

Administrative Committee on Academic Affairs

Fall 2005 MINUTES/CONCLUSIONS

November 9, 2005

Macon State College

Macon, Georgia

The Administrative Committee on Academic Affairs held its fall business meeting on November 9, 2005 on the campus of Macon State College. Dr. Barry Goldstein, Chair, called the meeting to order. Dr. Papp lauded the service contributed by Dr. John Wolfe, Associate Vice Chancellor for Faculty Affairs, and took the occasion to recognize Dr. Wolfe's upcoming retirement. The minutes of the summer meeting (July 17 – 19, 2005) were approved as distributed.

I. Senior Vice Chancellor's Report and Discussion

A. Mission Review/Statewide Assessment

Dr. Dan Papp, Senior Vice Chancellor for Academics and Fiscal Affairs, discussed the historical and current actions taken with regard to mission review and statewide assessment. Based on current mission review activities administered by the system office, the following institutions have been granted approval to move forward in the process of changing their mission and sectors: Abraham Baldwin Agricultural College, Gainesville College, Gordon College, Middle Georgia College, Georgia Southern University, Kennesaw State University, Valdosta State University, and University of West Georgia. The process includes submission of a 16-point action plan in addition to any new degree program proposals.

B. Peer Institutions

Following-up on a discussion of peer institutions held during the summer meeting, Dr. Papp explained that institutions would be asked in a more formalized manner, in the near future, to provide information regarding aspirational peer institutions and factors of comparison in order to develop uniformity across sectors and the university system, as a whole.

C. Legislative Inquiries

Dr. Papp announced that the system office had received several legislative inquiries for reports on such topics as faculty workload v. teaching load, the capacity of science and mathematics courses, and the success rate of GED students. In terms of the time and cost associated with gathering information for retention, progression, and graduation related queries, chief academic officers were asked to send Dr. Papp an e-mail with the following information:

- dollar amount requested to mount and assess RPG programs
- dollar amount spent to assess current RPG efforts
- dollar amount spent to provide tutoring, advising, and mentoring
- cost of operating Centers for the Enhancement of Teaching and Learning
- percent of effort expended on RPG inputs

Dr. Papp announced that institutional retention reports were due by November 15.

Dr. Papp further requested that institutions provide information on whether they survey non-returning

students and report the reasons why students exit academic studies. In addition, Chief Academic Officers were asked to report the frequency of this activity.

D. Degree Proposal Communications

Dr. Papp announced that degree proposal communications would be enhanced by including a notification to the Chief Academic Officers of program proposals and other items that will be recommended to the Board just prior to or during agenda review. In addition, Ms. Marci Middleton announced that program (degrees and majors) proposals under review would be listed on the system office website. Chief Academic Officers were reminded that if they wanted to review a proposal or obtain a copy, to simply contact the system office and request the information. Periodically, notifications concerning program proposals and updates will be transmitted through the VPAA listserv.

E. Budget Update

Dr. Papp explained that additional information concerning the budget including more in-depth discussion would be held during the spring meeting in February 2006. The meeting will be held jointly with university system Chief Business Officers. Tentative dates for the conference are scheduled for February 2 - 3 on the campus of Georgia College & State University in Milledgeville, Georgia. Discussion at the upcoming meeting will include some focus on performance based budgeting. Dr. Papp explained that the current formula funding is based on weighted semester hours from the previous two years. Dr. Papp further explained that the university system has been encouraged to develop some form of performance based budgeting measures in such areas as teaching, research, and service. For example, if weights were to be attributed to the three areas, the schema could potentially include the elements listed below:

Wt.	Element
70%	Teaching - Retention Rate, Full-time students v. part-time students Rate at which students satisfy skills measured by the Regents' Test 6-year Graduation Rate Pass Rates on PRAXIS, NCLEX, etc.
25%	Research - External Funding Service Agreements Setting Targets
5%	Service Continuing Education (institution as a whole) CE Headcount Individual Service (to be determined)

As a result of this discussion, Dr. Papp asked that Chief Academic Officers send him an e-mail on methods to measure continuing education headcount. Dr. Papp informed the group that

accountability indicators were a part of each president's institutional review. As a result, such indicators could be used in the coming years as part of the state budget allocation process.

Chief Academic Officers inquired about the status of carry-forward funding, or rather, the roll-over of residual funds. Dr. Papp explained that two years ago the state legislature enabled the rollover of such items as technology fees, indirect costs, and continuing education funds. This legislation has a sunset clause. Dr. Papp explained that Bill Bowes, Vice Chancellor for Fiscal Affairs, was working on reconstituting the roll-over policy and expanding it to include all non-state revenues and tuition revenue. In response to questions regarding the status of need-based financial aid, Dr. Papp explained that the system office is in the process of developing tuition-related policies under the RPG umbrella.

F. System Level Data v. Institutional Level Data

Dr. Papp explained that the Board of Regents has asked for system level data for specific reports in the past, but has begun to discuss the use of institutional level data. Dr. Papp explained that when institutional level data is used to discuss academic practices differences in student bodies at various institutions will also be addressed.

G. Tuition and Residency Policies

Dr. Papp announced that the Board of Regents would review tuition and residency policies based on the current fiscal situation. These items are under discussion.

H. COMPASS Retesting

Dr. Papp announced that no retesting would be conducted using COMPASS. Dr. Papp explained that two-year colleges are in a position to use COMPASS as a high-stakes test, but there is no provision for retesting system-wide. Based on the ensuing discussion, Dr. Papp announced that a need exists for a general re-test policy. Such action includes a provision for such administrative details as staff, cost, validity, and reliability.

II. Discussion Items (In Depth)

A. Instructional Delivery Plan Clarification

Dr. Papp asked that Dr. Richard Sutton, Director of International Programs, further clarify the February 2005 approved IDP plan that has been introduced to guide the development of external degree proposals. Dr. Sutton explained that the IDP was not to be used for the external degree development of a single program, but rather, was an institutional plan that details how the institution will sufficiently use specific distance education methods to provide program delivery for long range planning purposes. The IDP does not supplant submission of an external degree proposal for specific degrees at a distance, but rather is an institutional plan of future delivery projects. A one page handout disseminated at the meeting provided a guide for those institutions currently developing instructional delivery plans

B. Retention, Progression, and Graduation (RPG)

Dr. Papp explained that the Retention, Progression, and Graduation initiative provides an opportunity for institutions to actively engage in specific measures of system impact. Dr. Papp outlined four opportunities to communicate the benefits of USG institutions: 1) developing a total impact assessment of the University System; 2) enhancing the USG's ability to obtain funding for facilities; 3)

communicating the impact and importance of the USG in terms of student outcomes, economic development, etc.; and 4) putting an additional focus on retention, progression, and graduation. Upcoming activities that will take place in addition to data accumulation for the RPG initiative include a review of the general education curriculum by the General Education Committee. Dr. Papp explained that the USG needs to be able to explain why approximately 25% of first-time, full-time students leave institutions during the first year of study. Is this occurrence due to something in the core curriculum?

Dr. Cathie Hudson, Associate Vice Chancellor for Strategic Research & Analysis, provided a presentation on "Understanding Retention & Graduation Rates in the University System of Georgia." The presentation included a focused discussion on national theories and findings on what affects retention and graduation rates in the U.S., what affects rates in the USG, how the USG looks to the nation, and what next action steps should be taken with the data collected from the university system. Dr. Hudson asked that the Chief Academic Officers think about the multiple realities present in the university system and provide some insight into how the university system should talk about institutional differences as well as system differences as compared to national data.

C. NSSE/CSSE Reports

Dr. Hudson announced that results of the NSSE/CSSE reports are embargoed until after the January Board meeting. Dr. Hudson explained that interim Chancellor Cummings will send a note to institutional presidents granting any early releases of data. Dr. Hudson noted that institutions should be prepared for telephone inquiries from the media upon release of the reports.

D. EPAAC Report

Dr. Dorothy Zinsmeister, Assoc. Director, PRISM Initiative and Asst. Vice Chancellor-Higher Ed., reminded the Chief Academic Officers that during the spring meeting, Dr. Jan Kettlewell made a presentation about three subcommittees that would report back to the group on the development of common courses for Area F in teacher preparation programs. Recommendations have been endorsed by EPAAC committee members with a resultant nine hours of coursework requirements in education programs. These nine hours will comprise three courses common to all teacher preparation programs. Details concerning the three courses will be made available during the next RACAA business meeting. Based on ensuing discussion, Chief Academic Officers requested that such information be circulated to them on the listserv for discussion with campus faculty and deans. Dr. Virginia Michelich, Vice President for Academic and Student Affairs at Georgia Perimeter College, volunteered to provide such information.

E. PRISM

No report was provided at this meeting.

F. KATRINA Arrangements

Ms. Tonya Lam, Associate Vice Chancellor for Student Services, announced that approximately 835 students had enrolled in USG institutions as part of the KATRINA program to assist displacement. Board Policy was used to waive out-of-state tuition. Funds from the federal government will be sent to institutions participating in the continued academic studies of displaced students in the aftermath of KATRINA. Guidelines for the disbursement of funds have been sent to system financial aid

directors.

G. Post-Tenure Review

Dr. Dorothy Zinsmeister requested that institutions send their updates regarding post-tenure review to the attention of Dr. Papp.

H. Technology Update

Mr. Randall Thursby, Vice Chancellor for Information and Instructional Technology, announced that the Board received specific exemptions from GTA for technology purchases less than 1M dollars.

According to HB312, procurement authority has been transferred from the GTA to DOAS. Purchases that exceed 1M dollars require advance notification of 60 days to both GTA and DOAS. Guidelines concerning purchasing minima and maxima have been sent to institutional presidents. Note that these purchases are first coordinated through the university system's Office of Information Technology

Mr. Thursby explained that telecom changes are in a "holding pattern." DOAS will not complete procurement projects involving voice over IP until an MOU is completed by August 2006. Mr. Thursby explained that voice over IP has specific size expansions with regard to video protocols, but also advised that as an institution seeks to expand usage, it must include enhanced security measures.

Mr. Thursby announced that the ORACLE contract has been renegotiated. Maintenance costs will increase and costs associated with GALILEO will increase as well. A new release and upgrade of WebCT is available. During this quarter, two outages occurred due to a firewall lock-up and a fiber cut in Athens. In addition costs associated with implementation of Banner v.7 will increase. Note that institutions will migrate to the enhanced version of Banner by next spring. GSAMS capabilities will be extended through December 30, 2005.

I. International Affairs Updates

Dr. Richard Sutton announced that international student enrollments were declining system-wide and were consistent with national trends. To that end, Dr. Sutton indicated that a web-based marketing approach would be used to attract more students to study abroad opportunities. Based on a status sheet of USG study abroad enrollments, Dr. Sutton explained that progress had been made on institutional study abroad targets. As of 2004 - 2005 a total of 4,459 students had participated compared with the 2007 target goal of 6,177 students. In addition, financial data on STARS funding was made available with a delineation of institutional funds approved for FY 06. Fund allocation ranged from \$150 to \$17,500. FY06 STARS allocation percentages by sector were 12% for two-year/state colleges, 55% for state/regional universities, and 33% for research universities. Dr. Sutton announced the reinstatement of global partnership grants for development seminars. Upcoming deadlines will be published through the international affairs website.

III. Action Item

A. Committee on Sociology Academic Advisory Recommendation

The Committee on Sociology requested approval that the course, human services, be included as an Area F course for the sociology major. The motion was approved and carried with no abstentions.

IV. Announcements

A. Calendar of Meetings

Dr. Goldstein announced that the next RACAA meeting would be held during spring 2006 jointly with the Chief Business Officers on the campus of Georgia College & State University in Milledgeville, Georgia. Dr. Goldstein explained that a calendar of meetings for the year had not been established.

B. Summer 2006 Meeting

Dr. Goldstein asked that Dr. Roman Cibirka provide potential sites and dates to the group in order to engage in preliminary planning for the summer 2006 meeting. Based on fees associated with an array of sites, it was concluded that the location of the summer 2006 meeting would be Brasstown Valley. Dr. Goldstein indicated that he would talk to his student affairs colleague, Dr. Judy Bryant of North Georgia College & State University, about the joint agenda aspects of the RACAA/RACSA meeting. Preliminary dates discussed for the meeting were July 23 - 25 in order to enable full participation by those administrators attending the study abroad opportunity in London during July 2006.

V. Adjournment

The meeting adjourned at approximately 2:15 p.m. on November 9.

Respectfully Submitted,
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Director, Academic Program Coordination
USG

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