

Meeting Minutes: Committee on Academic Affairs

January 8, 1998

Fort Valley State University

Room 110, C. W. Pettigrew Farm and Community Life Center

Fort Valley, Georgia

Minutes

The Administrative Committee on Academic Affairs held its Winter meeting on January 28, 1998, at Fort Valley State University's C. W. Pettigrew Farm and Community Life Center. Chairman Harry Carter called the meeting to order at 10:05 a.m. Dr. Josephine Davis, Vice President for Academic Affairs at Fort Valley State University, provided opening remarks. Dr. Oscar L. Prater, President of Fort Valley State University, greeted the committee and informed them of the research initiatives taking place on the campus.

The minutes of the October 20, 1997 meeting were approved as distributed.

i. OLD BUSINESS

Semester Summer Pay Panel

A panel comprised of Dr. Bill Prokasy (UGA), Dr. Thomas Jones (Columbus State), and Dr. Gregory Powell (Middle Georgia College) discussed various personnel payment strategies for summer instruction. Discussion ensued.

Report of the Semester Conversion Committee

Dr. James Muyskens, Senior Vice Chancellor for Academic Affairs, indicated that the Central Office would be developing a response to the recently-submitted report of the Semester Conversion Committee. He asked committee members to indicate to him at the meeting and in the following days of any specific concerns they had about the Report.

Learning Support Committee Recommendations

Dr. Kathleen Burk presented the recommendations of the Learning Support committee to the committee members. The Committee adopted the LS/DS committee recommendation on the number of attempts during the semester conversion transition, as well as the following recommendation: "The three year suspension policy should be applied to those currently on suspension and to those who, while in good standing, have not attended for at least three years."

Admissions Policy/Procedures

Dr. David Morgan discussed a document which listed a number of unresolved issues associated with University System Admissions Policy and Procedures. Concern was expressed about the treatment of advanced placement and honors courses in calculating the Freshmen Index, and about the need for institutions to recalculate the GPA after the students graduate from high school. Also discussed was the

admissions criteria for career and certificate programs.

Open Records

Dr. David Morgan presented a memo on the subject of open records from Ms. Elaine Newell, Esq. Questions were raised for which Dr. James Muyskens reported that this issue would be discussed at the next Executive Session meeting.

Revision of Faculty Contracts

Dr. David Morgan reported that the Faculty Contracts are being revised based on semester system issues. The Committee revising the template used by the System consists of Dr. Katherine Fuller, Chair, Dr. Edwin Rugg, Dr. Harry S. Carter, Ms. Corlis Cummings (Central Office Legal Affairs), Ms. Gayle Dunning (Georgia State University), and Dr. David Morgan. The Committee plans to present a revised template at the March 1998 meeting of the Board of Regents.

ii. **NEW BUSINESS**

System Principles for Transfer of Credit

Dr. Joan Elifson reported that the Southern Association of Colleges and Schools has changed its criteria concerning the acceptance of credit from non-regionally accredited institutions. A Committee consisting of the following will work on System principles to address the impact of this change: Dr. Joan Elifson, Chair, Dr. Timothy Hynes, Dr. Jerry Hardee, Dr. John Upchurch, Dr. Bill Bompert, and Dr. David Morgan. The Committee will provide a follow-up report to the Administrative Committee on Academic Affairs at the next quarterly meeting.

System Approach to SACS Substantive Change Criteria for Distance Education

Dr. Kris Biesinger reported on the System approach to SACS substantive change criteria for distance education. Dr. Biesinger explained that, although SACS usually deals with institutions rather than systems, she has asked that a subset of the Distance Learning Task Force to explore whether there could be a System approval of distance education substantive changes.

iii. **OFFICE OF ACADEMIC AFFAIRS SUPPORT**

Introductory Remarks

Dr. James Muyskens reported that the university system has a new Vice Chancellor for Information and Instructional Technology/CIO. Dr. Muyskens introduced Dr. Michael Staman. Dr. Staman has been hired to oversee the strategic direction of technology in the university system.

Office of Information and Instructional Technology Direction

Dr. Staman announced that some of the major focal points of the Office of Instructional and Information Technology would be distance education (i.e., workforce economic development, information systems, and academic innovations), a digital library, and networking. Some of the goals for the upcoming academic year include establishing an environment with universal access to a learning link for all of Georgia's citizens;

taking this environment and becoming more involved in economic development; devising electronic crossroads; and initiating the best MIS system to support the needs of the USG system institutions. Dr. Staman explained that some of the ways in which these goals could be accomplished would be through a reorganized division, Peachnet, and Galileo. Dr. Staman further discussed how key staff members would be responsible for such areas as the virtual library (Ms. Jayne Williams), distance education (Dr. Kris Biesinger), and technical support (Mr. Randall Thursby and Ms. Beth Brigdon). Dr. Staman suggested that the system create a network of CIOs who could integrate BANNER into the fabric of the entire institutional system.

Core Curriculum Web Server Template (www-test.rath.peachnet.edu/cct/)

Dr. James Muyskens reported that Ms. Jayne Williams and Dr. Kathleen Burk discussed a test web-site for the core curriculum. Ms. Jayne Williams explained that a core curriculum would reside on each institution's website listing areas A through F. The advantages of this system include a streamlined process for updating the core, transfer students have the material available for analysis, and it improves faculty rapport across disciplines. An electronic demonstration followed. Technical support contact information was provided to the committee members.

Southern Regional Electronic Campus

Dr. Kris Biesinger reported on the impact of the SREB electronic clearinghouse as it pertains to distance learning. A list of submissions to date is available. Dr. Biesinger suggests a sub-group of individuals meet and discuss all of the inherent issues before moving forward as a System. Dr. Thomas inquired about whether criteria were available regarding the fee structure, admissions requirements, and other issues.

Changes in Faculty Development Workshop

Dr. Jessica Somers explained that changes in the faculty development workshop will involve how technology can improve didactic and clinical instruction, research, and professional development. Dr. Somers commented that the time frame of the workshop would be changing to accommodate skill levels. Changes will involve how faculty interact and participate. Dr. Jessica Somers reported on the teaching and learning grants. A cohort of individuals will meet in Athens July 12 - 15, 1998 to discuss course planning and instructional analysis. By October and December this cohort will return in smaller groups. During Spring Semester 1999 the advanced skills will be taught. The model is more advanced than a two week time frame. Courses are taught multiple times throughout the year. Dr. Sommers suggested that release time be provided for faculty in order to focus on gaining advanced skills and implementing pilot projects. Negotiations are occurring to contract a site near Macon which can accommodate a web conference.

Improving the Teaching and Learning Grants Process

Concerns were expressed about the electronic submission of grants and the flexibility of academic fields. Dr. Margaret Smith inquired whether there will be any problems associated with the field area and amount of enrollment. Dr. Smith further suggested that more guidelines be provided in order to meet the goals of the process. Dr. Joseph Silver, Sr. expressed concern about the fact that only sixty-nine grants were funded out of a total of 438 submissions. Dr. Greg Labyak suggested that more information be provided on those

grants that have been accepted in the past. Questions were raised concerning the validity of peer review versus administrative institutional review and blind reviews. Dr. Henry suggested that proposals advocating "best practices" approaches be funded.

The following is a delineation of the number of grants received to date:

Model Course Grants			
FY	Proposals Received	Awards	#Institutions
FY 96	124	26	15
FY 97	124	21	14
Campus Faculty Enrichment Grants			
FY 97	140	37	23
Teaching and Learning Grants			
Type of Grant	Proposals Received	Awards	#Institutions
Model Courses	146	21	14
Course Endorsement	119	15	10
Academic Unit	113	17	10
Int. Prof.	60	16	10

Distinguished Professor Program Update

Dr. Dorothy Zinsmeister reported that the Distinguished Professor program was modified to focus on student learning influences, enhanced faculty teaching, and the promotion of student learning. Proposals may be submitted between April 1, 1998 and September 1, 1998. The dates have been modified to allow campuses to use funds garnered during the summer. Thus, if a distinguished professor is identified and the institution has the funds, the program could be implemented by July 1, 1998.

Revisions to the Facilities Sections of New Program Proposals

Dr. David Morgan shared a revised template for the facilities section of new program proposals with the group. The template was developed by the Office of Facilities.

iv. SUMMER MEETING PLANS (July 12 - 14, 1998)

Chairman Carter reminded the committee members of the summer meeting which will be held at Sea Palms July 12 - 14, 1998. Topics to be discussed at that meeting include teacher education, program review, instructional and administrative technology, SREC, SREB, and distance learning. A straw vote was held and the following topics were added to the list: instructional applications and student technology fees. Other potential topics suggested were K-12 standards and SACS changes.

v. **ADJOURNMENT**

With no further business, the meeting upon motion, was adjourned at 2:40 p.m.

ATTENDEES AT ACAA MEETING	
<i>Name</i>	<i>Institution</i>
Harry Carter	Georgia Southern University
David Morgan	Central Office
Kathleen Burk	Central Office
John Wolfe	Central Office
Marci M. Middleton	Central office
Linda A. Williams	Central Office
David Tucker	Medical College of Georgia
Joan Elifson	Floyd College
Ed Rugg	Kennesaw State University
Bob Trammell	Macon College
Grace James	South Georgia College
Bettie Horne	Abraham Baldwin Agricultural College
Ralph Hemphill	Georgia College & State University
Andrea Hardin	Georgia College & State University
Bill Prokasy	The University of Georgia
Debra Dumas	The University of Georgia
Douglas Tuech	Coastal Georgia Community College
John Upchurch	North Georgia College
William Dodd	Augusta State University
Gregory Powell	Middle Georgia College
Linda Exley	DeKalb College
Katherine Fuller	Gainesville College
Katrina Tobin	Gordon College
Michael Staman	Central Office

Greg Labyak	Dalton College
William L. Tietjen	Georgia Southwestern State University
Elliott W. McElroy	Clayton College & State University
Ted Harris	Waycross College
Mike Stoy	Darton College
Margaret Smith	Bainbridge College
Mike Thomas	Georgia Institute of Technology
Ronald J. Henry	Georgia State University
Joseph H. Silver	Savannah State University
Janis Coombs Reid	Atlanta Metropolitan College
Jerry L. Hardee	Albany State University
Tim Hynes	State University of West Georgia
Lloyd Benjamin	Valdosta State University
John Black	East Georgia College
Josephine Davis	Fort Valley State University
Frank Butler	Armstrong Atlantic State University
Edward Vizzini	Southern Polytechnic State University
Dorothy Zinsmeister	Central Office
Kay Cribbs	Central Office
Tom Jones	Columbus State University
Kris Biesinger	Central Office
Jessica Sommers	Central Office
Jayne Williams	Central Office
Sheila Jones	Central Office
Jim Muyskens	Central Office

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