

Meeting Minutes: Committee on Academic Affairs

March 16, 2001

Macon State College, Macon, Georgia

MINUTES

I. Welcome and Introductions, Approval of November 3, 2000 Minutes

The Administrative Committee on Academic Affairs held its spring meeting March 16 on the campus of Macon State College. Chairperson Bettie Horne called the meeting to order at 10:00 a.m. Dr. Horne welcomed the Chief Academic Officers and asked that each person introduce him/herself to the assembled group.

The minutes of the November 3, 2000 meeting were approved as distributed.

II. Report of the Senior Vice Chancellor

A. Postsecondary Education Panel-Office of Education Accountability

Dr. Dan Papp, Senior Vice Chancellor for Academics and Fiscal Affairs, informed the Chief Academic Officers that the Office of Educational Accountability has informed the Board of Regents of the upcoming accountability report. The accountability report will focus on a small number of substantive indicators according to the following schedule: "the postsecondary institutions' performance indicators must be identified by December 1, 2001 and reported by December 1, 2002." Before implementing data collection during Fall 2001, indicators will need to be approved at the August Education Coordinating Council meeting.

The four foci areas for the indicators are:

1. Indicators that judge the effectiveness of Georgia's University System;
2. Indicators that judge program effectiveness of each System sector;
3. Indicators that address seamless issues; and
4. Indicators that address economic impact/development issues of an institution's geographic service area.

The following individuals will serve on the postsecondary panel:

Dr. Kathleen Burk, System Office

Dr. Cathie Mayes Hudson, System Office

Dr. Donna Miller, Abraham Baldwin Agricultural College

Dr. Michael Moore, Georgia State University

Ms. Shelley Nickel, System Office

Dr. Marsha Reed, Valdosta State University

Dr. Rebecca Rutherford, Southern Polytechnic State University

Dr. Beheruz Sethna, State University of West Georgia
Mr. Robb Watts, Floyd College

The postsecondary organizational meeting was held in February and the first postsecondary panel meeting would occur in April 2001.

B. Admissions 2001 (Additional Academic Units), Other Pending Changes

Dr. David Morgan, Assistant Vice Chancellor and Deputy, discussed the need for streamlining the additional academic unit requirement. It is anticipated that the Board will address this issue soon.

C. Proposed Refinements to the Regents' 1998 Principles and Actions for the Preparation of Educators for the Schools [[Educator Preparation Presentation](#)]

Dr. Jan Kettlewell, Associate Vice Chancellor and Coordinator Pre-school Post-secondary Education (P-16) Initiative, presented the Proposed Refinements to the Regents' 1998 Principles and Actions for the Preparation of Educators for the Schools. Dr. Kettlewell explained that the Governor's Education Reform Commission prepared issue papers in association with the Regents' Principles. The recommended revisions will impact the preparation of school leaders, principals and superintendents. Since the System Office and the Governor's Education Reform Commission have reviewed the Principles, the following outcomes have occurred:

Principle 1: "The University System will ensure the success of teacher and leader candidates on certification examinations for all demographic groups." By 2006, stipulate an 80% pass rate on the PRAXIS exam without a decline in the number of minorities prepared. This recommendation was suggested after reviewing pass rate scores for PRAXIS II, an exam that references content knowledge. The pass rate scores encompassed a broad range.

Principle 5: "The University System will guarantee the quality of any teacher it prepares." Teacher Education has a major in-field. According to the revisions, students would be required to major in the specific area at the Bachelor of Arts or Bachelor of Science level.

Principle 7: "Graduate programs for teachers who are already certified will focus on both strengthening their content knowledge and on deepening their understanding of teaching and learning. These programs will also adhere to the general principles of the National Board for Professional Teaching Standards." Strengthen partnerships between baccalaureate and teacher education degrees.

Principle 10: "The University System will encourage the institutions to develop new and innovative teacher preparation programs to respond to state need and to contribute to increased student learning and achievement in Georgia's public schools." Increase the number of programs in early childhood education and special education. The changes involve collaborative standards and studies.

Principle 16: "The University System will increase its responsiveness to the needs of the public

schools in the preparation and development of educational leaders." Develop an Institute for the preparation and development of school leaders. A major grant (approximately 3.3 million) has been submitted and the required actions of an established entity will be phased-in over time. Statewide faculty will be recruited from USG institutions to teach both degreed and non-degreed programs.

D. USG/DTAE Relations

1. Update on "Block Credit" Issue (RE: BAS/Certificate/AAS)

Dr. Dan Papp discussed the "block credit" issue in terms of the University System's responsiveness to DTAE students and their needs. SACS has raised concerns about the administration of the Bachelor of Applied Science degree for the following reasons: 1) Are the courses for which students receive credit of the same caliber as university-level courses? and 2) What is the quality of instruction for faculty members at participating DTAE institutions.

2. Mini-Core

Dr. Dorothy Zinsmeister, Senior Associate in the Office of Academics and Fiscal Affairs, discussed the proposed actions as they pertain to the thirteen COC colleges. The accreditation process for mini-core began in May 1999. Discussion ensued and the group posed the question, "Where is the project and what will be the basis of an articulation agreement beyond articulation issues?" In terms of mathematics, Dr. Zinsmeister explained that an agreement was forthcoming that would include math modeling, college algebra and calculus. Articulation agreements will include course outlines that are suitable for transfer and minimum competency levels for student outcomes. Further, it was indicated that DTAE plans to take the course outlines and develop courses that will fit the tenets of the articulation agreement. These outlines will then be taken to the Council on General Education for deliberation on how they meet the core curriculum guidelines. Dr. Zinsmeister emphasized that common placement/exist standards will be established.

Questions ensued such as 1) Are there any indications of a transfer minimum from DTAE schools?, 2) Will the entire core be offered by DTAE institutions? And 3) Will DTAE institutions offer a "pre-college" curriculum? The group concluded that when discussions take place with DTAE, the System Office should explain the difference between DTAE COC accreditation and University System Accreditation.

E. Faculty Sick Leave

Dr. Dan Papp, Senior Vice Chancellor for Academics and Fiscal Affairs, reported on the faculty sick leave policies received from several system institutions. A request was made of all institutions to provide this information in anticipation of developing a system-wide Faculty Sick Leave policy. The resultant outcomes indicated that much variance occurs between institutional policies. Few institutions provided specific details concerning when faculty must report and use sick leave. Dr. Papp provided the following scenario with three different outcomes:

Example: A faculty member has a 15-hour teaching load during the week. Offering five three-hour

classes taught on Mondays, Wednesdays, and Fridays completes the teaching load. The faculty member is out on sick leave for a week.

Scenario 1: Policy -- Sick leave is counted for each hour of class missed. Outcome -- Faculty has used 14 hours of sick leave.

Scenario 2: Policy -- Absences due to sick leave are reported at 8 hrs/day on teaching assignment days. Outcome -- Faculty has used 24 hours of sick leave.

Scenario 3: Policy -- Sick leave is reported as 8 hrs/day regardless of whether class is scheduled on a particular day. Outcome -- Faculty has used 40 hours of sick leave.

Dr. Papp asked for five volunteers to serve on an ad hoc committee to establish a University System Faculty Sick Leave policy. All interested Chief Academic Officers were asked to contact Drs. Dan Papp or David Morgan. The group also acknowledged the importance of including human resources, legal affairs, and audit representatives.

F. SACS Reaffirmation Visits

Dr. Papp distributed a list of upcoming SACS institutional visits through year 2010. Dr. Papp asked each Chief Academic Officer to verify that the visitation date was correct. In addition, Dr. Papp informed the group that beginning Fall 2001, each institution would be required to report on the success of their institutional visits before the Committee on Education, Research, and Extension for Board of Regents meetings.

G. Comprehensive Program Review

Dr. David Morgan, Deputy to the Senior Vice Chancellor for Academics and Fiscal Affairs, reported to the Board that one of the first steps in the Comprehensive Program Review process is the update of the Degrees and Majors list of all approved programs in the System. The Comprehensive Program Review Committee has reviewed all responses concerning program-listing discrepancies such as "correction of typographical errors, over-riding federal and local CIP code labels, editorial changes in degree names, deletions/terminations/deactivations, and additions and substantive changes." By March 30, the System Office will develop triggered program reports based on enrollment and degrees conferred. Afterwards, institutions will have an opportunity to discuss any extenuating circumstances pertaining to a program trigger by April 15. Following the discussion of triggered programs, institutions will be required to submit their comprehensive program review plans on a seven-year cycle to the System Office by April 30. Discussion ensued and institutions inquired whether an alternative, such as a 10-year plan, would suffice if an institution's current review cycles were slightly different from the prescribed seven-year plan. Dr. Bob Haney, a member of the Regents' Administrative Committee on Institutional Effectiveness ("RACIE") explained that institutions could be flexible with their plans. To assist in developing an inclusive explanation of triggered programs, Chief Academic Officers requested that the System Office provide an aggregate report on transfer students.

H. **Semester Conversion and Faculty Teaching Load**

Dr. Cathie Mayes Hudson, Associate Vice Chancellor for Strategic Research and Analysis, reported that the state legislature inquired about the impact of faculty teaching load and any changes experienced due to semester conversion. The System Office explained to the legislature that it is difficult to systematically quantify all faculty-teaching loads because a faculty member is engaged in multiple activities such as teaching, research, and service. The time spent on these activities varies according to institutional mission, departmental responsibilities, course preparation, type of course, discipline, number of students in a section, course hours, and teaching method. Dr. Hudson expressed her appreciation to the Chief Academic Officers for their efforts to provide information that was included in the report. The legislature has not responded to the report at this time.

I. **No Nonsense Memo**

Dr. Dan Papp reported to the group that an ad hoc committee was reviewing the responses received concerning the Chancellor's "no nonsense" memo. The material will be acted upon and a response will be presented to the joint committee during the summer meeting.

J. **Status of the University System Budget**

Mr. Bill Bowes, Interim Vice Chancellor for the Office of Fiscal Affairs, reported on the status of the University System budget. Mr. Bowes stated that the FY 2001 amended budget had been approved earlier this month with the following distribution of funds:

--- \$24 million provided for semester conversion - to be distributed according to the allocations recommended last April by the Board of Regents.

--- \$14.2 million provided for health insurance premium increases and a projected deficit. At least \$10.8million will be distributed to institutions to meet increased health insurance premium costs based on actual migration patterns. This will cover only employees paid from general obligations in "A" units and "B" units.

--- \$1.5 million for additional ICAPP resources to meet increased demand from Georgia companies. Specific projects will be determined later.

--- \$750,000 total funds for 1890 Land Grant Funds for Fort Valley State University

--- \$3.4 million reduction to eliminate payments to TRS for the ORP for the period March 1 - June 30, 2001. This action has not been fully agreed to by TRS. Therefore, the Board of Regents will follow the legislative intent to reduce funding campuses and withhold payment to TRS.

--- \$1 million reduction to Yamacraw (through reduction in funding to the Research Consortium)

--- A total of \$ 37 million in new funding through the use of Tobacco Settlement Funds for the Governor's Cancer Initiative (provides core staff, funds for a cancer center of excellence at Grady

Hospital, and 13 eminent cancer scholars and professionals).

--- \$15 million for the ETACT program (lottery funds). Concern was expressed that these funds would be reduced this fiscal year.

--- \$379,000 to support the ITP projects at Clayton and Floyd. We did not receive \$3 million to pay off debt obligations.

--- \$11,345,000 in 5-year bond funds for equipment associated with recent capital projects at Clayton College & State U., Columbus State U., Georgia Southern U., Coastal Georgia Community College, Savannah State U., Georgia College & State U., and the Medical College of Georgia.

--- \$95 million in 20-year bonds for six Board of Regents projects.

--- Funding for the Advanced Computing Technology Building at the Georgia Institute of Technology (design only: \$660,000)

--- \$7.2 million in 5-year bonds for renovations and upgrades at Armstrong Atlantic State U. and Georgia College & State U.

--- \$9.2 million in 20-year bonds for Atlanta Metropolitan College, Georgia Southern U., and Georgia State U.

---\$16.9 million for minor capital projects.

Mr. Bowes reported that not many changes had occurred with the FY 2002 budget. Although the House and Senate and Budget had acted on the budget, it remained for deliberation by the conference committee this weekend. The following is a delineation of the funds distribution for the FY 2002 budget:

--- \$6.5 million net reduction in formula remains. (The University System will be held harmless for \$18 million, plus \$22.5 million in new enrollment against last year's hold harmless of \$47 million). Mr. Bowes reiterated to the group that the University System would not have access to the \$48 million it had the previous year (\$24 million of which was institutional savings from FY 2000 used for health insurance premiums and the \$24 million "match" from the Governor and General Assembly).

--- The new technology factor generates approximately \$23 million in new funding in the formula --- \$17 million of which is a transfer of existing technology initiatives (i.e., Galileo, Connecting Teachers and Technology, etc.) and \$6 million in new funding which can be applied to the new initiatives for which the Board of Regents did not receive separate funding. Mr. Bowes reminded the group to look for \$18 million for Campus Master Planning, PeachNet upgrade, student portals, and other projects).

--- \$1.5 million (requested \$3 million) for mission related funding for Georgia College & State

University as the state's public liberal arts college.

--- Leveraged funds ranging from \$1 million to \$890,000 will be used for a biomedical services network at the University of Georgia and the Medical College of Georgia.

--- \$1 million was requested to begin the Data Warehousing project. The System Office has also made requests in the amount of \$500,000 for eminent scholars and \$500,000 for RETP.

Mr. Bowes concluded by informing the group that the System Office was in the process of developing budget allocations involving tuition, mandatory, and elective fees. This information will be presented at the April Board Meeting.

K. Off-Campus Delivery Project

Dr. Don Rubin, Faculty Associate in the Office of Academics and Fiscal Affairs, reported on the progress of the off-campus delivery project. Dr. Rubin explained that the objective of the project was to determine where and how many off-campus delivery sites are available within the University System. Although the study is not complete, Dr. Rubin announced that the University System has approximately 400 delivery sites. A follow-up report will be provided at the summer meeting.

L. Postsecondary Options Program Status

Dr. David Morgan reported that at the last meeting of the Education Coordinating Council, members reviewed statutory changes to the Postsecondary Options Program in preparation for the 2002 legislative session. The Committee reported that next fall and spring the policies would not change. Also, no additional changes will be made before any legislative changes recommended in May.

III. Proposed Revision to Journalism Area (See Attached Recommendation)

Dr. Kathleen Burk, Assistant Vice Chancellor and Director of Regents' Testing, informed the group that the revision to the Area F in Journalism and Mass Communication consisted of allowing a maximum of 8 hours in the discipline. This recommendation was posed by an ad hoc group of representative institutions because there is much variability in institutional requirements for the Area F in Journalism/Mass Communication, which has caused problems with student transfer. The motion was accepted unanimously.

IV. Georgia Technology Authority

Mr. Randall Thursby, Vice Chancellor for Information & Instructional Technology/CIO, reported that the Georgia Technology Authority ("GTA") has purview over procurements and approvals for all state agencies with the exception of the Board of Regents, the judiciary, and the legislature. The DOAS Telecommunications Office also reports to GTA. Mr. Thursby emphasized that we are a cooperative entity because Board of Regents procurement purchases are reported to, instead of approved by, GTA. Mr. Thursby recommended that each institution develop an approved technology plan and informed the group that either Bill Bowes or himself must approve all items over \$250,000. To follow-up on the procedures and information discussed during the meeting, Mr. Bowes will send guidelines for technology purchases to

each institutional business officer.

Mr. Thursby informed the group that the long distance calling card carrier had switched from Sprint to Qwest. The service provider change was made in order to save 14 cents/unit (old plan @ 17 cents/unit; new plan @ 3 cents/unit). Although this cost reduction may not be readily apparent on the campus, the savings garnered by System institutions and other state agencies will be used to pay for outsourcing the RFP concerning the DOAS Comprehensive Communications Project.

Mr. Thursby explained that the Comprehensive Communications Project is an attempt to combine voice, data, video, wireless, two-way radio and asset management under one umbrella. To achieve this objective, it is the goal of the project to have one communications contractor for the State. Therefore, all technology state accounts will be transferred to one provider. The Board of Regents has reserved the right to participate in this project. Currently, DOAS is conducting individual interviews with state agencies. From an institutional perspective, these requests for information may be addressed to an institution's procurement or research offices. Mr. Thursby informed the group that if an institution receives a request to complete a survey or other data gathering method, refer all queries to the System Office. The contact persons on this subject are Dr. Dan Papp, Mr. Randall Thursby, and Mr. Bill Bowes.

V. SACS Substantive Change for Distance Education

Dr. Kris Biesinger, Assistant Vice Chancellor for Advanced Learning Technologies, informed the Chief Academic Officers that WebCT announced the winners of the exemplary On-line Faculty Course Project. WebCT received at least 90 submissions from the U.S. and Canada. Only 16 winners were selected; 6 of the winners were located in Georgia. Of the 6 Georgia winners, 4 accolades were attributed to the following eCore courses: American Government, English Composition I, Mathematical Modeling, and Survey of U.S. History to 1865. The other two courses that received awards were taught at Georgia College & State University: Informatics, Issues and Applications for Healthcare Delivery in Schools (Prof. Jeannie Sewell), and Leadership and Management Issues in Healthcare (Prof. Deborah Clark).

Dr. Biesinger informed the group that a call for eCore™ course development nominations and recruitment of eCore™ Teaching Faculty would be sent electronically by the end of the week. Dr. Biesinger encouraged the Chief Academic Officers to have faculty participate in the development of eCore™ courses because of the professional faculty development experience and the high quality learning modules produced.

Dr. Biesinger informed the group that in discussions with SACS representatives, previous assumptions concerning SACS substantive change reviews have been modified. During previous discussions, institutions could self-select whether they would be involved in a substantive change review based on a 50% participation in program delivery at a distance. SACS has indicated that it wants a system-wide inventory of all programs offered at a distance including eCore™. SACS is interested in reviewing those institutions that could feasibly offer programs at a distance including the core curriculum electronically. The only institutions exempted from this review are those who are participating in a 2001-02 reaffirmation visit. Dr. Biesinger reminded the group that the inventory of distance education programs was due by the end of

the week. Discussion ensued and Dr. Biesinger inquired about a template for existing programs that are recommended for distance delivery. Ms. Marci Middleton, Coordinator of Academic Programs, informed the group that a template was under development by System Office staff to address this issue. Drs. Biesinger and Ms. Middleton suggested that a draft template would be distributed at the summer meeting.

VI. Academic Advisory Committee Recommendations (See attached recommendations)

A. Computer Science and Systems Analysis

Dr. David Morgan referred the group to the academic committee recommendations. The Committee on Computer Science and Systems Analysis recommended, "that the Board of Regents initiate special funding to address severe recruiting and retention of faculty in Computer Science within the University System of Georgia." The motion was tabled and deemed an institutional matter. The Chief Academic Officers decided that since this was an institutional matter, internal funds should be used to address these needs.

B. Psychology

Dr. Judy Monsaas, System Office liaison to the Academic Advisory Committee on Psychology informed the group of the Committee's endorsement of SB 119, a bill to provide a viable professional license for qualified persons with a master's degree in psychology under the title of Mental Health Therapist." The Board has not taken a position on the bill. The Chief Academic Officers supported the Committee's recommendation.

C. Family and Consumer Sciences

The Academic Advisory Committee on Family and Consumer Sciences recommended "curricular programs be developed for birth through age 5 for professional certification. Such programs should include equal emphasis of courses in child development, family studies, and education." The recommendation included concentrations in math and reading. The motion was tabled. Dr. Jan Kettlewell recommended that the Teacher Education Preparation Committee review the recommendation. An update will follow at the summer meeting.

D. Chemistry

The Academic Advisory Committee on Chemistry recommended that "(1) chemistry faculty course-load be measured in contact hours for the purpose of workload assignment, and (2) CHEM 1121K/1212K should be offered in the eCore™ with the laboratory being taken at a University System of Georgia institution." Part one of the recommendation was deemed an institution's prerogative. Part two of the recommendation will be referred to the eCore™ Committee. Regarding the preparation of educators, it was also discussed that the chemistry degree designation should be changed and that the degree be extended by nine hours. It was agreed that this issue be discussed at the summer meeting.

VII. Other Issues

A. Update on June 3 - 5 Sea Palms Meeting

Dr. Bettie Horne informed the Chief Academic Officers that the summer meeting would be held June 3 -5 at the Sea Palms resort located on St. Simons Island. The theme of the meeting is accountability.

Guest speakers include Mike Vollmer and Katie Aycock.

B. Other Topics

Dr. Dan Papp suggested that the Chief Academic Officers and Office of Information and Instructional Technology investigate the plausibility of offering the Regents' Test via electronic delivery.

C. Announcements

Dr. Dan Papp announced that the search for Vice Chancellor for Academics, Student, and Faculty Affairs was complete. As of July 1, Dr. Frank Butler will assume the role of Vice Chancellor in the System Office. Dr. Butler comes to the System Office with over 17 years of experience serving in such positions as Vice President and Dean of Faculty, interim President, and Vice President for External Affairs at Armstrong Atlantic State University.

Respectfully Submitted,
Marci M. Middleton, MBA, MS
Director, Academic Program Coordination
USG

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