

Administrative Committee on Academic Affairs
Fall 2003 MINUTES/CONCLUSIONS
December 4, 2003
Macon State College

The Administrative Committee on Academic Affairs held its fall meeting at Macon State College, Performing Arts and Theater Rehearsal Hall on December 4, 2003. Greetings were provided by President David Bell. Dr. Anne V. Gormly, Chair and Vice President for Academic Affairs at Georgia College & State University, called the meeting to order. Dr. Gormly also recognized the following executive committee members: Dr. Michael Stoy (Gainesville College), Dr. Phil Buckhiester (North Georgia College & State University), Dr. Janis Reid (Atlanta Metropolitan College), and Dr. Ronald Henry (Georgia State University). The minutes of the summer meeting (July 25) were approved as disseminated.

I. Information Items from the Senior Vice Chancellor's Report

A. Ad Hoc Committee Reports

1. Workload Policy

Dr. Daniel S. Papp, Senior Vice Chancellor for Academics and Fiscal Affairs reported on the progress of the ad hoc committee formed to address the University System of Georgia's workload policy. Dr. Papp indicated that issues such as the definition of a part-time faculty member, sector-by-sector comparisons, the determination of full load and overload, and comparisons with national benchmarks will be clarified and provided in summary form along with the committee's recommendations. In addition, Dr. Papp requested that the Chief Academic Officers complete a survey indicating the number of USG Academic Administrators who taught in AY 2004 (Fall 2003 and/or spring 2004). Administrative levels requiring documentation were those of president, vice president for academic affairs, deans, and department chairs or equivalents. Based on information concerning the academic workload of USG department chairs, 618 taught at least one course in AY 2003. In addition, Dr. Papp requested that information be provided on how summer pay decisions are made at each campus. In addition to workload and pay decisions, Dr. Papp announced that the academic calendar would be expanded to include representation from the Chief Academic Officers. Individuals interested in serving on the committee need to send an e-mail message to Dr. Dan Papp or Ms. Tonya Lam.

2. Certificate Review

Dr. Dorothy Zinsmeister provided a draft copy of the recommendations delivered by the Certificate Review Committee (Dr. Phil Buckhiester, Dr. Joan Darden, Dr. Barry Goldstein, Dr. Grace James, Dr. Joseph Silver, Sr., Dr. Douglas Tuech, Dr. Mary Ellen Wilson, Dr. John Black, and Ms. Susan Campbell). The following implementation guidelines were proposed:

- a. An institution is required to get administrative approval from the System Office to establish, rename, discontinue, or terminate pre-bachelor's level certificate programs of fewer than 30 semester credit hours (less than 1 year).

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- b. An institution is required to get Board of Regents approval to establish, rename, discontinue, or terminate pre-bachelor's level and certificate programs of 30 or more semester credit hours (at least 1 year but less than 2 years) and all post-bachelor's level certificates.
- c. Existing certificates will not be "grand-fathered", but submitted to the System Office for review and approval, and where appropriate (30 or more hours) forwarded to the Board of Regents for approval.
- d. The timetable for submissions of existing certificates to the System Office for review and approval is one year from the date this policy is adopted (handout provided).

Discussion ensued and the Chief Academic Officers inquired about the use and proliferation of the HOPE Grant with regard to certificate programs and DTAE institutions as well as clarification regarding non-degree certificates and other awards.

The proposed policy and recommendations were remanded back to the committee for further deliberation and attention to the issues that were raised in response to defining a certificate, other awards, and the suggested approval process. In addition, the committee was asked to take into account the variability among institutions before developing guidelines because not all institutions offer certificates or certificates at various levels (e.g., less than one year, one year, post-baccalaureate, etc.).

3. Learning Support

Dr. Kathleen Burk explained that the Learning Support Committee recommended that learning support students be allowed one extra semester in mathematics and announced that a discussion was held as to whether learning support should be reviewed under the comprehensive program review framework. Dr. Burk explained, "the committee recommended that Learning Support not be evaluated as a separate program for CPR purposes. Two-year institutions could consider the effectiveness of Learning Support in their review of the transfer associate degrees, and all institutions should schedule periodic reviews of Learning Support. It was recommended that the System Office provide a report to aid in institutional review of Learning Support."

Chief Academic Officers inquired whether learning support reports would disaggregate data such that it could be determined whether individual student success rates varied by three or more attempts on the exam and whether the additional semester waiver will become effective

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fall 2004. Dr. Burk indicated that those issues and other topics were under discussion in committee. Dr. Papp announced that the issue of an additional semester for mathematics came to the forefront based on discussions with the Department of Education (DOE) regarding the remedial courses students take in preparation for the Regents' Test. Clarity is required concerning the provision for Title IV aid for remediation courses. Because these issues are not resolved, Dr. Papp indicated that further discussions would be held with DOE. Chief Academic Officers were invited to provide ideas and solutions to Drs. Papp and Frank Butler.

4. Off Campus Instruction

Dr. Richard Sutton provided a report on the work of the Committee on Off-Campus Instruction. Dr. Sutton reported that the committee had met on three different occasions and will meet again during the lunch break. A formal report will be provided by the second spring ACAA meeting. Issues that are currently under deliberation include the instruction associated with centers and institutes, the development of a graduated matrix to define instructional and facilities progression, and the opportunity for additional input by committee members.

B. ALT Reassignment

Dr. Dan Papp announced that the reporting structure of ALT had changed in the System Office such that Dr. Kris Biesinger will report directly to Mr. Randall Thursby in OIIT and have some staff contact with Dr. Frank Butler in Academic Affairs. With recent retirements and moves in OIIT, the reassignment will provide a bridge between learning technologies, other aspects of the OIIT infrastructure, and specific dimensions of academic affairs in terms of distance education.

C. Multi-institutional Functionality (MIF)

Dr. Dan Papp provided an update on the progress of the Multi-institutional Functionality project (MIF). The project aims to simplify the transparent transient model and provide students with the ability to be registered at more than one institution for course-taking purposes but have the security of a home institution with regard to financial aid, registration, and grade recording. Several policy issues remain to be resolved with the operation, implementation, responsibilities of cooperating institutions, accountability, and reporting aspects of the program. A pilot test will be available next year. The Texas model has security problems that the USG system is working to avoid. Chief Academic Officers were encouraged to transmit their questions and issues to Ms. Tonya Lam especially in terms of headcount, credit hour generation and reporting, and other aspects of the project's operation as it relates to current practice.

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D. CPR Status

Dr. Papp announced that Chancellor Meredith sent a letter to all presidents regarding the temporary hiatus in CPR for those programs that were above the thresholds. Dr. Papp advised that although CPR was not mandatory for programs above thresholds during FY 04 - 05, during FY 06 the review process might be re-instituted as mandatory. Chief Academic Officers inquired as to whether programs below specific thresholds would still require program review. Dr. Papp suggested that the Chief Academic Officers contact Dr. Cathie Hudson in order to obtain information on the number and types of programs that fell below the cut-offs.

E. Alternative Dispute Resolution

Dr. Sara Connor provided a report on the goals of the Alternative Dispute Resolution committee. Based on the goals of the report and statistics concerning the number of lawsuits brought against system institutions and the Board of Regents, Dr. Connor emphasized that if institutions have an Alternative Dispute Resolution program in place then the number of suits brought against institutions decreases due to the opportunity to resolve many disputes out of court. Dr. Connor announced that opportunities for training mediators were available by contacting committee members and campus liaisons.

F. External Degree Template

Ms. Marci Middleton announced that the external degree template that has been used for the past six years requires input from Chief Academic Officers before including it in the Academic Affairs Handbook as a guideline. Currently, the template is used for all types of external degree proposals including those involving distributed technologies as a part of distance education. Ms. Middleton asked that the Chief Academic Officers provide her comments on the template in order to have participatory input in the process and further develop guidelines for external degrees.

G. Budget/HOPE and Other Matters

Dr. Dan Papp provided a report on the status of the Budget, the HOPE Scholarship, and other matters regarding the financial resources of the University System of Georgia and its colleges and universities. Dr. Papp explained that although tax revenues had increased over the last one to two months, the increased revenues would not meet need projections in July 2004. Dr. Papp explained that further budget reductions of 2.5% were under discussion in addition to a budget hold back of 2% and possible 5% reduction by next fiscal year. Dr. Papp further explained that the Office of Planning and Budget had requested differential cuts to programs including special funding initiatives, PSI, B units, teaching, service, and research. Examples of cuts in process include ETACT, PREP, ICAPP, and MRR.

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Dr. Papp announced that the HOPE Commission had met and completed its reports. Dr. Papp congratulated Dr. Hudson on the reports produced for the HOPE Commission that included data by grade point average, race, and other factors. Dr. Papp stated that there is no University System preferred position on the work of the HOPE Commission with regard to using the SAT as a requirement.

II. Budget Strategies

Dr. Gormly announced that budget strategies workshops would be held per institutional sector. After each institutional sector met, a report would be provided to the entire group concerning ideas and solutions to meet institutional needs in the face of reduced resources. Each institutional sector met in a separate room of the facility and deliberated for forty-five minutes.

III. Budget Strategies Reports by Sectors

Presentations were made in each sector meeting and overall strategies were described when the group reassembled in the rehearsal hall. Examples of general budget strategies employed by various university system institutions include: the identification and creation of cost centers to remove from state support those activities that can be sustained by direct revenue generation (State University of West Georgia); selective forward funding activities for items such as library collections, computer hardware, and selected facility needs (State University of West Georgia); voluntary retirement programs and terms of re-employment with regard to Teacher's Retirement System (Georgia College & State University, Valdosta State University); differential workload for adjunct instructors (Southern Polytechnic State University); re-budgeting summer school with built-in faculty incentives (Savannah State University); and consolidated information technology networks and departments (Georgia Tech, Georgia State University). Chief Academic Officers were encouraged to maintain the sharing of ideas by posting suggestions to the listserv.

IV. Information Items from the Senior Vice Chancellor's Report

A. Education Reform

1. K-12 Curriculum Revision

Dr. Papp explained that a low percentage of high school students are well prepared for a collegiate-level curriculum. Therefore, current discussions were underway through a series of DOE committees concerning the revision of the K-12 curriculum. Dr. Judy Monsaas discussed how DOE was working to review the QCC based on a Phi Delta Kappa audit, No Child Left Behind legislation, and the Education Coordinating Council's Mathematics Priority/PRISM. Subjects targeted for revision include language arts, mathematics, science, and social studies. At least three DOE committees are reviewing the curricula and will seek feedback from various constituents. It is anticipated that the state DOE will approval the final revised curriculum by May 2004. Dr. Papp explained that the role of the USG in the feedback process would

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be to have meetings with DOE senior leadership representatives in the near future and work with DOE in an advisory capacity in order to: 1) ascertain the progress and final recommendations of the committee; 2) determine the progression and bridge to postsecondary study; and 3) have input in how the curriculum is shaped according to commonly held outcome standards. Questions and discussion ensued on the timeline for phase-in of the revisions and how such revisions would impact USG testing, teacher education programs, and freshman-year courses and curricula. Chief Academic Officers were encouraged to e-mail their concerns and issues to Dr. Papp.

2. NSF/PRISM

Dr. Jan Kettlewell and Dr. Ronald Henry provided a summary of the NSF/PRISM Grant and activities. Dr. Kettlewell explained, "PRISM, the Partnership for Reform in Science and Mathematics, is an initiative of the Board of Regents and the University System of Georgia in partnership with the Georgia Department of Education, six University System colleges and universities, and 13 school districts. It has been funded by the National Science Foundation for \$34.6 million." Dr. Kettlewell stated that the strategies for the partnerships rely on the curricula, teacher preparation and development, and the engagement of higher education science and mathematics with activities in the schools. Initially, participation will occur in four regions of the state: metropolitan Atlanta, northeast Georgia, East Central Georgia, and Southeast Georgia. Updates on PRISM activities will be provided through P-16 network meetings, RACAA meetings, faculty forums, and NSF networks. The system office has contracted with Georgia Tech for grants and contracts support.

3. GA Easy – Ms. Tonya Lam provided an overview and review of the revised GA Easy website. Ms. Lam explained that revisions to the website enable students, parents, and counselors to gain information about USG institutions in a more readily accessible format. The site includes a timeline and information on becoming a college student before the final years of high school. Sites added include selecting the right college, saving for college, and links to career information in partnership with GCIS.

4. Xap – Dr. Kris Biesinger provided an update on the Xap project. An RFP had been submitted for portals of this nature and partnership opportunities are available with GSFC. The portal enables students, parents, and counselors to gain more detailed information on careers in the state through the use of keyword searchers. In addition it features customized modules for academic planning from high school, Peterson's

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college search and selection tour, career planning with Department of Labor data, and financing a college education using FAFSA data. It is a supplement to Ga Easy and is free to students, counselors, and parents. The RFP deadline is mid-December.

- 5. Education GO Get It** – Ms. Sheila Jones provided an overview of the Texas model for “College for Texans.” The model was a “statewide campaign to 1) tell students, their parents, and others who influence students about the benefits of higher education and how to prepare for it academically and financially, and 2) to motivate students to pursue it.” Ms. Jones explained that the model attempts to address state demographic disparities in pre-college attendance at early grade levels and does not attach itself to a specific postsecondary institution. Ms. Jones explained that discussions were underway to perhaps develop a modified version for Georgia. The Texas design would be shared with Georgia for a fee of \$25,000. Ms. Jones further suggested that a pilot model would be made available in southwest Georgia through cooperative participation among the University of Georgia and Albany State University, Valdosta State University, Bainbridge College, Abraham Baldwin Agricultural College, and Darton College. Ms. Jones indicated that the project would be a complement to PREP in order to increase awareness of postsecondary educational opportunities. Although the project is in its infancy and discussion stage, Ms. Jones suggested that an executive committee would be appointed with a possible rollout as early as fall 2004. Discussion ensued and the Chief Academic Officers and Chair Gormly inquired as to how the project would be funded and its impact on the existing PREP program. Dr. Papp stated that the GO project would not be established with any existing state budget funds.

V. Action Items

A. Discipline Committee Recommendations

Dr. Anne Gormly asked that the Chief Academic Officers prepare to vote on the following recommendations of the following committees:

1. Learning Support

Recommendation: The Learning Support and Developmental Studies Committee recommends that in the LS math area only, the current 3-attempt limit should continue to apply with the option of two additional attempts by appeal. During the first appeal attempt only, the institution may allow the student to take additional coursework. The 20-hour rule would still apply.

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Progress Report on the recommendation: The Learning Support Committee further supported the attached recommendation from the Academic Committee on Learning Support but recommended that the appeal for a fifth attempt in Learning Support be available in reading, English, and mathematics rather than in mathematics only.

Action: The motion carried with no abstentions or opposing votes.

2. Biological Sciences

Recommended: Changes in Area F for Biology and Chemistry

Current Area F	Proposed Area F
General Biology I and II (w/lab) (0 – 8 hours)	Principles of Biology I and II (w/lab), (0 – 8 hours)
General Chemistry I and II (w/lab) (0 – 8 hours)	Principles of Chemistry I and II (w/lab), (0 – 8 hours)
Additional Coursework: Lower division science courses with lab including organic chemistry, general physics, mathematics not taken as a part of areas A or D, computer science, foreign language (2 – 18 hours)	Additional Coursework: Lower division science courses for majors chosen from biology, organic chemistry, general physics, and geology; mathematics not taken as part of areas A or D, computer science, foreign language. (2 – 18 hours)
Total hours: 18 hours	Total hours: 18 hours

Action: The motion carried with no abstentions or opposing votes.

3. Health Professions

Recommended: The AACHP Committee recommends that Option IIB, Clinical Health Majors, under Core Area D be modified to read as follows:

- 1) Biology, Chemistry or physics sequence --- 8 hours OR
- 2) Two laboratory courses selected from biology, chemistry, or physics --- 8 hours AND
- 3) One course in mathematics, science or technology --- 3 hours.

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Action: It was further recommended that this item be sent to the Council on General Education for further analysis and study.

VI. Old Business/New Business

Announcement of Title Change

Dr. Gormly extended congratulations to Dr. Caroline Helms on her permanent position as Vice President for Academic Affairs at ABAC (formerly Dr. Helms was interim VPAA).

Meetings Per Year

Dr. Gormly shared that the executive committee had discussed a timetable for scheduling four meetings per year. The schedule will include two spring meetings, one summer meeting (joint with RACSA), and one fall meeting. The remaining meetings are scheduled as follows: February 26, 2004 (winter meeting), April 13, 2004 (spring meeting in Macon), July 11 – 13, 2004 (summer meeting in Atlanta – subject to the Chancellor’s timetable). The theme of the summer meeting will focus on the Greater Expectations Project sponsored by AAC&U.

VII. Adjourn

The meeting adjourned at 3:45 p.m. with no remaining issues to be discussed.

Respectfully Submitted,
Marci M. Middleton
Academic Coordinator for Program Review