

University of West Georgia
Faculty Senate Meeting
Minutes
November 11, 2016
Approved: December 9, 2016

1. Call to order

Dr. Schroer called the meeting to order at 3:00 p.m.

2. Roll call

Present:

Blair, Bohannon, Boldt, Butler, Connell, Elman, Fujita, Gerhardt, Henderson, Hoang, Johnson, Lee, Lopez, Mbaye, McCord, McCullers, McKendry-Smith, Mindrila, Neely (Breckling substituting), Ogletree, Penco, Remshagen, Roberts, Robinson, Schoon, Schroer, Seay, Self, Smallwood, Stanfield, Sterling, Stuart, Tefend, Trotman-Scott, Varga, Webb, Welch, Williams, Willox (Haynes substituting), Yates, and Zamostny

Not Present:

DeFoor, Hipchen, Farran, Mahmoud, McGuire, Miller, Rutledge, Velez-Castrillon, and Zot

3. Minutes

A) Approval of minutes from October 14, 2016 (see **Addendum I**)

Item approved unanimously by voice vote

Committee I: Undergraduate Programs Committee (Cale Self, Chair)

Action Items (See Addenda II):

A) College of Arts and Humanities

1) Department of History

- a) [Certification in Public History](#) NB: *Item title was changed to "Certificate" in Public History*

Request: Add

Item approved unanimously by voice vote

B) College of Education

1) Department of Sports Management, Wellness, and Physical Education

- a) [UWG Certificate in Power up for 30](#)

Request: Add

Item approved unanimously by voice vote

- b) [Minor in Sport Management](#)

Request: Add

Item approved unanimously by voice vote

- c) [CMWL 3101: Mental and Emotional Wellness](#)

Request: Add

Item approved unanimously by voice vote

- d) [CMWL 4000: Exercise and Wellness Programming for Special Populations](#)

Request: Add

Item approved unanimously by voice vote

- e) [CMWL 4101: Worksite Wellness Programs](#)

Request: Add

Item approved unanimously by voice vote

C) College of Social Sciences

1) Department of Mass Communications

- a) [Bachelor of Science with a Major in Mass Communications \(Public Relations track\)](#)

Request: Modify

Item approved unanimously by voice vote

- b) [Bachelor of Science with a Major in Mass Communications \(Convergence Journalism track\)](#)

Request: Modify

Item approved unanimously by voice vote

- c) [Bachelor of Science with a Major in Mass Communications \(Film and Video Production track\)](#)

Request: Modify Courses

Item approved unanimously by voice vote

- d) [Bachelor of Science with a Major in Mass Communications \(Digital Media track\)](#)

Request: Modify

Item approved unanimously by voice vote

- e) [Bachelor of Science with a major in Mass Communications \(Film and Video Production track\)](#)

Request: Modify Language for Major Electives

Item approved unanimously by voice vote

- f) [COMM 4425: Documentary Production Practices](#)

Request: Add

Item approved unanimously by voice vote

g) [COMM 4426: Fiction Film Production](#)

Request: Add

Item approved unanimously by voice vote

2) Department of Criminology

a) [Bachelor of Science with a major in Criminology](#)

Request: Modify

Item approved unanimously by voice vote

D) Honors College

1) Center for Interdisciplinary Studies

a) [Minor in Asian Studies](#)

Request: Add

Item was withdrawn prior to the meeting and will be submitted at our subsequent Faculty Senate meeting

E) Ingram Library

a) [LIBR 1101](#)

Request: Delete

Item approved unanimously by voice vote

Information Item:

A) College of Social Sciences

1) Dean's Office

a) [XIDS 2002: What Do You Really Know About Reflecting on Prior Learning?](#)

Request: Add

Committee II: Graduate Programs Committee (Matt Varga, Chair)

Action Items (see Addenda III):

A) College of Education

1) Literacy and Special Education

a) [SPED 7716 Autism: Theories and Characteristics](#)

Request: Add

Item approved unanimously by voice vote.

2) Leadership, Research, and School Improvement

a) [PL Certification Only](#)

Request: Modify

Item approved unanimously by voice vote.

B) College of Education (*NB: Each of these remaining items below is an information item, which was not originally recorded on this document*)

1) Leadership and Instruction

a) [Specialist in Education with a Major in Secondary Education \(mathematics\)](#)

Request: Terminate

b) [Specialist in Education with a Major in Secondary Education \(science\)](#)

Request: Terminate

c) [Specialist in Education with a Major in Secondary Education \(social studies\)](#)

Request: Terminate

d) [Specialist in Education with a Major in Secondary Education \(English\)](#)

Request: Terminate

2) College of Education, Dean's Office

a) [Specialist in Education with a Major in Physical Education](#)

Request: Terminate

b) [Specialist in Education with a Major in Reading Instruction](#)

Request: Terminate

c) [Specialist in Education with a Major in Teaching Field \(mental retardation\)](#)

Request: Terminate

d) [Master of Education with a Major in Biology Teaching Education](#)

Request: Terminate

e) [Master of Education with a Major in Teaching Field \(English\)](#)

Request: Terminate

f) [Master of Education with a Major in Teaching Field \(mathematics\)](#)

Request: Terminate

g) [Master of Education with a Major in Teaching Field \(science\)](#)

Request: Terminate

h) [Master of Education with a Major in Teaching Field \(social studies\)](#)

Request: Terminate

i) [Master of Business Education \(M.Ed.\)](#)

Request: Deactivate

3) Literacy and Special Education

a) Master of Arts in Teaching (Special Education)

Request: Modify

None of these information items caused question or concern.

Committee IV: Academic Policies Committee (Emily McKendry-Smith, Chair)

Action Item:

- A) Currently, online evaluations are open for 4 weeks for full term classes and are open through the last day of finals week. The Academic Policies Committee proposes to change the timing of online evaluations as follows: for 8 week courses, evaluations would be open in the 6th and 7th weeks. For full term courses, evaluations would be open in the 14th and 15th weeks.

Item approved unanimously by voice vote

Committee V: Faculty Development Committee (David Boldt, Chair)

Action Item (see Addenda IV):

- A) Revision of Section 107.03 of the Faculty Handbook on Grievance Procedures

Request: Approve

Item approved unanimously by voice vote

The new approved policy is attached as Figure One

Committee XIII: Rules Committee (Susan Welch, Chair)

Action Items:

- A) Academic Affairs Policy, UWG Procedure 2.7.2 on Faculty Absences (**See Addenda V**)

Request: Approve

Item approved unanimously by voice vote.

The new approved policy is attached as Figure Two

- B) UWG Faculty Handbook, Section 213, Faculty Absences (**See Addenda VI**)

Request: Modify

Item approved unanimously by voice vote.

The new approved policy is attached as Figure Three

5. Old business

6. New business

Information Items:

- A) Academic Affairs Strategic Plan (**See Addendum VII**)

- B) Information Technology Services

1) IT Governance Model

Annemarie Eades and Dale Driver spoke about recent IT self-assessment and resulting work to improve processes to avoid Balkanization of technology within colleges or departments. Moreover, IT seeks to maximize use of technological platforms across campus. To that end, they have developed two new positions. These employees will work with colleges and departments to develop IT needs profiles that could be utilized to address need and increase efficiency.

7. Announcements

Information Item:

Dr. Marrero spoke about FY2018 Funding Requests and transparently shared all items in order of prioritization in Tiers 1-3. He then spoke about Tier 4, Growth. Before UWG can act on any of these allocations, the funding process must be completed via the legislative and BOR appropriations and approvals and then finally granted to UWG. We must also consider in this prioritization the timeframe from request (October) to funding (April) and any mandates the USG may receive prior to fulfillment of those items listed in each tier.

Dr. Yates and Dr. Marrero also introduced a burgeoning plan to provide a monetary award to high-performing full professors via successful post tenure review.

Finally, President Marerro shared statistics vital to current on and off campus community discussions about West Georgia. At the end of this discussion, several Senators shared that they would appreciate Kyle's reaffirmation of our campus's core beliefs and values during this month.

8. Adjournment

Dr. Schroer adjourned the meeting at 4:41 p.m.

Figure One: New Grievance Policy

107.03 Grievance Procedures

A. Initiating a Grievance. The Grievance Process will begin when a Complainant files a formal complaint with the respondent's immediate supervisor. It will continue, if no satisfactory resolution is reached, with appeals up the administrative chain through the level of Provost. When all administrative appeals are exhausted, parties may request a formal grievance hearing by filing a formal petition with the Chair of the Faculty Development Committee. The parties should understand that a committee appointed to hear the grievance functions solely to study the case and to make recommendations to the President of the University; it is not empowered to make or reverse decisions.

B. Definitions

Complainant: A faculty member who has a complaint or grievance.

Due Process: A meaningful opportunity to be heard at each stage in the process. While it may or may not require trial-like processes, it does include the opportunity to know and counter opposing claims, characterizations and arguments and the expectation that any persons charged with hearing the dispute will be neutral.

Grievance: A formal complaint that has not been resolved through available dispute resolution processes or by administrative review.

Faculty Grievance Committee: A select faculty committee established through the Faculty Development Committee to hear a given grievance.

Parties: The complainant and the respondent.

Grievance Complaint Record: The exclusive record for decisions including all documents submitted as part of a Grievance.

Respondent: Individual against whom a complaint is brought.

Teaching Faculty: Full time faculty members whose duties are less than one-third administrative.

C. Grievable Actions

Grievable complaints may arise from any circumstance in which a faculty member alleges mistreatment, including arbitrary actions, decisions or evaluations to include allegations of:

- a. Irregular, arbitrary or inappropriate procedural and/or policy decisions related to matters such as salary, promotion and/or tenure, performance requirements, performance assessment, and reassignment or suspension (with or without pay)
- b. Denial of access to department, division, college or university resources; and/or
- c. Persistent and recurrent patterns of actions that indicate arbitrary assignment of duties and scheduling.

Complaints alleging discrimination under federal or state civil rights law should not be pursued through Grievance Procedures, but should be directed to tribunals or procedures established by the Social Equity Officer of the Human Resources Department.

Non-grievable complaints include the following:

- a. The legitimate non-arbitrary exercise of judgment by supervisors in keeping with University policies and procedures;
- b. Non-renewal of a contract of a non-tenured faculty member provided that the institution has complied with procedural due process notification requirements;
- c. Decisions based on the University System of Georgia Board of Regents Policy concerning Illicit Drugs. (Business Procedures Manual, Volume 3A Revised, Personnel Policies and Procedures, Page 11-A and Page 12);
- d. Tenure and Promotion Decisions that have been upheld by appropriate and approved tenure and promotion policies and procedures;
- e. Dismissal for cause of tenured faculty members in accordance with Board of Regents Policy [8.3.9](#).

107.0301 Timeframe for filing a Grievance Complaint. A grievance complaint must be formally initiated within three (3) calendar months of the occurrence of a grievable action or last occurrence of a pattern of grievable actions and shall follow the stated procedures at each level. Time spent in consultation with the Ombudsmen or in ADR may be grounds for an extension of this timeframe.

107.0302 Role of Respondent's Immediate Supervisor

A. The grievance process is initiated when a Complainant formally submits a complaint to the Respondent's immediate supervisor. A formal complaint will include the following:

- a. Name and department or administrative unit of the Complainant,
- b. Name(s) and department or administrative unit of the Respondent(s),
- c. Description of the nature and effect of actions or decisions being complained of,
- d. Evidence supporting the complaint,
- e. Statement of desired outcome,
- f. Signature of Complainant and date.

The immediate supervisor will open a formal confidential Grievance Complaint Record file. This file may be housed in a digital format. The complaint and all documents submitted in regard to the complaint shall be included in this file.

B. Within five (5) working days of receiving a formal complaint, the immediate supervisor must notify the Respondent that a complaint has been received and provide the Respondent with a copy of the complaint. Within ten (10) working days of notification, the Respondent must provide a written response to the immediate supervisor. Upon receipt of the written response, the immediate supervisor will place it in the Grievance Complaint File and will send a copy of the response to the complainant.

C. Within ten (10) working days of receiving the Respondent's written response the immediate supervisor will:

- a. Review the Grievance Complaint File,
- b. Meet with all parties to understand their views,
- c. Consult with any appropriate resource persons for clarification,
- d. Review appropriate written policies and procedures,
- e. Provide a written decision to the parties and place a copy in the Grievance Complaint File.

D. Upon receipt of the Immediate Supervisor's decision the Complainant may, within ten (10) working days after notification, appeal the decision to the next higher administrator.

107.0303 Role of Dean of College

A. In the case that the Respondent's Immediate Supervisor is a college Dean, the Dean will act as the Immediate Supervisor. If the Respondent's Immediate Supervisor ranks below the level of college Dean, appeals from an Immediate Supervisor's decision are filed with Dean of the Respondent's College.

An appeal to the Dean is initiated when a Complainant formally submits an appeal to the appropriate Dean. The Dean or higher administrator must send a copy of the formal appeal to the Respondent. A formal appeal will include the following:

- a. Name and department or administrative unit of the Complainant
- b. Name(s) and department or administrative unit of the Respondent(s),
- c. Reasons for disagreement with the Immediate Supervisor's decision,
- d. Evidence supporting the appeal,
- e. Statement of desired outcome,
- f. Signature of Complainant and date.

Within three (3) working days after receiving a Grievance Complaint Appeal, the College Dean will request that the Immediate Supervisor forward the Grievance Complaint File. The Dean will add the appeal and all documents submitted regarding the appeal shall be added to the Grievance Complaint File.

B. Within five (5) working days of receiving the Grievance Complaint File, the Dean must notify the Respondent that an Appeal has been filed and provide the Respondent with a copy of the Appeal. Within five (5) working days of this notification, the Respondent must provide a written response to the Dean. Upon receipt of the written response from the Respondent, the Dean will place it in the Grievance Complaint File and forward a copy to the Complainant.

C. Within fifteen (15) working days of receiving the appeal response the Dean will:

- a. Review the entire Grievance Complaint File, including the Appeal and Response,
- b. Meet with all parties to understand their views,
- c. Consult with any appropriate resource persons for clarification,
- d. Review appropriate written policies and procedures,
- e. Provide a written decision to the parties and place a copy in the Grievance File.

D. Upon receipt of a Dean's written decision, a Complainant may, within ten (10) working days after notification, appeal the decision to the Provost and Vice President for Academic Affairs.

107.0304 Role of Provost and Vice President for Academic Affairs

A. Appeals from a Dean's decision must be formally filed with the Provost and Vice President for Academic Affairs. The Complainant must send a copy of the appeal to the Respondent and to the appropriate Dean. A formal appeal will include the following:

- a. Name and department or administrative unit of the Complainant,
- b. Name(s) and department or administrative unit of the Respondent(s),
- c. Reasons for disagreement with the Dean or supervisor's decision,
- d. Evidence supporting the appeal,
- e. Statement of desired outcome,
- f. Signature of Complainant and date.

Within three (3) working days after receiving a Grievance Complaint Appeal, the Provost/Vice President will request that the Dean forward the Grievance Complaint File and place the new appeal and all documents that are part of it in the Grievance Complaint File.

B. Within three (3) working days of receiving the Grievance Complaint File, the Provost/Vice President must notify the Respondent(s) that an Appeal has been filed and provide the Respondent(s) with a copy of the Appeal. Within five (5) working days of this notification, the Respondent(s) must provide a written response to the Provost/Vice President. Upon receipt of the written response, the Provost/Vice President will place it in the Grievance Complaint File and will forward a copy to the Complainant.

C. Within fifteen (15) working days of receiving the appeals response the Provost/Vice President will:

- a. Review the entire Grievance Complaint File, including the Appeal and Response,
- b. Meet with both parties to understand their views,
- c. Consult with any appropriate resource persons for clarification,
- d. Review appropriate written policies and procedures,
- e. Provide a written decision to the parties and place a copy in the Grievance Complaint File.

D. Upon receipt of the Provost/Vice President's decision, the Complainant may, within ten (10) working days after notification, petition the Chair of the Faculty Development Committee for a full Grievance Hearing by a Faculty Grievance Committee. Within three (3) working days of receiving an appeal, the Chair of the Faculty Development Committee will request, and the Provost/Vice President shall forward to the Chair of the Faculty Development Committee, the entire Grievance Complaint File.

107.0305 The Formation and Work of a Select Committee on Faculty Grievances

A. A Petition for a full Grievance Hearing by a Faculty Grievance Committee occurs when a formal request is submitted to the Chair of the Faculty Development Committee. A copy of the Petition must be sent to the Respondent. The Petition must include:

- a. Name and department or administrative unit of the Complainant,
- b. Name(s) and department or administrative unit of the Respondent(s),
- c. Brief description of the nature and effect of actions or decisions being complained of,
- d. Reasons for disagreement with prior administrators' judgments in the matter,
- e. Evidence supporting the complaint,
- f. Statement of desired outcome,
- g. Signature of Complainant and date.

While the exact wording need not be replicated, the grievance appeal may not significantly diverge from the original complaint. A Complainant may request representation on the committee of specific categories of people such as veterans, women, disabled people or ethnic and racial minorities. When forming a Faculty Grievance Committee, the Faculty Development Committee will make a good faith effort to honor such requests.

B. Within ten (10) working days of receiving a petition for a grievance hearing and the Grievance Complaint File, the Faculty Development Committee will determine by majority vote whether the issue[s] fall within the definition of a grievable complaint. As soon as is practicably possible, again by majority vote, the Faculty Development Committee will select from among UWG Teaching Faculty individuals suitable to serve as members for this Faculty Grievance Committee. A new Faculty Grievance Committee will be formed each time a grievance petition is submitted. The Chair of the Faculty Development Committee may not be a member of a Faculty Grievance Committee.

a. In most cases, a seven-member committee of faculty members will be selected to hear a given grievance: one from the College of Arts and Humanities, one from the College of Science and Mathematics, one from the College of Social Sciences, one from the Richards College of Business, one from the College of Education, one from the School of Nursing, and one from the Library. Committee member selection shall aim to assure that the Complainant receives a fair and impartial hearing.

b. Once the list of members has been identified, the Chair of the Faculty Development Committee will disclose the list of proposed Grievance Committee members to the Parties. Parties to the dispute may challenge the fitness of an individual member to serve on the committee by providing evidence of bias, partiality, or conflict of interest. The Faculty Development Committee will decide the merits of such challenges by majority vote and recuse a member found to be unacceptable.

C. Organizational Meeting. Within ten (10) working days after determining the Grievance Committee's membership, the Chair of the Faculty Development Committee will convene a closed organizational meeting of the full committee. The Chair of the Faculty Development Committee will briefly specify the allegations in the complaint and summarize University policy including rules governing the committee's work and convey the Grievance Complaint File, including the appeal petition, to the Faculty Grievance Committee. The Faculty Grievance Committee will select a Chair of the committee from among its members.

The chair of a Faculty Grievance Committee is required to convene meetings to hear the grievance petition, ensure that all parties to the dispute and members of the committee receive all relevant documents and communications and will work collaboratively with other Committee members to produce the Final Grievance Report and Recommendations.

D. Authority of the Committee. A Faculty Grievance Committee has the authority to conduct inquiries into faculty grievances, to provide to all parties a meaningful opportunity to be heard before a neutral panel of faculty members and to present its findings and recommendations to the President of the University. A Faculty Grievance Committee may consult with or seek clarification from any University resource officers or other persons knowledgeable about university processes or policies. All Committee business is confidential and Committee members will hold no *ex parte* meetings with the parties nor conduct outside discussions regarding the grievance.

E. Grievance Hearing.

a. A Grievance Hearing should be convened within fifteen (15) working days after the Organizational Meeting's completion.

b. Due to its confidential nature, the hearing will be closed.

c. Parties must attend the Grievance Hearing.

d. An audio recording or complete transcript of the proceedings will be kept and made available to the parties on request. Recordings and transcripts are otherwise regarded as confidential, though they may be subject to provisions of the Georgia Open Records Act.

e. Each Party may have present at the hearing one advisor chosen from among current University of West Georgia employees and one observer. Parties will be afforded reasonable time to consult with their advisors. Neither advisors nor observers will be allowed to represent the Parties.

f. Parties will be given an opportunity to present necessary witnesses, documentation or other evidence including material from the Grievance Complaint File, but staff from the University Ombuds office may not serve as witnesses in a formal complaint. When witnesses cannot appear in person, and when fairness requires, a Faculty Grievance Committee may admit testimony by sworn affidavit. Witnesses will be admitted to the hearing only when their participation is required.

g. Members of the Faculty Grievance Committee may question each witness. After members conclude their questions, Parties will have the right to question witnesses. The chair is to ensure that questions are not irrelevant to the hearing, nor asked solely to embarrass, harass or intimidate witnesses. Neither party shall be allowed to interfere with the orderly presentation of the other's case.

- h. A Faculty Grievance Committee will not be bound by formal rules of legal evidence. A Committee may admit any evidence it deems of value or exclude any evidence it deems irrelevant or beyond the scope of its authority.
- i. A Faculty Grievance Committee may, at its discretion, grant breaks to enable parties to investigate evidence when a valid claim of surprise is made or if an interruption of the proceedings would be desirable.
- j. The findings, conclusions and recommendations of a Faculty Grievance Committee will be based solely on the record of the hearing.
- k. There will be no public statements by any person involved in the Grievance Hearing before the Grievance Hearing has been concluded and Grievance Committee's Report delivered to the President of the University.
- l. Members of a Faculty Grievance Committee must be present or participate in the Grievance Hearing to vote. Within three (3) working days after the conclusion of the Grievance Hearing, the Committee must meet in closed session to decide its findings and recommendations. All recommendations of a Faculty Grievance Committee must be based on majority vote. Votes will be cast by secret written ballot and the precise tally shall be reported to the President.
- m. Within ten (10) working days after concluding its work, a Faculty Grievance Committee must submit a written report of its findings and recommendation(s) to the President of the University. The Report will follow the guidelines stated below:
1. Findings of Fact: A brief summary of the facts as determined by the Faculty Grievance Committee from the evidence presented at the Grievance Hearing, including a statement as to the nature of the case. This summary will state findings of fact on each major issue raised by the parties.
 2. Violations: A general statement of Regents' Policies or institution rules and regulations violated, if any, and/or the stated reasons for the action.
 3. Recommendation: A statement specifying the action the Faculty Grievance Committee recommends. The Grievance Committee will keep its purpose in mind and limit the scope of its recommendations to the case before it. To reduce the length of the decision without sacrificing clarity, the Faculty Grievance Committee report should include only such factual recitals as necessary to present and support its conclusions.

Copies of the Report must be provided to the Parties.

107.0306 Role of the President of the University

The President of the University will review the Faculty Grievance Committee's recommendation(s) and render a written decision for the University within fifteen (15) working days. The President will send copies of the written decision to each of the Parties and place a copy in the Grievance Complaint File. Appeal from the President's decision must be made to the Board of Regents of the University System of Georgia.

Figure Two: 2.7.2, Faculty Absences



UWG PROCEDURE NUMBER: UWG Procedure 2.7.2, Faculty Absences

Authority: UWG POLICY: UWG Policy 2.7, Teaching Responsibilities

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedure for compliance with UWG Policy 2.7 on **Teaching Responsibilities**:

Purpose is to clearly communicate to University of West Georgia faculty the absentee procedure for University faculty.

A. Definitions.

1. *Faculty absence*- when a faculty member (for valid personal or professional reasons) is not present for an occasional class period (regardless of the delivery model) during the academic year.
2. *Minimum required hours of instruction*-The minimum number of hours required by the Board of Regents. According to [BOR Policy 3.4.1](#), one credit hour is defined as 750 minutes of instructional time.

B. Faculty Absence Procedure.

If absences prevent a faculty member from providing the required minimum number of hours of instruction during a course's designated class meeting times, the faculty member must make alternative arrangements for providing this instruction. It is the responsibility of the faculty member's college or school to ensure that the required number of hours of instruction are provided.

Issued by the [title of person charged with writing procedure], *the* ____ *day of* _____, 2015.

Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: _____

Previous version dated: N/A

Approved by Rules committee_11_3_2016

Figure Three: UWG Faculty Handbook, Section 213, Faculty Absences

Faculty Absences (213)

If absences prevent a faculty member from providing the required minimum number of hours of instruction during a course's designated class meeting times, the faculty member must make alternative arrangements for providing this instruction. It is the responsibility of the faculty member's college or school to ensure that the required number of hours of instruction are provided (according to BOR Policy 3.4.1, one credit hour is defined as 750 minutes of instructional time).

Approved by Rules committee_11_3_2016