet the needs of 100,000 additional students by 2020.
3. Increase the System's participation in research and economic development.
4. Strengthen the USG's partnerships with the state's other educational agencies.
5. Maintain affordability so that money is not a barrier to participation in the in the benefits of higher education.
6. Increase efficiency, working as a system.

#### ***KEY AUGUSTA STATE UNIVERSITY GOALS***

1. Continue to enhance and develop the strength of the Augusta State faculty.  
(System Goal 2)
2. Expand opportunities for student success.  
(System Goal 1)
3. Enhance support for learning in science and mathematics.  
(System Goal 1)
4. Develop additional academic facilities on Wrightsboro Rd.  
(System Goal 2)
5. Strengthen cooperation with and service to K-12 education.  
(System Goal 4)