

Welcome!

If you are here for the **2023 RAC Chair and Liaison Information Session**, you are in the right place. The meeting will start at 1:00 p.m.

While you're waiting, explore <https://www.usg.edu/committees/>. Check out your own committee page and click on Academic Committee Resources [https://www.usg.edu/committees/academic committees documents/](https://www.usg.edu/committees/academic_committees_documents/).

Please mute yourself during the meeting. Fine to unmute and speak before the meeting starts.


Please enter questions in Chat during the meeting.

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Regents' Advisory Committee Chair and Liaison Information Session

September 29, 2023

Barbara Brown
Barbara.Brown@usg.edu
 404-962-3107
 Academic Affairs
 System Office
 University System of Georgia



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The Core Curriculum Refresh: Core IMPACTS

- Dr. Ashwani Monga
 Executive Vice Chancellor and Chief Academic Officer, System Office, University System of Georgia
- Dr. Dana Nichols
 Vice Chancellor, Academic Affairs and Student Success, System Office, University System of Georgia

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Core IMPACTS

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General Information for RAC Chairs and Liaisons

Warnings:

- Committee assignments/rosters are not yet complete. Will be complete by next week.
- Liaison assignments are not yet complete. Should be complete by October 13.

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ASH 1.4 Advisory Committees

The BoR of the University System of Georgia has established an Advisory committee for each academic discipline and administrative function. The purpose of these committees is to advise the BoR on proposed new policies and policy changes. The committees are also instrumental in the planning and execution of policy implementation. These committees meet at least annually with a USG liaison present to hear committee recommendations and to discuss the plans of the University System. The USG liaison is also the principal contact to the committee throughout the year. Membership of these committees is composed of faculty and staff recommended by the Vice President for Academic Affairs and Vice President for Student Affairs from each institution. The committee selects a chair who serves a term determined by the committee's by-laws.

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<https://www.usg.edu/committees/>

Regents' Advisory Committees

Regents' Academic Advisory Committees

- Academic Advising (RACAD)
- Academic Affairs (RACAA)
- Adult Learners (RACAL)
- Anthropology
- Arts and Sciences
- Biological Sciences (BSAC)
- Business Administration, Management, & Economics
- Chemistry

- Advisory Committee Representatives By Institution
- Academic Committee Resources

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Your OFFICIAL Membership List

Committee Directory

Institution	Representative	Contact Information
Abraham Baldwin Agricultural College	James Galt-Brown	jgbrown@abac.edu
Albany State University	Scott McDermott	Scott.McDermott@asurams.edu
Atlanta Metropolitan State College	Alexander McCreedy	amccreedy@atlm.edu
Augusta University	Ruth McClelland-Nugent	rmccle1@augusta.edu
BOR University System Office Liaison	Jonathan Sizemore	jon.sizemore@usg.edu
Clayton State University	Adam Tate	adamtate@clayton.edu
College of Coastal Georgia	Michael Morris	mmorris@ccga.edu
Columbus State University	Gary Sprayberry	sprayberry_gary@columbusstate.edu
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RAC Resources
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Academic Committee Resources

- Recording of the September 29, 2023 RAC Chair and Liaison Information Session, PART 1 (Dr. Monga)
- Recording of the September 29, 2023 RAC Chair and Liaison Information Session, PART 2
- PowerPoint from September 30, 2023 RAC Chair and Liaison Information Session
- Roles and Responsibilities
- Checklist for RAC Chairs 2023-2024
- Bylaws Template
- Annotated Bylaws Template
- Listserv Information and Guidelines
- Guidelines for Meeting Minutes
- Managing Funds for Regents' Advisory Committees
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- Credit-by-Exam Information
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- DATA 1501 Templated Course Proposal, Complete
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General Expectations for RACs (every year)

- Have a Chair, Chair-Elect, and Immediate Past-Chair
- Optional: Secretary/Recorder, Treasurer
- Have bylaws
- **Succession Planning!!!**
- Establish reliable methods of communicating (email lists, listservs?)
- Meet at least once a year
- Maintain and post minutes and other documents

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Committee Roles

- Chair, Chair-elect, Immediate Past Chair – Elected by members
- Secretary/Recorder – Optional – Elected by members
- Treasurer – Optional – Elected by members
- Members – **Appointed by Provost/VPAAs**
- Liaison – Appointed by System Office

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Succession Planning

- Chair-Elect >> Chair >> Immediate Past-Chair
- Secretary/Recorder >> Chair-Elect >> Chair >> Immediate Past-Chair
- Secretary/Recorder >> Chair >> Immediate Past-Chair

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Why you might want to have a treasurer . . .

- Collect money and pay expenses associated with RAC meetings.
- Establish and maintain a Departmental Sales and Service (DSS) account.
- Indeterminate term?

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Academic Committee Resources

- Roles and Responsibilities
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- Field of Study Form
- Math Pathways Overview
- Math Pathways Overview - CCG
- Math Pathways Recommendations by Discipline
- Council on General Education
- Momentum Approach Resources

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Academic Committee Resources Bylaws

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Communication for RACs

- Within the RAC
 - Email distribution lists
 - Listservs

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Communication for RACs

- Generating email lists "on the fly"
 - Open a blank Excel spreadsheet
 - Copy your committee directory from the web page
 - Paste into the spreadsheet
 - Eliminate any vacant or NA lines
 - Copy the column with email addresses and paste into the "To" line in an email

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Abraham Baldwin Agricultural College	James Galt-Brown	jgbrown@abac.edu
Albany State University	Scott McDermott	Scott.McDermott@asurams.edu
Atlanta Metropolitan State College	Alexander McCreedy	amccreedy@atlm.edu
Augusta University	Ruth McClelland-Nugent	rmccle11@augusta.edu
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	A	B	C
1	Abraham Baldwin Agricultural College	James Galt Brown	jbrown@abac.edu
2	Albany State University	Scott McDermott	Scott.McDermott@asurams.edu
3	Atlanta Metropolitan State College	Alexander McCreedy	amccreedy@atm.edu
4	Augusta University	Ruth McClure-Hugent	rmcclure@augusta.edu
5	BOB University System Office Liaison	Jonathan Sizemore	jon.sizemore@ug.edu
6	Clayton State University	Adam Tate	adamtate@clayton.edu
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4	Augusta University	Ruth McClure-Hugent	rmcclure@augusta.edu
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Message

To: jbrown@abac.edu; Scott.McDermott@asurams.edu; amccreedy@atm.edu; rmcclure@augusta.edu; jon.sizemore@ug.edu; adamtate@clayton.edu; mmorris@ccga.edu; gsprayberry_gary@columbusstate.edu; smengel@daltonstate.edu

Subject:

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Message

To: mmorris@ccga.edu; jon.sizemore@ug.edu; adamtate@clayton.edu; gsprayberry_gary@columbusstate.edu; smengel@daltonstate.edu

Subject:

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To: jbrown@abac.edu; Scott.McDermott@asurams.edu; amccreedy@atm.edu; rmcclure@augusta.edu; jon.sizemore@ug.edu; adamtate@clayton.edu; mmorris@ccga.edu; gsprayberry_gary@columbusstate.edu; smengel@daltonstate.edu

Subject:

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Existing Listservs

To email: Listservname@listserv.usg.edu

You should be listed as an owner.

- Academic Advising (RACAD-MEMBERS-L)
- Adult Learners (RACAL-L)
- Biological Sciences (BSAC-L)
- Data Science (RAC-DS)
- Distance Education (RACDE-L)
- eCore (ECORE-L)
- Educator Preparation (EDURAC-L)
- English (BORAACE)
- Fine and Applied Arts (FAARACMEMBERS-L)
- Foreign Languages (FLAAC-L)
- Geological Sciences and Geography (USGGEO)
- Health Informatics Programs (HIIM-L)
- Humanities (HUMRAC)
- Learning Support (LEARNSUP-L)
- Mathematical Subjects (ACMS-L)
- Psychology (RAC-PSYCHOLOGY)
- Sociology (SOCIRAC-L)
- Transfer Officers (TRANSFER-RAC-L)


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Academic Committee Resources Listservs

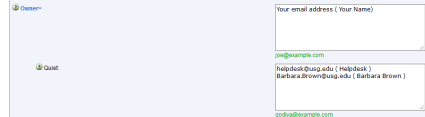
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- Please make me an owner or "Quiet Owner" if you request a new listserv.



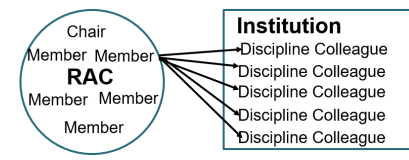
- Make USG helpdesk a quiet owner.



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Communication for RACs

- With institutional constituents



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Meetings

- Plan your meeting dates as soon as possible, while trying to avoid conflicts with large system-wide meetings.
- Consider whether your meetings should be virtual or in person. Decide on the location.
- Decide how you will handle food/costs for your meeting (if in person).
- Ask your members to encumber their travel money right away so that they will be able to attend your meeting.

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Meeting Options – Food Costs

- Have meeting at a place where participants can purchase their own meals (e.g., adjacent to institutional food court). No registration fee necessary (but **DO have participants register**).
- Have meeting catered at your institution. You will need to collect a registration fee.
- Have meeting at a USG facility that will support space/food/registration. Registration fee will be necessary, but they will collect it.

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Academic Committee Resources Meeting Venues

- [Roles and Responsibilities](#)
- [Checklist for RAC Chairs 2023-2024](#)
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- Middle Georgia State University – Robert F. Hatcher Conference Center
- The Georgia Center at the University of Georgia

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Academic Committee Resources Minutes

- [Recording of the September 29, 2023 RAC Chair and Liaison Information Session, PART 1 \(Dr. Monge\)](#)
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- [Guidelines for Meeting Minutes](#)

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Minutes

- Minutes become public documents; should not be a detailed report on the meeting
- Should record:
 - Name of Committee
 - Date, time, venue
 - Attendees and person presiding
 - Order of agenda – brief summary of each item
 - Motions/Actions taken/Votes: List outcomes

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Minutes

- Leave out:
 - Names of people involved in discussions
 - Details of discussions (consider: An animated discussion ensued)
- Send to Barbara.Brown@usg.edu when you have approved minutes ready to post.
- **Please do not assume that I read them when I post them.**
- If you have proposals, changes, etc. send to me in a separate email.

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Academic Committee: Communication

(Last Modified September 26, 2022)

◀ [Advisory Committees](#)

Who We Are/ What We Do

Coursework in this area emphasizes improving public speaking skills by enabling students to develop, organize, design, and present content for a variety of audiences, occasions, and purposes. Students will apply ethical communication principles to improve relationships through communication with diverse others, to adapt messages in real time, and to adjust to the ever-changing relational landscape, preparing students for professional and civic engagement in a global society.

- [COMMITTEE INFORMATION](#)
- [RELATED DOCUMENTS / PRESENTATIONS / OTHER](#)
- [MEETING MINUTES](#)

Committee Directory

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- [COMMITTEE INFORMATION](#)
- [RELATED DOCUMENTS / PRESENTATIONS / OTHER](#)
- [MEETING MINUTES](#)
 - [February 17, 2022](#)
 - [April 23, 2021](#)
 - [February 20, 2020](#)
 - [February 14, 2019](#)
 - [February 15, 2018](#)
 - [October 13, 2017](#)
 - [February 16, 2017](#)
 - [October 7, 2016](#)
 - [February 18, 2016](#)
 - [October 15, 2015](#)

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Field of Study (formerly Area F)

Committees are responsible for Field of Study Learning Outcomes and Course Guidelines for programs in their discipline areas

Academic Committee Resources

- Common Course Prefixes and Numbers
- Form for New or Revised Common Course Prefix, Number, Title, and Course Description
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Field of Study (Formerly Area F)

Area F Guidelines

University System of Georgia

- [Agricultural and Environmental Sciences](#)
- [Anthropology](#)
- [Architecture](#)
 - [Architecture](#)
 - [Architecture and Environmental Development \(Kennesaw State University\)](#)
 - [Building Construction](#)
 - [Industrial Design](#)
- [Astronomy](#)
- [Biological Sciences](#)
- [Business Administration](#)
- [Chemistry](#)
- [Communication Studies](#)
- [Computing Disciplines](#)
 - [Computer Science](#)
 - [Information Systems](#)
 - [Information Technology](#)
- [Criminal Justice](#)

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Field of Study Guidelines

COMMUNICATION STUDIES

Area F Learning Outcomes

Upon completion of Area F, students will be able to:

1. Students will demonstrate an introductory collegiate-level understanding of key concepts and theories in the field of communication.
2. Students will demonstrate an introductory collegiate-level competence in communication practices, including written and oral communication.
3. Students will demonstrate an introductory collegiate-level knowledge of diverse cultural values, norms, and communicative behaviors.

Area F Course Guidelines

Area F consists of 18 hours of lower-division (1000- and 2000-level) courses related to the discipline of the program of study and courses which are prerequisite to higher level major courses in Journalism and Mass Communication.

Foundations **3-6 semester hours**

Courses at the 1000- or 2000-level in:

- COMM 1100 Human Communication
- Interpersonal Communication
- Media Studies/Mass Communication
- Communication and Popular Culture
- Communication Ethics
- Rhetoric and Society

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Field of Study

New Field of Study Guidelines, Changes to Field of Study must be submitted to the Council on General Education

Academic Committee Resources

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Field of Study

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2.4.6 Approval Procedures

Academic Advisory Committees must follow the process described below when making changes to the learning outcomes and course guidelines for their respective Area Fs.

- The proposed changes to Area F guidelines must be approved by the respective Academic Advisory Committee and submitted for consideration by the General Education Council.

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Field of Study

Proposal for Changes to Area F Learning Outcomes or Course Guidelines

Please keep this form in Word format. Do not convert to PDF.

Specific Area F being changed:	
Academic Advisory Committee:	
Date this proposal was approved by the Academic Advisory Committee:	
Chair name:	
Chair institution:	
Chair daytime phone number:	
Chair email address:	

Please explain the rationale for the changes you are making. [Replace this text. Box will expand as needed.]

Please list the previous Learning Outcomes and Course Guidelines and the proposed Learning Outcomes and Course Guidelines for this Area F.

Previous Learning Outcomes	Proposed Learning Outcomes
Previous Course Guidelines	Proposed Course Guidelines

To submit to the Council on General Education, the completed form should be uploaded at: https://www.usg.edu/strategic_academic_initiatives/committees/course_proposal_form

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Common Course Prefixes, Numbers, and Descriptions

- Academic and Student Affairs Handbook in Section 2.4.10
- Need additional information for some courses already on the list.

Academic Committee Resources

- [Guidelines for Meeting Minutes](#)
- [Managing Funds for Regents' Advisory Committees](#)
- [Venues with Support for RAC Meetings](#)
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What We Would Like: Common Course Prefixes, Numbers, Course Title/Name, Course Descriptions

Academic and Student Affairs Handbook 2.4.10

- Course Prefix and Number
- Course Title
- Course Description
- Common Course Outline (highly desirable)

DATA 1501 Exemplar

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DATA 1501

DATA 1501	Introduction to Data Science	This course is intended to provide an introduction into the field of Data Science. Students will develop skills in appropriate technology and basic statistical methods by completing hands-on projects focused on real-world data and addresses the social consequences of data analysis and application. Link to course outline. This is a templated course.
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Course Prefix and Number	Course Name	Course Description
ACCT 2101	Principles of Accounting I	A study of the underlying theory and application of financial accounting concepts.
ACCT 2102	Principles of Accounting II	A study of the underlying theory and application of managerial accounting concepts.
ANTH 1102	Introduction to Anthropology	ANTH 1102 is an examination and analysis of what it means to be human, biologically and culturally. This comparative study of humankind draws materials from the widest possible range of peoples, cultures, and time periods to determine and explain similarities and differences among peoples of the world. This course brings the perspectives of the major sub-fields of anthropology to the study of humanity: cultural anthropology, archeology, anthropological linguistics, and biological anthropology.
ANTH 1103	Introduction to Social Anthropology	
ANTH 1104	Introduction to Archaeology	

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DATA 1501 - Introduction to Data Science

Course Description
This course is intended to provide an introduction into the field of Data Science. Students will develop skills in appropriate technology and basic statistical methods by completing hands-on projects focused on real-world data and addresses the social consequences of data analysis and application.

Course Credit
3-0-3

Learning Outcomes

Required Outcomes for all Sections of the Course (should account for 70 – 80% of course content)

1. Explain the importance of and be able to formulate a data analysis problem statement that is clear, concise, and measurable.
2. Identify and appropriately acknowledge sources of data.
3. Be able to apply basic data cleaning techniques to prepare data for analysis.
4. Be able to identify the categorical and/or numerical data types in a given data set.
5. Apply appropriate descriptive and inferential methods to summarize data and identify associations and relationships.
6. Use appropriate tools and technology to collect, process, transform, summarize, and visualize data.
7. Be able to draw accurate and useful conclusions from a data analysis.
8. Effectively communicate methods and findings in a variety of modes.
9. Differentiate between ethical and unethical uses of data science.

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Responsibilities Related to the Council on General Education

Evaluate proposals for new courses to be included in Core Curriculum at various institutions. **3 weeks to review.**

Submission Deadline	Sent to Committees	Committees Send Back to Council	Council Meeting Date
August 31, 2023	September 1, 2023	September 21, 2023	October 6, 2023
November 2, 2023	November 3, 2023	November 28, 2023	December 8, 2023
January 18, 2024	January 19, 2024	February 8, 2024	February 23, 2024
April 11, 2024	April 12, 2024	May 2, 2024	May 17, 2024
June 6, 2024	June 7, 2024	June 27, 2024	July 12, 2024

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Charges to Regents Academic Advisory Committees for the 2023-2024 Academic Year

The Regents Academic Advisory Committees will advise the Board of Regents, USG institutions, and discipline faculty on matters relating to studies in the discipline across the University System of Georgia.








This academic year, the charges to the committees will include but not be limited to the following:

1. Guide the adjustments needed for the Core IMPACTS curriculum for courses in your discipline.
2. Review the Field of Study course guidelines for each discipline for which the Committee has responsibility and create or refine Field of Study learning outcomes. Pay special attention to transfer between institutions.
3. Review common course prefixes, numbers, titles, and descriptions appropriate to the discipline. Add information that is missing.
4. Provide minutes of meetings and other documents for posting on web page.
5. Other business for the benefit of the discipline, at the discretion of the RAC.
6. Provide informed comments and timely reviews of core course proposals submitted to the Council on General Education by USG institutions.

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Academic Committee Resources

Checklist for RAC Chairs

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Checklist for RAC Chairs 2023-2024

Thank you so much for agreeing to serve as the chair of a USG RAC for the coming year. Rather than giving RACs "charges" for the coming year, I am providing a checklist for you to work through to determine what tasks you should prioritize.

_____ Locate the web page for your committee at <https://www.usg.edu/committees/>. Click on the web page to see what is there.

- Committee Directory – this is the **official** list of institutional representatives to your committee. I keep this up to date and make changes as they are sent to me by Provosts/VPAs.
- Committee Information – click on the + sign to expand this listing. For most committees, all that will appear here is a link to the Bylaws. If your committee does not have bylaws, this is something you should work on.
- Related Documents/ Presentations/ Other - click on the + sign to expand this listing. This is a place where you can post documents (by sending to barbara.brown@usg.edu) that you want to make publicly available. Look to see what your committee has already posted.
- Meeting Minutes – click on the + sign to expand this listing and see what minutes are posted for your committee. If there are minutes that are missing, please try to get these and send to me (barbara.brown@usg.edu).

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