

Minutes

University Council



Thursday, April 14, 2011

2:30 p.m., N113, HCoB

Present:

William Bloodworth, Jr. (Chair), President; **Peter Basciano**, Chair, Faculty Policies Committee; **Gordon Eisenman**, Dean of Education; **Jeff Heck**, Faculty Secretary; **Pam Jackson**, Business Administration; **Lillie Johnson**, Arts and Sciences; **Joyce Jones**, Vice President for Student Services; Cliff Gardiner for **Robert Parham**, Dean of Arts and Sciences; **Carol Rychly**, Arts and Sciences; **Cathy Tugmon**, Arts and Sciences; **Ying Wang**, Chair, Academic Policies Committee; **Judi Wilson**, Education; **Patricia Harris**, Chair, Staff Advisory Council; **Camilla Reid**, Director of the Library; **Therese Rosier**, Vice President for Business Operations; **Todd Schultz**, Acting Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs.

Not Present:

Rob Bledsoe, Arts and Sciences; **Helen Hendee**, Vice President of Development and Alumni Relations; **Barinaadaa Kara**, President of the Student Government Association; **Marc Miller**, Dean of Business Administration; **Victoria Okonkwo**, Vice President of the Student Government Association.

Dr. Bloodworth called the meeting to order at 2:30 p.m.

Agenda Items:

I. Approval of Minutes from March 17, 2011, available at:

http://www.aug.edu/faculty_secretary/ucmin_03_17_2011_draft.pdf

Vote – all ayes

II. Old Business

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**

([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.

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

Dr. Basciano noted that there was a procedural problem with having an amendment approved without specific wording to the amendment. The FPC will work to develop a solution.

President Bloodworth requested that the council minutes reflect the need for all amendments to be provided in writing, either before or during the faculty meeting.

III. New Business

a. Faculty Policies Committee – Dr. Peter Basciano

204.15 Oversight Committee on Human and Animal Research

Splits to two committees, IRB and IUCAC

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

To align with federal guidelines

421.21 Faculty Role Model, Role II, Service

Provides credit for leadership in student research

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

421.3 Faculty Role Model, Professional Development and Achievement

Provides credit for leadership in student research

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

432.2.3 Promotion and Tenure, Administrative Level

Clarifies Promotion and Tenure Committee membership

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

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 F

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 G

Dr. Basciano reviewed the history of the separate items, noting that the change to 204.15 was to align our policy with federal guidelines, and that the 546 changes were related changes.

The council discussed the changes to 432.2.3, noting the difference in structure among different colleges and that the measure was meant in part to address concerns about the appearance of influence departmental administrators might have in promotion and tenure decisions.

Dr. Tugmon questioned the 546.2 and 546.3 proposals, asking if five-year research projects would require renewed paperwork and if rules changes were effectively covered. She also asked related to promotion and tenure changes, if a department defines an activity as professional development, can the campus committee redefine it as service?

Dr. Tugmon requested that the agenda be reordered to group the human and animal research items together for consideration.

Vote – all ayes. All items will be included on the faculty meeting agenda.

b. Academic Policies Committee – Dr. Todd Schultz

Thirteen items, FOR INFORMATION ONLY – See Attachment H

Four items, FOR FACULTY VOTE – See Attachment I

Dr. Tugmon requested some tidying of the paperwork prior to posting the forms for faculty consideration. She also requested the APC check to be sure the change of PHIL 1000 to PHIL 2100, though a mandated change by the Board of Regents, meets BOR guidelines for inclusion area E of the core, and she asked procedurally how to handle the changes this proposal would make in the many places the course was listed in the current catalog.

Dr. Bloodworth recommended the item be placed on the agenda, for the APC to determine if the change was in line with policy, and for it to be pulled by request of the APC if there were problems.

Vote – all ayes with provision the PHIL 1000 change be pulled if problematic

Dr. Schultz moved the council approve an additional eight items that would be posted as “for information only” items, as these items are just being transmitted to him and must be approved at this faculty meeting in order to be placed in effect this fall.

Dr. Gardiner seconded the motion.

Vote – all ayes

c. Honors Program Report

d. Regents’ Test – Academic Affairs

Dr. Rychly moved to include an Honors program report, to be presented by Dr. Tim Sadenwasser, director of the program. She also moved to include a report on the Regents’ Test.

Vote – all ayes. The items will be placed on the agenda.

IV. President’s Report

Dr. Bloodworth expressed concern that the university-wide committee on promotion and tenure seemed to concentrate more on the professional development requirements of the faculty role model than the teaching components in evaluating applicants for promotion and tenure. Teaching is the most important component for our campus, but the committee seems to place more emphasis on publication. The result has been faculty being denied advancement despite positive recommendations from departmental chairs and deans.

The council discussed this concern, noting how the university-wide committee works, what requirements the BOR has in place to describe faculty rank, and how UGA handles faculty categories.

Many changes are occurring both at ASU and the Board of Regents:

* VPAA Sam Sullivan will be retiring August 1, 2011.

*Dean of the Pamplin College of Arts and Sciences, Robert Parham, will be stepping down as Dean December 31, 2011, and will occupy a position on the English and Foreign Languages faculty following a leave.

* Dr. Susan Herbst, Executive Vice Chancellor and Chief Academic Officer of the Board of Regents has accepted a position as president of the University of Connecticut.

* A new Chancellor for the University System of Georgia will be in place soon.

At ASU, the dean's position must be filled first. To that end, Dr. Carol Rychly, currently the Associate Vice President for Academic Affairs, has agreed to serve for one year as Acting Vice President for Academic Affairs. She will not apply for the position of VPAA following that year but will return to her position as AVPAA.

Dr. Bloodworth praised Dr. Sullivan for performing the difficult role of ASU's chief academic officer for nine years, and Dean Parham for his work for the past 6.5 years.

Ms. Reid asked if there had been any update on the budget. Ms. Rosier replied that we are hoping for word next week.

V. Announcements

There were no announcements.

Adjourned 3:28 p.m.

DRAFT

ATTACHMENTS

Attachment A

Faculty Policies Committee – This item will be removed from the table and requires a faculty vote.

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.

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.

Attachment B

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 C

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 D

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 E

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 F

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 G

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.

DRAFT

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 ~~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 an 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/~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.~~

DRAFT

Attachment H

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

Attachment I

**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 Certificate Proposal
TESOL_APC_form pdf C1459 and TESOL_Proposal pdf C1460

DRAFT