

Minutes

Faculty Meeting



Tuesday, April 26, 2011
2:30 p.m., UH 170

120 faculty members present; President Bloodworth called the meeting to order at 2:32 p.m.

Agenda Items

The president and faculty recognized the past seven year's work of the faculty secretary, who has submitted his resignation.

I. Approval of Minutes from March 29, 2011, available at: http://www.aug.edu/faculty_secretary/facmin_03_29_2011_draft.pdf

Moved and seconded

Vote – all ayes

Dr. Chris Terry, Mathematics and Computer Science, moved to amend the agenda to provide a brief report on approved changes to the class core.

Seconded. No discussion.

Vote – all ayes; the item was added to the agenda as the first item under Old Business.

II. Old Business

Core Update - Dr. Terry reviewed progress on approval of the new general outcomes which were approved by faculty vote two faculty meetings ago, with approval of overlay requirements at the most recent meeting. All changes subsequently have been approved by the Council on General Education of the University System of Georgia. Some changes will go into effect this fall, but implementation of the US Perspectives, Global Perspectives, and Critical Thinking areas will become effective in 2012-2013. Please direct questions to Dr. Terry or AVPAA Rychly.

Faculty Policies Committee – Dr. Peter Basciano – See Attachments A and B

105.1.2.1 FPC membership change

Changes length of service

This item announced at March 29 meeting with no discussion. **FOR FACULTY VOTE**

(This was [Attachment C](#) at the March 29 faculty meeting)

105.1.2.1 FPC membership change

Changes number of members and selection process

This item announced at the March 29 meeting; amended; tabled.

(This was [Attachment D](#) at the March 29 faculty meeting)

Dr. Basciano introduced the two items.

Dr. Jackie Cohen, Learning Support and FPC member, moved to table the first item. (The FPC proposed to faculty by email prior to the meeting that the item be tabled for larger-scale review in the fall.) Seconded.

Vote – all ayes

No motion was made on the second item, which remained tabled.

III. New Business

a. Faculty Policies Committee – Dr. Peter Basciano

204.15 Oversight Committee on Human and Animal Research
Splits the existing committee to two committees, IRB and IUCAC, to bring the university in line with federal guidelines

This item **FOR FACULTY VOTE** – See Attachment C

Dr. Basciano presented the purpose and history of the measure.
Vote - all ayes

546.2, 546.3 – ASU Guidelines for the Conduct and Authorization of Human Participants and Animal Research
Updates and makes editorial corrections

This item **FOR FACULTY VOTE** - See Attachment D

Dr. Basciano presented the item, which incorporates changes to the committee structure and transfers a form from the faculty manual to the committee web site. Dr. Crute, chair of Chemistry and Physics; Dr. Topolski, Psychology; and Dr. Whiting, associate vice president for institutional effectiveness, clarified that policy will remain in the manual while the forms will be moved.
Vote – all ayes

421.21 Faculty Role Model, Role II, Service
Provides credit for leadership in student research
This item **FOR FACULTY VOTE** – See Attachment E

Dr. Basciano presented the item; there was no discussion.
Vote – all ayes

421.3 Faculty Role Model, Professional Development and Achievement
Provides credit for leadership in student research
This item **FOR FACULTY VOTE** - See Attachment F

Dr. Basciano presented the item, which keeps intact the eight enumerated categories.
Vote – all ayes

432.2.3 Promotion and Tenure, Administrative Level
Clarifies Promotion and Tenure Committee membership
This item **FOR FACULTY VOTE** - See Attachment G

Dr. Basciano presented the item, which aligns policy with current practice.
Vote – all ayes

520 – Class Attendance, Records and General Procedures
Changes requirements related to non-attendance, and allows for online courses
This item **FOR FACULTY VOTE** - See Attachment H

Dr. Basciano presented the item, which expands current language to address online courses and updates the text to include non-attendance verification requirements. This text is a companion change to APC's change to the ASU Catalog.

Vote – all ayes

b. Academic Policies Committee – Dr. Todd Schultz
Twenty-two items, FOR INFORMATION ONLY – See Attachment I

Dr. Schultz presented the items; there was no discussion.

Four items, **FOR FACULTY VOTE** – See Attachment J

Dr. Schultz presented the items and each was voted on.

Item 1, Philosophy course change:

Vote – all ayes

Dr. Kim Davies, chair of Sociology, Criminal Justice and Social Work, requested that the faculty secretary amend all locations in the ASU Catalog to which this change applies.

Item 2, social work minor deletion:

Vote – all ayes

Item 3, attendance policy:

Vote – all ayes

Item 4, TESOL certificates:

Vote – all ayes

c. Honors Program Report - Dr. Tim Sadenwasser– See Attachment K

Dr. Sadenwasser, English and Foreign Languages and director of the Honors Program, presented the mission statement of the ASU Honors Program. He provided information on the benefits of honors core classes, including class sizes capped at 20 students; the opportunity to present at honors conferences; courses are dynamic, as they usually involve some level of experimentation on part of faculty teaching them; the program encourages undergraduate research; a thesis is required to graduate with honors; and, team teaching across disciplines is encouraged. Dr. Sadenwasser noted the successes of graduates of the program, which currently has 105 students.

Students who are recommended to the program by faculty are more likely to join than those to whom letters are sent, so Dr. Sadenwasser asks for the assistance of faculty in

encouraging students to consider honors classes, especially before the end of the student's freshman year. A goal is to increase the number and quality of students in the program, as a number of qualified students at ASU are not yet involved in the honors program. Dr. Sadenwasser is creating a database of faculty who are interested in leading undergraduate research. Please visit the program in University Hall 331.

d. Regents' Test – Dr. Carol Rychly, associate vice president for academic affairs

Dr. Rychly proposed the removal of the Regents' Test as a tool used by Augusta State University, noting that 24 sister institutions already have already acted in this regard, and that the test, originally designed to measure success of our teaching, now measures only the effectiveness of the high school programs through which the students passed.

If the proposal passes, there is a form and procedure to follow, but 30 days after that the test would no longer be used. Dr. Rychly asked Dr. Lillie Johnson, chair of English and Foreign Languages, to address the effect of the proposal.

Dr. Johnson noted that ASU had retained the test beyond the time some schools did because our students excelled at it. Her department has been asked to put in place supplementary instruction to assist students to pass ENGL 1101 and 1102 – these will fill in for writing skills.

The Freshman English Director, Dr. Mike Garcia, and Ms. Logan Wheeler, the Writing Center Director, will focus on assisting the students whose deficiencies might have been detected previously by the Regents' Test. Dr. Garcia noted that our students learn to a higher level than the Regents' Test requires.

Dr. Johnson requested the help of all faculty members in pointing students to the supplemental instruction as needed. One difficulty will be that the supplemental instruction will be voluntary.

Vote – Ayes are in the majority.

e. Budget Report – VPBO Therese Rosier

VPBO Rosier noted that undergraduate tuition has been approved for a three-percent increase, and fees will rise \$100 per semester. Given these changes and if headcount and tuition stay about the same with current funding budgeted. If enrollment increases, we will be in better shape; if it decreases, additional cuts will be needed.

We have avoided cuts in personnel, and we've had no reduction in travel funding.

Because the entire amount returned to the state this year will be paid up front, initial budgets will be reduced five percent. Some of that funding will be restored to departments later in the year. If exceptions are needed, contact the vice president's office.

VPBO Rosier replied to a question from a faculty member about the student-approved fee related to the construction of the health center. Students who approved the new fee to pay for the health center and other construction originally believed it would be

offset by the expiration of a different fee. The fee that was to expire actually was continued. To be sure the new fee still was wanted by students, a petition was created and circulated. Students indicated on the petition they still sought the new fee and the benefits in construction it would bring.

IV. President's Report– See Attachment L

V. Announcements

* Dr. Bloodworth reminded faculty of the faculty recognition program to be held Thursday at 11 a.m. at the Maxwell Performing Arts Theatre.

Adjourned 3:40 p.m.

DRAFT

Attachments

Attachment A

From the Faculty Policies Committee –

This item was announced March 29 and is to be voted on.

Current:

105.1.2.1 Membership

The committee shall consist of twelve faculty members who are not members of the University Council and who forego the privileges of service on the University Council during their membership on the Faculty Policies Committee. The two exceptions are that the Faculty Secretary, if duly elected, may serve on Faculty Policies, and the Chair of Faculty Policies serves on University Council by virtue of position. These faculty members shall be elected from the faculty-at-large each spring, and they shall begin their terms of service not later than the next to the last week of the Spring semester. One-half of the members shall be elected annually for terms of two years.

The procedure for election of members of the Faculty Policies Committee shall conform to the Standard Election Procedures except as stated herein. If the continuing committee membership has no representative from a college, the primary election results will be used to place on the general election ballot at least two names from that (those) unrepresented college(s). The candidate from each unrepresented college who receives the highest number of votes shall be declared elected, with the remaining seats determined according to the Standard Election Procedures. When a member of the Faculty Policies Committee has completed a full term of office, the individual may not serve again for a full year after the full term of office has expired.

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Proposed:

105.1.2.1 Membership

The committee shall consist of fifteen faculty members, with a minimum of two members from each college who are not members of the University Council and who forego the privileges of service on the University Council during their membership on the Faculty Policies Committee. The two exceptions are that the Faculty Secretary, if duly elected, may serve on Faculty Policies, and the Chair of Faculty Policies serves on University Council by virtue of position. These faculty members shall be elected from the faculty-at-large each spring, and they shall begin their terms of service not later than the next to the last week of the Spring semester. One third of the members shall be elected annually for terms of three years.

The procedure for election of members of the Faculty Policies Committee shall conform to the Standard Election Procedures except as stated herein. *If the continuing committee membership has no representatives from a college, then the primary election results will be used to place on the general election ballot at least four names from that (those) unrepresented college(s). If the continuing committee membership has only one representative from a college, then the primary election results will be used to place on the general election ballot at least two names from that (those) underrepresented college(s). The candidates from each unrepresented or underrepresented college(s) who receives the highest votes shall be declared elected, with the remaining seats determined according to Standard Election Procedures.* When a member of the Faculty Policies Committee has completed a full term of office, the individual may not serve again for a full year after the full term of office has expired.

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Attachment B

Faculty Policies Committee – This item was amended, then tabled.

Current:

105.1.2.1 Membership

The committee shall consist of twelve faculty members who are not members of the University Council and who forego the privileges of service on the University Council during their membership on the Faculty Policies Committee. The two exceptions are that the Faculty Secretary, if duly elected, may serve on Faculty Policies, and the Chair of Faculty Policies serves on University Council by virtue of position. These faculty members shall be elected from the faculty-at-large each spring, and they shall begin their terms of service not later than the next to the last week of the Spring semester. One-half of the members shall be elected annually for terms of two years.

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Proposed:

105.1.2.1 Membership

The committee shall consist of fifteen faculty members, with a minimum of two members from each college who are not members of the University Council and who forego the privileges of service on the University Council during their membership on the Faculty Policies Committee. The two exceptions are that the Faculty Secretary, if duly elected, may serve on Faculty Policies, and the Chair of Faculty Policies serves on University Council by virtue of position. These faculty members shall be elected from the faculty-at-large each spring, and they shall begin their terms of service not later than the next to the last week of the Spring semester. *One third of the members shall be elected annually for terms of three years.*

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Attachment C

Faculty Policies Committee – This item requires a faculty vote.

The proposal splits the current oversight committee into two committees

Current:

204.16 The Oversight Committee on Human and Animal Research

204.16.1 Membership

The Oversight Committee on Human and Animal Research will consist of five faculty members, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and one community member, all with particular interest and expertise in this area and who will normally be reappointed annually. Faculty members are appointed by the Faculty Policies Committee.

204.16.2 Responsibilities

The committee shall (1) evolve guidelines for the conduct and authorization, specifically of human subject research and pilot studies, taking into account any pertinent legislation and/or precedent, (2) review faculty research proposals involving human or animal subjects and approve those meeting ethical standards as established by law and/or professional organizations appropriate to the research, and (3) ensure that acceptable standards of sanitation and humane conditions are met in the use and keeping of laboratory animals.

Proposed:

204.16 The Institutional Review Board (IRB) on Human Research

204.16.1 Membership

The Institutional Review Board (IRB) will consist of five faculty members, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and one community member, all with particular interest and expertise in this area and who will normally be reappointed annually. All members are appointed by the Faculty Policies Committee.

204.16.2 Responsibilities

The committee shall (1) evolve guidelines for the conduct and authorization, specifically of human subject research and pilot studies, taking into account any pertinent legislation and/or precedent, (2) review research proposals involving human participants and approve those meeting ethical standards as established by law and/or professional organizations appropriate to the research, and 3) oversee compliance according to ethical standards.

204.17 The Institutional Animal Care and Use Committee (IACUC)

204.17.1 Membership

The Institutional Animal Care and Use Committee (IACUC) will consist of five members who will normally

be reappointed annually and the Director of Grants and Sponsored Programs (ex-officio and non-voting). The five member committee will include:

- * At least two ASU faculty members, one of whom shall serve as chair.
- * A doctor of veterinary medicine, who is certified or has training or experience in laboratory animal science and medicine or in the use of the species in question.
- * A practicing scientist experienced in research involving animals.
- * A member of the public to represent general community interests in the proper care and use of animals. Public members should not be laboratory animal users, be affiliated with the institution, or be members of the immediate family of a person who is affiliated with the institution.

All members will be appointed by the Faculty Policies Committee.

204.17.2 Responsibilities

The committee shall (1) evolve guidelines for the conduct and authorization, specifically of animal subject research and pilot studies, taking into account any pertinent legislation and/or precedent, (2) review faculty research proposals involving animal subjects and approve those meeting ethical standards as established by law and/or professional, organizations appropriate to the research, (3) oversee compliance according to ethical standards, and (4) ensure that acceptable standards of sanitation and humane conditions are met in the use and keeping of laboratory animals.

Attachment D

Faculty Policies Committee – This item requires a faculty vote.

Current:

546.2 ASU Guidelines for the Conduct and Authorization of Human Subject and Animal Research

Augusta State University encourages and supports research by its faculty and students. However, the university recognizes the need for ensuring the privacy, safety, health, and welfare of research subjects. The Oversight Committee on Human Subject and Animal Research was created to review and approve all research conducted by individuals affiliated with the university (see Appendix C).

All individuals affiliated with ASU who intend to use its facilities and/or personnel to initiate research involving human or animal subjects are responsible for ensuring that the research is reviewed and approved by the Oversight Committee on Human Subject and Animal Research prior to the **recruitment** and **involvement** of human and/or animal subjects. Any subsequent changes in the research procedures must also be approved. Proposals seeking support from extra-university agencies must be reviewed and approved prior to submission to an agency. Any appeals of decisions made by the Oversight Committee shall first be addressed to the committee and then, if not resolved, to the VPAA. Appeals that are not resolved administratively may be processed under the grievance procedure in section 802.2 and following in the ASU Faculty Manual.

The Oversight Committee on Human Subject and Animal Research reviews research proposals and approves those meeting ethical standards as established by law, the Department of Health and Human Services, and professional organizations appropriate to the research.

546.3 Procedure For Submitting Research Proposals

- a. Obtain a copy of the “Application for Review of Research Involving Human or Animal Subjects” from the Oversight Committee on Human Subject and Animal Research web page or contact the chair of the committee (see Appendix C).
- b. Follow the instructions on the application and answer all questions completely.
- c. Before completing the application, read the criteria appended to the application which define the three categories of review (i.e., Full Committee, Expedited, and Exempt) as defined by DHHS regulations and check which criteria apply to this research. The Oversight Committee on Human and Animal Research will make the final determination of the category for review.
- d. Submit six (6) copies of the application to the committee chair.
- e. Applications must be received at least ten working days prior to an established calendar meeting of the committee. (Calendar of committee meetings will be established annually and posted on the web page.)

APPENDIX C - FORMS FOR HUMAN AND ANIMAL RESEARCH

1. Application for Review of Research Involving Human Subjects by the Oversight Committee for Human Subject and Animal Research at Augusta State University

A. Please complete the appropriate sections of this application and send to the Chair of the Oversight Committee. Please complete the appropriate sections of this application and send to the Chair of the Oversight Committee.

Investigator _____ Department _____

Phone Number _____

Co-Investigator _____ Department _____

Title of project

This proposal has been reviewed and adheres to the submission criteria outlined below.

Instructor / Professor _____

Department _____

Phone Number _____

The Oversight Committee reviews research proposals using guidelines established by the Department of Health and Human Services (HHS) and relevant professional organizations. Before completing this application, investigators using human subjects should read the criteria appended to this application which define the three categories of review (i.e., Full Committee, Expedited, and Exempt) as defined by HHS regulations and check which criteria apply to their research (see the third page of this appendix).

B. Overview of the Research (The information requested in section B may be provided on a separate sheet.)

1. Briefly describe the nature of your research. What is the purpose or the rationale for the research? What are your hypotheses? What benefits should result from the research? Provide any background information that you believe will be useful in review of your proposal.

2. Describe your intended subject population:

a. For human subjects specify the number of subjects to be used, their ages, and any other relevant physical, psychological, or demographic characteristics. If the subjects are unable to give voluntary informed consent (in the case of young children, for example), please pay particular attention to the questions B3-7 below. Studies using children or impaired participants must undergo full committee review.

3. If used, how will human subjects be recruited? How will their informed consent be obtained? Attach a copy of your Informed Consent Form, which should contain the information described in the attached Instructions for Informed Consent Forms. The informed consent form may be waived or altered, with the approval of the Oversight Committee, if the research cannot be practically conducted without the waiver or alteration.

4. Describe your research procedures. Who will conduct the study and what training will these researchers have had? What activities will be required of the subjects? Please attach copies of any questionnaires, tests, scales, or record forms to be used in the study.
5. If human subjects are to be used, will there be any deception? If so, how will this be done, and how will the effects of the deception be remedied? Be sure to attach a copy of any debriefing instructions.
6. What potential risks (e.g., medical, psychological, physical, social, or legal) will subjects face? How will such risks be handled? How will the privacy of the subjects and confidentiality of their data be assured?
7. What benefits will subjects gain, if any, by participation? What other benefits (e.g., for society as a whole) can be anticipated from the study?

Instructions for Informed Consent Forms

- a. Information given to the subject or representative (e.g., parent or legal guardian) must be in language that is understandable. No informed consent may include any exculpatory language through which the subject or representative is made to waive or appear to waive any of the subject's legal rights or releases or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.
- b. A statement that the study involves research, an explanation of the purposes of the research and expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental.
- c. A description of any risks or discomfort to the subject which can be reasonably foreseen.
- d. A description of any benefits to the subject or others which may reasonably be expected from the research.
- e. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
- f. A statement describing the extent, if any, to which confidentiality of the records identifying the subject will be maintained.
- g. For research involving more than minimal risk, a statement describing whether any compensation and medical treatment are available if injury occurs and where to find out about these.
- h. The name and phone number of a person to contact for the answers to pertinent questions about the research and subjects rights or in case of a research-related injury.
- i. A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to the subject, and that the subject may discontinue participation at any time without penalty or loss of benefits.

- j. A title on the form stating "Informed Consent Form."
- k. A blank space for the subject, or their representative (e.g., parent or legal guardian), to sign and date the form.
- l. A statement on the form indicating that the subject has been provided with a copy of the form.

Categories of Review for the Research Proposals Using Human Subjects- HHS

Please check all procedures that apply to the proposed research.

Full Committee Review

Research which poses possible risk to subjects (e.g., physical, medical, surgical, psychological, legal, etc.); research which involves children or impaired populations; any procedures not covered under Expedited or Exempt Review.

Expedited Review

Research which poses minimal risk to subjects. Minimal risk is defined as involving one or more of the following procedures. Please check all procedures that apply to the proposed research.

- (1) Collection of hair and nail clippings, in a non-disfiguring manner; deciduous teeth and permanent teeth, if patient care indicates a need for extraction.
- (2) Collection of excreta and external secretions including sweat, uncannulated saliva, placenta removed from delivery, and amniotic fluid at the time of rupture of membrane prior to or during labor.
- (3) Recording of data from subjects 18 years of age or older using noninvasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance, do not involve input of matter or significant amounts of energy into the subject, or an invasion of the subjects privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (e.g., x-rays, microwaves).
- (4) Collection of blood samples by venipuncture in amounts not exceeding 450 milliliters in an eight-week period and no more than two times per week, from subjects 18 years of age or older and who are in good health and not pregnant.
- (5) Collection of both supra- and subgingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques.
- (6) Voice recordings made for research purposes, such as investigations of speech defects.

- (7) Moderate exercise by healthy volunteers.
- (8) The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
- (9) Research on the individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subject's behavior and the researcher will not involve stress on the subjects.
- (10) Research on drugs or devices in which an investigational new drug exemption or an investigational device exemption is not required.

Exempt Review

Research which poses no risk to subjects. No risk is defined as involving one or more of the following procedures. Please check all procedures that apply to the proposed research.

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
 - (i) research on regular and special education instructional strategies; or,
 - (ii) research on the effectiveness of or the comparison among instructional, techniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - (i) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - (ii) any disclosure of the human subject's responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.
- (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under Paragraph 2 of this section, if:
 - (i) The human subjects are elected or appointed public officials or candidates for public office; or,
 - (ii) federal statute(s) require(s), without exception, that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- (4) Research involving the collection or study of existing data, documents, records, and pathological specimens if these sources are publicly available or of the information is recorded by the investigator in such a manner that subjects cannot be identified, either directly or through identifiers linked to the subjects.
- (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
 - (i) public benefit or service programs;
 - (ii) procedures for obtaining benefits or services under those programs;

(iii) possible changes in methods or levels of payment for benefits or services under those programs.

- (6) Taste and food quality evaluation and consumer acceptance studies:
- (i) if wholesome foods without additives are consumed; or,
 - (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or an agricultural chemical or an environmental contaminant at or below the level found to be safe by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

2. Application for Review of Research Involving Animals by the Oversight Committee for Human Subject and Animal Research at Augusta State University

Before completing this application, applicants should be familiar with the Guidelines for Ethical Conduct in the Care and Use of Animals developed by the American Psychological Association and the guidelines for animal welfare established by the U.S. Department of Agriculture. These guidelines are linked to the website of the Oversight Committee for Human Subject and Animal Research (www.aug.edu/~oscuww). All research procedures must be in strict compliance with these guidelines as well as with any additional local, state, or federal laws regarding the care and treatment of animals.

Investigator _____ Department _____

Phone Number _____

Co-Investigator(s) _____ Department _____

Title of project

Please respond carefully and completely to the following items.

1. Background information:

a. Clearly state the purpose and rationale for the current research.

b. Please specify whether this research is being conducted for a class project or to meet the scholarly research requirements of faculty and/or students. Please note that some procedures may be justified for research purposes, but not for educational purposes.

c. State any sources of support for the research, such as institutional funds, external granting agencies, etc. If a separate application for such funding exists, please attach a copy.

2. Describe the sample of animals to be used. In doing so, please specify the following:

- a. The species and number of animals to be used.
 - b. How the animals will be acquired and from what supplier.
 - c. How the animals will be housed, maintained, and cared for. Please refer to the most recent USDA publications regarding applicable guidelines and regulations.
 - d. Describe how the animals will be euthanized or treated after the conclusion of the research. If they are not euthanized, what provisions for their care and disposition will be made?
3. Describe the qualifications and training of the principal investigator(s), as well as those of any research assistants to be involved, relevant to research with animal subjects. Where applicable, please address the need for research assistants.
 4. Describe in detail the procedures to be used in the research. Be sure to respond to the following specific questions.
 - a. Describe any procedures which might result in pain and suffering, permanent injury, or any other type of distress for the animals. What steps will be taken to minimize the aversive consequences?
 - b. Describe the use of any drugs or other substances that will be used and how these might affect the animals. What steps will be taken to select the lowest dosages of the drugs or amounts of other substances to be used?
 - c. Identify any possible alternatives to the use of animals and discuss why these could not be used.

Proposed:

546.2 ASU Guidelines for the Conduct and Authorization of Human Subject and Animal Research

Augusta State University encourages and supports research by its faculty and students. However, the university recognizes the need for ensuring the privacy, safety, health, and welfare of **human research participants and animal subjects**. For any questions regarding what constitutes research, and the procedures for submitting proposals, please see the Institutional Research Board (IRB) Committee's web site www.aug.edu/IRB/ for human research, and the IACUC web site www.aug.edu/IACUC/ for animal research. ~~The Oversight Committee on Human Subject and Animal Research was created to review and approve all research conducted by individuals affiliated with the university (see Appendix C).~~

Human Participants

The IRB was created to review and approve all research conducted with human participants at Augusta State University and by individuals affiliated with the university. The committee also oversees compliance with ethical standards. Additional information is available at the committee's web site, www.aug.edu/IRB/.

All individuals ~~affiliated with ASU~~ who intend to use **Augusta State University's** its facilities and/or personnel to initiate research involving human participants ~~or animal subjects~~ are responsible for ensuring that the research is reviewed and approved by the **IRB Oversight Committee on Human Subject and Animal Research** prior to the **recruitment and involvement** of human **participants**, and/or animal subjects. Any subsequent changes in the research procedures must also be approved. Proposals seeking support from extra-university agencies must be reviewed and approved prior to submission to an agency. Any ~~appeals of decisions made by the Oversight Committee shall first be addressed to the committee and then, if not resolved, to the VPAA. Appeals that are not resolved administratively may be processed under the grievance procedure in section 802.2 and following in the ASU Faculty Manual.~~

~~The Oversight Committee on Human Subject and Animal Research~~ **IRB** reviews research proposals and approves those meeting ethical standards as established by law, the **Office for Human Research Protections (OHRP)** of the Department of Health and Human Services (DHHS), and professional organizations appropriate to the research.

Animal Research

The Institutional Animal Care and Use Committee (IACUC) was created to review and approve all research conducted with animal subjects at ASU and by individuals affiliated with the university. The committee also oversees compliance with ethical standards. Additional information is available at the committee's web site: www.aug.edu/IACUC/.

All individuals who intend to use Augusta State University facilities and/or personnel to initiate research involving animal subjects are responsible for ensuring that the research is reviewed and approved by the IACUC prior to involving vertebrate animals in the research. Any subsequent changes in the research procedures must also be approved. Proposals seeking support from extra-university agencies must be reviewed and approved prior to submission to an agency.

The Institutional Animal Care and Use Committee reviews research proposals and approves those meeting ethical standards as established by law, U.S. Department of Agriculture, which regulates the Animal Welfare Act and the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals according to the Office of Laboratory Animal Welfare (OLAW).

Appeal Process

Appeals of IRB or IACUC decisions shall first be addressed to the originating committee and then, if not resolved, to the Vice President for Academic Affairs. Appeals that are not resolved administratively may be processed under the grievance procedure in section 800 in the ASU Faculty Manual.

546.3 Procedure For Submitting Research Proposals

- a. Obtain a copy of the “**Application for Review of Research Involving Human Participants**” or “**Application for Review of Research Involving Animal Subjects**” from the IRB’s web site www.aug.edu/IRB/, or the “**Application for Review of Research Involving Animal Subjects**” from the IACUC web site, www.aug.edu/IACUC/. Oversight Committee on Human Subject and Animal Research web page or contact the chair of the committee (see Appendix C).
- b. Follow the instructions on the application and answer all questions completely.
- c. Before completing the application for human participant studies, read the criteria appended to the application which define the three categories of review (i.e., Full Committee, Expedited, and Exempt) as defined by DHHS regulations and check which criteria apply to this research. The IRB Oversight Committee on Human and Animal Research will make the final determination of the category for review.
- d. All individuals conducting human participant research at Augusta State University must undergo certification. Information on how to obtain certification can be found on the committee web site at www.aug.edu/IRB/.
- e. For both human participant and animal research, email one copy of the proposal and all supporting materials (i.e., checklist, measures, and any recruitment flyers) to the appropriate chairperson, IRB@aug.edu or IACUC@aug.edu. If any materials or files are too large, send them through Inter Campus Mail to the committee chair.
- f. Proposals will be reviewed on a continuous basis as they are received.
- d. Submit six (6) copies of the application to the committee chair.
- e. Applications must be received at least ten working days prior to an established calendar meeting of the committee. (Calendar of committee meetings will be established annually and posted on the web page.)

APPENDIX C – FORMS FOR HUMAN AND ANIMAL RESEARCH

1. ~~Application for Review of Research Involving Human Subjects by the Oversight Committee for Human Subject and Animal Research at Augusta State University~~

A. Please complete the appropriate sections of this application and send to the Chair of the Oversight Committee. Please complete the appropriate sections of this application and send to the Chair of the Oversight Committee.

Investigator _____ Department _____

Phone Number _____

Co-Investigator _____ Department _____

Title of project

This proposal has been reviewed and adheres to the submission criteria outlined below.

Instructor / Professor _____

Department _____

Phone Number _____

The Oversight Committee reviews research proposals using guidelines established by the Department of Health and Human Services (HHS) and relevant professional organizations. Before completing this application, investigators using human subjects should read the criteria appended to this application which define the three categories of review (i.e., Full Committee, Expedited, and Exempt) as defined by HHS regulations and check which criteria apply to their research (see the third page of this appendix).

B. Overview of the Research (The information requested in section B may be provided on a separate sheet.)

1. Briefly describe the nature of your research. What is the purpose or the rationale for the research? What are your hypotheses? What benefits should result from the research? Provide any background information that you believe will be useful in review of your proposal.

2. Describe your intended subject population:

a. For human subjects specify the number of subjects to be used, their ages, and any other relevant physical, psychological, or demographic characteristics. If the subjects are unable to give voluntary informed consent (in the case of young children, for example), please pay particular attention to the questions B3-7 below. Studies using children or impaired participants must undergo full committee review.

3. If used, how will human subjects be recruited? How will their informed consent be obtained? Attach a copy of your Informed Consent Form, which should contain the information described in the attached Instructions for Informed Consent Forms. The informed consent form may be waived or altered, with the approval of the Oversight Committee, if the research cannot be practically conducted without the waiver or alteration.

4. Describe your research procedures. Who will conduct the study and what training will these researchers have had? What activities will be required of the subjects? Please attach copies of any questionnaires, tests, scales, or record forms to be used in the study.

5. If human subjects are to be used, will there be any deception? If so, how will this be done, and how will the effects of the deception be remedied? Be sure to attach a copy of any debriefing instructions.

6. What potential risks (e.g., medical, psychological, physical, social, or legal) will subjects face? How will such risks be handled? How will the privacy of the subjects and confidentiality of their data be assured?

7. What benefits will subjects gain, if any, by participation? What other benefits (e.g., for society as a whole) can be anticipated from the study?

Instructions for Informed Consent Forms

a. Information given to the subject or representative (e.g., parent or legal guardian) must be in language that is understandable. No informed consent may include any exculpatory language through which the subject or representative is made to waive or appear to waive any of the subject's legal rights or releases or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.

b. A statement that the study involves research, an explanation of the purposes of the research and expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental.

c. A description of any risks or discomfort to the subject which can be reasonably foreseen.

d. A description of any benefits to the subject or others which may reasonably be expected from the research.

e. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.

f. A statement describing the extent, if any, to which confidentiality of the records identifying the subject will be maintained.

g. For research involving more than minimal risk, a statement describing whether any compensation and medical treatment are available if injury occurs and where to find out about these.

h. The name and phone number of a person to contact for the answers to pertinent questions about the research and subjects rights or in case of a research related injury.

i. A statement that participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to the subject, and that the subject may discontinue participation at any time without penalty or loss of benefits.

j. A title on the form stating "Informed Consent Form."

k. A blank space for the subject, or their representative (e.g., parent or legal guardian), to sign and date the form.

I. A statement on the form indicating that the subject has been provided with a copy of the form.

Categories of Review for the Research Proposals Using Human Subjects—HHS

Please check all procedures that apply to the proposed research.

Full Committee Review

Research which poses possible risk to subjects (e.g., physical, medical, surgical, psychological, legal, etc.); research which involves children or impaired populations; any procedures not covered under Expedited or Exempt Review.

Expedited Review

Research which poses minimal risk to subjects. Minimal risk is defined as involving one or more of the following procedures. Please check all procedures that apply to the proposed research.

(1) Collection of hair and nail clippings, in a non-disfiguring manner; deciduous teeth and permanent teeth, if patient care indicates a need for extraction.

(2) Collection of excreta and external secretions including sweat, uncannulated saliva, placenta removed from delivery, and amniotic fluid at the time of rupture of membrane prior to or during labor.

(3) Recording of data from subjects 18 years of age or older using noninvasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance, do not involve input of matter or significant amounts of energy into the subject, or an invasion of the subjects privacy. It also includes such procedures as weighing, testing sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electroretinography. It does not include exposure to electromagnetic radiation outside the visible range (e.g., x rays, microwaves).

(4) Collection of blood samples by venipuncture in amounts not exceeding 450 milliliters in an eight-week period and no more than two times per week, from subjects 18 years of age or older and who are in good health and not pregnant.

(5) Collection of both supra and subgingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques.

(6) Voice recordings made for research purposes, such as investigations of speech defects.

(7) Moderate exercise by healthy volunteers.

(8) The study of existing data, documents, records, pathological specimens, or diagnostic specimens.

~~(9) — Research on the individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subject's behavior and the researcher will not involve stress on the subjects.~~

~~(10) — Research on drugs or devices in which an investigational new drug exemption or an investigational device exemption is not required.~~

Exempt Review

Research which poses no risk to subjects. No risk is defined as involving one or more of the following procedures. Please check all procedures that apply to the proposed research.

~~(1) — Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:~~

- ~~— (i) — research on regular and special education instructional strategies; or,~~
- ~~— (ii) — research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.~~

~~(2) — Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:~~

- ~~(i) — Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and~~
- ~~(ii) — any disclosure of the human subject's responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.~~

~~(3) — Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under Paragraph 2 of this section, if:~~

- ~~— (i) — The human subjects are elected or appointed public officials or candidates for public office; or,~~
- ~~— (ii) — federal statute(s) require(s), without exception, that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.~~

~~(4) — Research involving the collection or study of existing data, documents, records, and pathological specimens if these sources are publicly available or of the information is recorded by the investigator in such a manner that subjects cannot be identified, either directly or through identifiers linked to the subjects.~~

~~(5) — Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:~~

- ~~— (i) — public benefit or service programs;~~
- ~~— (ii) — procedures for obtaining benefits or services under those programs;~~
- ~~— (iii) — possible changes in methods or levels of payment for benefits or services under those programs.~~

~~(6) — Taste and food quality evaluation and consumer acceptance studies:~~

- ~~— (i) — if wholesome foods without additives are consumed; or,~~

(ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or an agricultural chemical or an environmental contaminant at or below the level found to be safe by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

2. Application for Review of Research Involving Animals by the Oversight Committee for Human Subject and Animal Research at Augusta State University

— Before completing this application, applicants should be familiar with the Guidelines for Ethical Conduct in the Care and Use of Animals developed by the American Psychological Association and the guidelines for animal welfare established by the U.S. Department of Agriculture. These guidelines are linked to the website of the Oversight Committee for Human Subject and Animal Research (www.aug.edu/~oscuwv). All research procedures must be in strict compliance with these guidelines as well as with any additional local, state, or federal laws regarding the care and treatment of animals.

Investigator _____ Department _____

Phone Number _____

Co-Investigator(s) _____ Department _____

Title of project

Please respond carefully and completely to the following items.

1. Background information:

a. Clearly state the purpose and rationale for the current research.

b. Please specify whether this research is being conducted for a class project or to meet the scholarly research requirements of faculty and/or students. Please note that some procedures may be justified for research purposes, but not for educational purposes.

c. State any sources of support for the research, such as institutional funds, external granting agencies, etc. If a separate application for such funding exists, please attach a copy.

2. Describe the sample of animals to be used. In doing so, please specify the following:

a. The species and number of animals to be used.

b. How the animals will be acquired and from what supplier.

c. How the animals will be housed, maintained, and cared for. Please refer to the most recent USDA

publications regarding applicable guidelines and regulations.

d. Describe how the animals will be euthanized or treated after the conclusion of the research. If they are not euthanized, what provisions for their care and disposition will be made?

3. Describe the qualifications and training of the principal investigator(s), as well as those of any research assistants to be involved, relevant to research with animal subjects. Where applicable, please address the need for research assistants.

4. Describe in detail the procedures to be used in the research. Be sure to respond to the following specific questions:

a. Describe any procedures which might result in pain and suffering, permanent injury, or any other type of distress for the animals. What steps will be taken to minimize the aversive consequences?

b. Describe the use of any drugs or other substances that will be used and how these might affect the animals. What steps will be taken to select the lowest dosages of the drugs or amounts of other substances to be used?

c. Identify any possible alternatives to the use of animals and discuss why these could not be used.

Attachment E

Faculty Policies Committee – This item requires a faculty vote.

Current:

421.2.1 Service to Students Examples include, but are not limited to:

1. Advising students
2. Advising student organizations
3. Participation in student programs
4. Recruitment
5. Placement
6. Writing letters of recommendation
7. Tutoring
8. Selecting students for awards
9. Registering students
10. Assisting Students while teaching or directing study abroad programs

Proposed:

421.2.1 Service to Students Examples include, but are not limited to:

1. Advising students
2. Advising student organizations
3. Participation in student programs
4. Recruitment
5. Placement
6. Writing letters of recommendation
7. Tutoring
8. Selecting students for awards
9. Registering students
10. Assisting Students while teaching or directing study abroad programs
11. Directing student research, scholarship, or creative activity

Attachment F

Faculty Policies Committee – This item requires a faculty vote.

Current:

421.3 ROLE III: PROFESSIONAL DEVELOPMENT AND ACHIEVEMENT (10% - 40%)

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process of college education. For purposes of evaluation, the professional development and achievement role may include:

Proposed:

421.3 ROLE III: PROFESSIONAL DEVELOPMENT AND ACHIEVEMENT (10% - 40%)

The professional development and achievement role encompasses original contributions to knowledge or understanding; creative work in the arts; efforts which advance scholarship and/or improve professional competence; and endeavors which contribute to the teaching/learning process of college education. **In this role faculty members may include intellectual, scholarly, creative or professional projects involving students.** For purposes of evaluation, the professional development and achievement role may include:

Attachment G

Faculty Policies Committee – This item requires a faculty vote.

Current:

432.2.3 The Vice President for Academic Affairs shall make available to the University Review Committee on Promotion and Tenure each application for promotion and/or tenure forwarded from the college deans. The University Review Committee on Promotion and Tenure will be responsible for careful and ample consideration of each application. Each member of the University Review Committee on Promotion and Tenure shall study the materials forwarded by the various colleges within the criteria set forth by that academic unit and the committee shall make a separate written recommendation on each applicant to the Vice President for Academic Affairs. The Vice President for Academic Affairs will consider the individual application and recommendations from all sources and forward these, together with his/her recommendation, to the President. The University Review Committee on Promotion and Tenure shall be appointed by the President with the assistance of the Vice President for Academic Affairs. The committee shall consist of seven tenured faculty members with the rank of professor. Each college must be represented and the equitable representation of individual departmental units shall be considered so far as faculty eligibility permits.

Proposed:

432.2.3 The Vice President for Academic Affairs shall make available to the University Review Committee on Promotion and Tenure each application for promotion and/or tenure forwarded from the college deans. The University Review Committee on Promotion and Tenure will be responsible for careful and ample consideration of each application. Each member of the University Review Committee on Promotion and Tenure shall study the materials forwarded by the various colleges within the criteria set forth by that academic unit and the committee shall make a separate written recommendation on each applicant to the Vice President for Academic Affairs. The Vice President for Academic Affairs will consider the individual application and recommendations from all sources and forward these, together with his/her recommendation, to the President. The University Review Committee on Promotion and Tenure shall be appointed by the President with the assistance of the Vice President for Academic Affairs. The committee shall consist of seven tenured faculty members with the rank of professor. Each college must be represented and the equitable representation of individual departmental units shall be considered so far as faculty eligibility permits. **Administrators, at or above an administrative rank of department chair, are not eligible to serve on the University Review Committee on Promotion and Tenure.**

Attachment H

Faculty Policies Committee – This item requires a faculty vote.

Current:

520 CLASS ATTENDANCE, RECORDS AND GENERAL PROCEDURES

...

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 percent of class time. The last date of attendance must be reported whenever a student is assigned a grade of W, WF, F or U.

Proposed:

520 CLASS ATTENDANCE, RECORDS AND GENERAL PROCEDURES

...

Faculty members are **required** to monitor student attendance **including ongoing participation in online courses. Faculty members should ask** any person attending class **or participating in an online course** and not on the class roll ~~should be asked~~ to see the Registrar to determine if the records are correct.

To assist the University in complying with federal regulations pertaining to financial aid, faculty members are required to maintain a record of and report student non-attendance at the start of each academic term. The Vice President for Academic Affairs is responsible for informing faculty of the duration of the non-attendance verification period and appropriate reporting method at the beginning of each academic term.

A student may be withdrawn from a course in which s/he has missed more than the equivalent of 10 percent of class time. The last date of attendance must be reported whenever a student is assigned a grade of W, WF, F or U.

Attachment I

From the Academic Policies Committee –

These items are **FOR INFORMATION ONLY** and do not require a vote

1. Adds/changes requirements for field hours for some SPED courses
EDLR_001_NOV10 [pdf](#) C1443
 2. Change description of EDLR 6430 School Law and EDLR 6610 The Principalship
EDLR_002_NOV10 [pdf](#) C1444
 3. New Course, COUN 6910 Internship I in Clinical Mental Health Counseling
EDLR_009_OCT09 [pdf](#) C1445
 4. New Course, COUN 6930 Internship II in Clinical Mental Health Counseling
EDLR_010_OCT09 [pdf](#) C1446
 5. Change course SPED 6013 to Practicum in Special Education; change description and prerequisites.
EDLR_011_JAN10 [pdf](#) C1447
 6. Change titles of Specialist degrees
EDTD_002_NOV10 [pdf](#) C1448
 7. Change section describing degrees and programs of study to match change in Specialist titles
EDTD_003_NOV10 [pdf](#) C1449
 8. New Course, EDTD 7364, Impacting Instruction, (2-2-3)
EDTD_004_NOV10_2 [pdf](#) C1450
 9. New Course, EDTD 7520 Cultural Issues and Ethics in Education, (2-2-3)
EDTD_005_NOV10_2 [pdf](#) C1451
 10. Change to degree program for Education Specialist, Curriculum and Instruction
EDTD_001_NOV10 [pdf](#) C1452
 11. Change exit exam required, B.S. in Chemistry, Biochemistry Track
CHEM_001_FEB11 [pdf](#) C1453
 12. Change exit exam required, B.S. in Chemistry, Professional Track
CHEM_002_FEB11 [pdf](#) C1454
 13. Change additional graduation requirements for Bachelor of Arts in Foreign Languages:
French Track with P-12 Teacher Certification
EFL_001_FEB11 [pdf](#) C1455
- (The following eight “for information only” items were added following the UC Meeting)
14. New course BIOL 6950 Selected Topics
BIOL_002_Jan11 [pdf](#) C1461

15. New course PSYC 6190 Professional Issues in Psychology
PSYC_001_JAN11 [pdf](#) C1462
16. New course PSYC 6191 Ethical Issues in Psychology
PSYC_002_JAN11 [pdf](#) C1463
17. Change in course description for PSYC 6126 Psychological Assessment I
PSYC_003_JAN11 [pdf](#) C1464
18. Change in course description for PSYC 6127 Psychological Assessment II
PSYC_004_JAN11 [pdf](#) C1465
19. Change in course description for PSYC 6926 Psychological Assessment Practicum I
PSYC_005_JAN11 [pdf](#) C1466
21. Change in course description for PSYC 6927 Psychological Assessment Practicum II
PSYC_006_JAN11 [pdf](#) C1467
22. New course PSYC 6168 Cognitive Psychology
PSYC_007_JAN11 [pdf](#) C1468

DRAFT

Attachment J

From the Academic Policies Committee –

These items are FOR FACULTY VOTE

1. Change course number for PHIL 1000 Introduction to Philosophy to PHIL 2010
PHIL_003_MAR29 pdf C1456
2. Delete Social Work minor
SOWK_002_JAN11 pdf C1457
3. Revised Class Attendance policy
AttendanceVerificationPolicy pdf C1458
4. TESOL Certification
TESOL_APC_form pdf C1459 and TESOL_Proposal pdf C1460

DRAFT

MISSION STATEMENT OF THE ASU HONORS PROGRAM

1. To enhance the undergraduate education of our strongest and most energetic students by creating a vibrant intellectual climate that supports academic excellence, active learning, community engagement, and lifelong education in a collegial and open environment.
2. To enable students to work both cooperatively and independently, cultivating advanced skills in analysis and synthesis, and developing interdisciplinary and/or multi-cultural perspectives.
3. To enrich the campus community by providing an environment that encourages pedagogical experimentation and high quality student learning, research, and creative activities guided by outstanding faculty.

Attachment L

President's Report to the Faculty April 26, 2011

Ordinarily I would use most of this report to talk about the budget for next year. But Ms. Rosier has given her report on that matter—and we all know the basics. For students, there is an unusual combination of a mandatory fee and a small percentage increase in tuition—and for students on the HOPE scholarship, there are changes in HOPE that will cost returning HOPE scholars several hundred dollars more than they paid for their education last fall. For the university and the system, there are no increases in formula funds to offset enrollment growth in the past two years. For the system and the state, there is the loss of federal stimulus funds. But *for everyone*, there is continued hope that state revenues will continue to improve. And since the January-to-March revenues are up 12.4 percent over last year's numbers, there's some basis for this hope.

Instead of dwelling more on budget matters, let me spend a few minutes explaining the administrative changes ahead of us—and the decisions that I have made to provide us with as much continuity and stability as possible in the next year.

We are awash in change. I suppose I could use the French quotation stating that the more things change, the more they stay the same, but the reality is that the more things change, the more things really do change.

Such is the truth, in particular, of changes in the chancellorship of the system. We now know that Erroll Davis will be replaced by Henry Huckaby—Hank Huckaby—who currently is a state representative but who has served in statewide posts under at least three governors. As you know, Mr. Huckaby has also worked—and sometimes taught—in at least three institutions in the university system. I think these facts are good news for the future. I'll also take it as good news that the choice of Mr. Huckaby has received positive comments from the executive secretary of the Georgia section of the AAUP.

And the board selected as its single finalist someone who was born too early even to be a baby boomer—the significance of which I will leave to others to determine.

Yet to come in the university system, of course, is a replacement for Dr. Susan Herbst as the executive vice chancellor and chief academic officer. She becomes president at the University of Connecticut this summer—the first woman ever to serve in that role. I presume that the selection of someone to follow her will be made by the new chancellor.

Let me turn to personnel changes here on campus, two in particular.

As you know, Dr. Samuel Sullivan has announced his desire—which I have accepted—to retire on August 1. His reason for doing so seems to bear some relationship to the frequently quoted lines from a seventeenth century poem by Andrew Marvell. Those lines, for those of you who may have missed some of the pleasures of studying English literature, are “at my back I always hear/Time's winged chariot hurrying near.”

At the time of his retirement, Dr. Sullivan will have served as our chief academic officer for nine years and one month. I don't know if this constitutes a record of some kind, but long tenure in such a position is not common. The work is not easy. The challenges are many, starting with having to work directly under a particular person as president. I found some evidence of the challenges by looking at the 2011 edition of the *Higher Education Directory*, which shows that at the time of its publication, only seven of the fifteen comprehensive state universities in Georgia were able to list their chief academic officers without using the terms “interim” or “vacant.”

It was our good fortune in 2002 to discover in Samuel Sullivan a highly qualified administrator who actually liked doing the work of a chief academic officer—and who had no interest in using the position as a stepping stone to a presidency.

We'll miss him. I'll certainly miss him.

And replacing him will not be easy—but we will do so in an orderly fashion providing for as much continuity as possible. Let me explain.

I am extremely pleased that Dr. Carol Rychly has agreed to serve in Dr. Sullivan's stead—as acting vice president for academic affairs—upon his retirement and until we are able to fill his position on a permanent basis. I have great confidence in Dr. Rychly's ability to serve in that capacity. Her long experience on our faculty and her prior service as chair of the Faculty Policies Committee will, I think, be very helpful to us during her time as acting vice president. I think it is also to our advantage that Dr. Rychly has made it clear to me that she likes her current job as associate vice president and very much would prefer to return to it. But we will also benefit from your support of Dr. Rychly as we move forward. As I said before, the job of chief academic officer is not the easiest assignment in academia.

Her first challenge in the acting role will be to find someone—or convince someone—to assume a similar acting role in her current job as associate vice president. She's working on that challenge now.

As you also know, there is a second important personnel change facing us. Dr. Robert Parham, dean of the Pamplin College of Arts and Sciences, has asked that he be allowed to step down as dean on December 31. I have approved Dr. Parham's request—and I suppose I could quote lines again from Andrew Marvell's poem to establish a metaphorical basis for Dr. Parham's decision. But in his case he wishes not to retire but to return to full-time duties as professor of English. Bob Parham himself might understand how I have tried to make a second literary allusion, this time to a poem by John Donne, where the dominant metaphor is drawing of a circle, which ends where it begins. But maybe this is just how English professors are—thinking that the most proper ending of a career is where it began, in the classroom, in the presence of students and poetry.

At the time of Dr. Parham's departure from the dean's office, he will have served in that role for more than seven years—and will be leaving a remarkable legacy of accomplishments, all done in years of great change in the system, of budget reductions, of increased external demands on the university and the system. According to my count, at least eight department chairs in Arts and Sciences owe their appointments to Dr. Parham. Under his leadership, we have seen great progress in academic programs, including the development of a baccalaureate degree in nursing. We have also seen advances in undergraduate research activities, in grants, in cooperation with both the College of Education and the Hull College of Business, and in joint efforts with other institutions.

To say that Dr. Parham's leadership will be missed would be an understatement—and it also would be an understatement to claim that he can easily be replaced.

In fact, the importance of the arts and sciences dean at this university mandates that we take every effort possible effort to make sure that we have a highly qualified successor to Dr. Parham on board by the time of his departure from the office. To accomplish this task, we will move forward with a search for his successor before we tackle the matter of a permanently appointed, non-acting chief academic officer.

We've already begun the process of identifying an executive search firm to assist us in a national search for the next dean of the Pamplin College. You can expect the search to be thorough and to be concluded well before Dr. Parham's departure. We will then not have to worry about appointing an acting dean—and Dr. Parham's presence in office during the search and at its conclusion will help ensure a smooth transition as we move forward.

Dr. Rychly and Dr. Sullivan have discussed with me the subject of candidates for a search committee that will lead us to the choice of our next arts and sciences dean. From my perspective, the

single most important aspect of such a committee is to ensure that arts and sciences faculty members, both veteran and newer faculty, constitute a majority of its members.

I hope that we'll be able to announce the members of the search committee soon, perhaps before commencement, so that the committee can begin its work shortly thereafter with a consultant search firm. The search can then be active during the summer, and we can interview finalists for the position on campus during the first two months of the fall semester.

Let me close my report with just a few other matters.

First, either this afternoon or tomorrow you'll be receiving from me an e-mail inviting you to offer your opinion on the performance of the senior administrators who report to me and on my performance as president. This is something that I've asked faculty and staff to do every other year for at least the last 15 years. It is very helpful to me—and to the others for whom your opinion is requested. The process is not really an "evaluation" per se but a means of continual improvement. It doesn't work, however, unless I have your participation. I'm asking for your opinion later in the semester than usual because of other surveys you've been asked to participate in—especially the survey from the Faculty Policies Committee—and because of the very good and helpful work that has been underway this semester by our chapter of the American Association of University Professors on the matter of campus internal communications.

I should, of course, offer some comments appropriate to the end of an academic year. Let me just say that I think it has been a very good year, with many accomplishments and a great deal of learning about ourselves.

Moreover, it has been a year when, thanks to our students, a really remarkable transaction has occurred. I often look back at the decision in 2003 by our student government association that led to approval of a special fee of \$45 dollars that led to the construction of the JSAC and a degree of student involvement and student campus life that we had never before enjoyed. Imagine what we would *not* have had our student leaders failed to recommend that fee eight years ago.

And this year the Student Government Association recommended a student fee of \$115 for additional student facilities, most if not all to be designed and constructed on what we are calling our "West Campus." Last week, after reaffirmation by students of their desire to have the fee in place, the Board of Regents approved the \$115 fee to construct additional student facilities. A fee of that amount will allow us to build over \$50 million of facilities—for recreation, health, fitness, and student activities. Never before in the history of this institution have we faced such a single opportunity for campus development. I'm not going to try to explain the challenges facing Jeff Foley as he helps us to move forward with the planning for such development—but I, and you, can look at the JSAC to get some sense of benefit that lies ahead for our students and this university.

In fact, if you combine what can be built on the basis of that student fee with the \$27 million academic building currently under design—which I think we might want to call "West Hall"—and the expansion of student housing that will begin in the next year, we're looking at close to \$100 million of physical improvements in the next few years. And for much of this we can thank our own students.

But I, as president, need to thank you for all of your good work, for your advice, for your criticisms, for your confidence, for your belief in the value of this university, for your efforts to continually make it a better place for the students and the society that we serve. Thank you so much.

Finally, Please don't forget about the retirement and recognition program on Thursday—when, among other matters, we'll announce the faculty award winners for this year. That's Thursday at 11 a.m. in the Maxwell Performing Arts Theatre. You don't want to miss it. And there's a picnic afterwards.