

## Welcome!

If you are here for the **2022 RAC Chair and Liaison Information Session**, you are in the right place. The meeting will start at 9:30 a.m.

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

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 30, 2022

Barbara Brown  
[Barbara.Brown@usg.edu](mailto:Barbara.Brown@usg.edu)  
404-962-3107  
Academic Affairs  
System Office  
University System of Georgia



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### 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 McCready	amccready@atim.edu
Augusta University	Ruth McClelland-Nugent	rmccle11@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@coga.edu
Columbus State University	Gary Sprayberry	sprayberry_gary@columbusstate.edu
Dalton State College	Sarah Mergel	smergel@daltonstate.edu

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## RAC Resources

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

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## Academic Committee Resources

- Roles and Responsibilities
- Checklist for RAC Chairs 2022-2023
- Bylaws Template
- Annotated Bylaws Template
- Listserv Information and Guidelines
- Guidelines for Meeting Minutes
- Scheduling RAC Meetings - Avoiding Conflicts
- Managing Funds for Regents' Advisory Committees
- Venues with Support for RAC Meetings
- Credit-by-Exam Information
- Common Course Prefixes and Numbers
- Form for New or Revised Common Course Prefix, Number, Title, and Course Description
- Information About Templated Courses
- Open Educational Resources for USG Core Courses
- DATA 1501 Templated Course Proposal, Complete
- Area F Learning Outcomes and Guidelines
- Area F Approval Process
- Area F Form

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### Charges to Regents Academic Advisory Committees for the 2022-2023 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. Review the Area F course guidelines for each discipline for which the Committee has responsibility and create or refine Area F learning outcomes. (If not done already.)
2. Develop or refine common course prefixes, numbers, titles, and descriptions for core courses and assist with establishing this base across System institutions. (If not done already.)
3. Provide minutes of meetings and other documents for posting on web page.
4. Other business for the benefit of the discipline, at the discretion of the RAC.
5. Provide informed comments and reviews of core course proposals and new programs proposed by USG institutions.

#### Checklist for RAC Chairs 2022-2023

[https://www.usg.edu/strategic\\_academic\\_initiatives/assets/strategic\\_academic\\_initiatives/committee\\_docs/documents/ChecklistforRACCchairs2022.docx](https://www.usg.edu/strategic_academic_initiatives/assets/strategic_academic_initiatives/committee_docs/documents/ChecklistforRACCchairs2022.docx)

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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 (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/VPAAAs**
- 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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### Bylaws

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## Communication for RACs

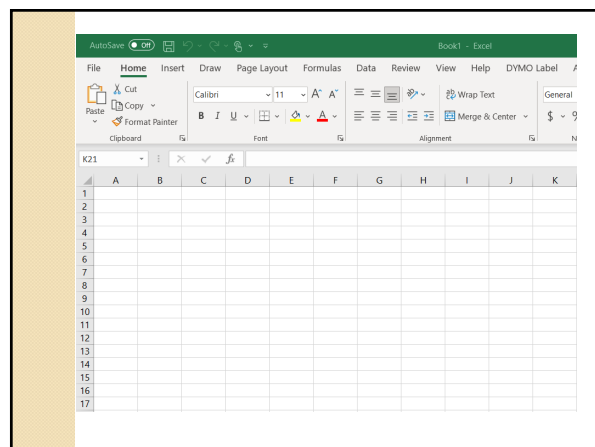
- Within the RAC
  - Email distribution lists
  - Listservs

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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

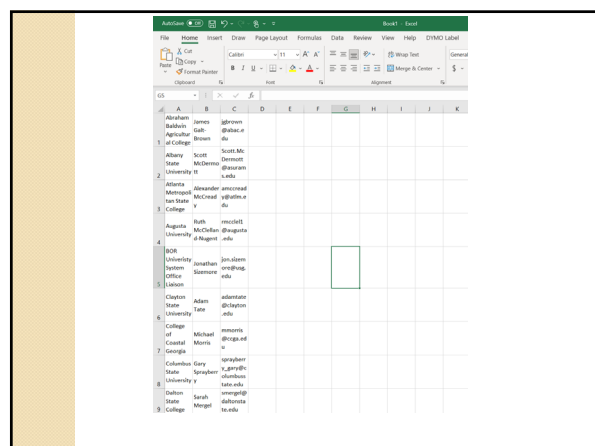
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Abraham Baldwin Agricultural College	James Galt-Brown	jgbrown@ebac.edu
Albany State University	Scott McDermott	Scott.McDermott@asurams.edu
Atlanta Metropolitan State College	Alexander McCready	amccready@atm.edu
Augusta University	Ruth McClelland-Nugent	rmccle11@augusta.edu
BOR University System Office Liaison	Jonathan Sizemore	jon.sizemore@usg.edu
Clayton State University	Adam Tate	adamtate@clayton.edu
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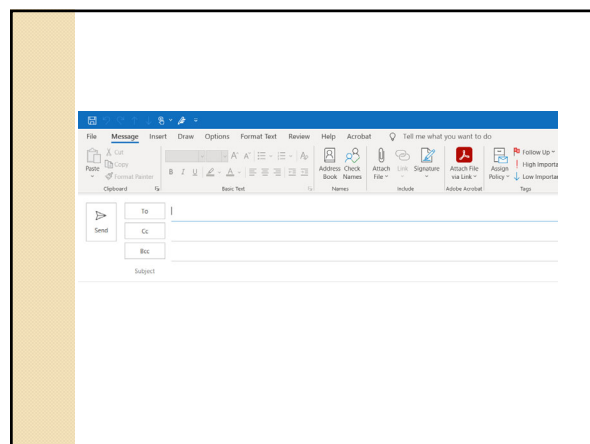
23

Abraham Baldwin Agricultural College	James Galt-Brown	jgbrown@ebac.edu
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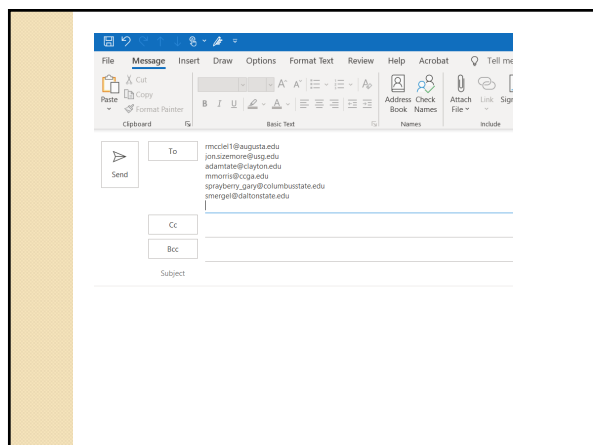
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	A	B	C	D	E
1	Abraham Baldwin Agricultural College	James Galt Brown	jbrown@abac.edu		
2	Albany State University	Scott McDermott	scott.mcdermott@albany.edu		
3	Atlanta Metropolitan State College	Alexander McCready	amccready@atlmet.edu		
4	Augusta University	Ruth McClelland-Nugent	rmccle1@augusta.edu		
5	BOR Underlly System Office Liaison	Jonathan Scornore	jscornore@ug.edu		
6	Clayton State University	Adam Tate	adamtate@clayton.edu		
7	College of Coastal Georgia	Michael Morris	mmorris@ccga.edu		
8	Columbus State University	Gary Sprayberry	gsprayberry@csu.edu		
9	Dakota State College	Sarah Mergel	smergel@dakstate.edu		

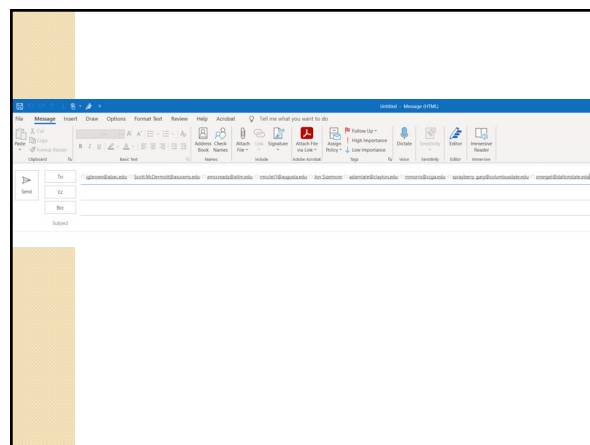
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## Existing Listservs

To email: [Listservname@listserv.usg.edu](mailto: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 (USGGEOL)
- Health Informatics Programs (HIM-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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## Listservs

### Academic Committee Resources

- Roles and Responsibilities
- Checklist for RAC Chairs 2022-2023
- Bylaws Template
- Annotated Bylaws Template
- Listserv Information and Guidelines ←
- Guidelines for Meeting Minutes
- Scheduling RAC Meetings - Avoiding Conflicts
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- Venues with Support for RAC Meetings

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

Use member's email address \*

Use Owner's email address \*

Use Owner's First Name \*

Use Owner's Last Name \*

Additional Owner Email Address \*

Additional Owner First Name \*

Additional Owner Last Name \*

Owner

- Make USG helpdesk a quiet owner.

Owner

Your email address (Your Name)

quiet@usg.edu

Helpdesk@usg.edu ( Helpdesk )

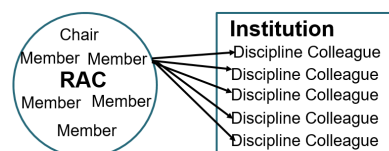
Barbara.Brown@usg.edu ( Barbara Brown )

quiet@usg.edu

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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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### 2022 – 2023 Dates You May Want to Avoid

Scheduling for 2022-2023 meetings is still murky. Below is what we have now. This page will be updated as additional information becomes available.

All dates are subject to change.

October 11 - 12, 2022 **Board of Regents Meeting** – Probably not a conflict for most.

October 14, 2022 **Council on General Education Meeting** – Probably not a conflict for most. See membership at [https://www.usg.edu/committees/view/general\\_education](https://www.usg.edu/committees/view/general_education).









October 19 - 20, 2022 **RACAA Fall Meeting** - Involves primarily VPAAAs, so should not be a conflict for most

October 27, 2022 **Regents' Advisory Committee on Effectiveness and Accreditation (RACEA) Meeting**. Probably not a conflict for most. See membership at [https://www.usg.edu/committees/view/effectiveness\\_accreditation](https://www.usg.edu/committees/view/effectiveness_accreditation).

October 28, 2022 **Diversity and Inclusion Summit** (virtual and in person at MGSU)

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## Academic Committee Resources









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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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## 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](mailto:Barbara.Brown@usg.edu) when you have approved minutes ready to post.

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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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## 2022-2023 Priorities for RACs

1. Review system-wide Area F guidelines and institutional Area Fs.
2. Review common course prefixes, numbers, titles, and descriptions.
3. Provide informed comments and reviews of core course proposals submitted to the Council on General Education by USG institutions.

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## Area F

Committees are responsible for Area F Learning Outcomes and Course Guidelines for programs in their discipline areas

### Academic Committee Resources

- Roles and Responsibilities [A](#)
- Checklist for RAC Chairs 2022-2023 [B](#)
- Bylaws Template [C](#)
- Annotated Bylaws Template [D](#)
- Listserv Information and Guidelines [E](#)
- Guidelines for Meeting Minutes [F](#)
- Scheduling RAC Meetings - Avoiding Conflicts [G](#)
- Managing Funds for Regents' Advisory Committees [H](#)
- Venues with Support for RAC Meetings [I](#)
- Credit-by-Exam Information [J](#)
- Common Course Prefixes and Numbers
- Form for New or Revised Common Course Prefix, Number, Title, and Course Description [K](#)
- Information About Templatized Courses [L](#)
- Open Educational Resources for USG Core Courses
- DATA 1501 Templatized Course Proposal, Complete [M](#)
- Area F Learning Outcomes and Guidelines [N](#)
- Area F Approval Process [O](#)
- Area F Form [P](#)

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## Area F

### Area F Guidelines

University System of Georgia

- Agricultural and Environmental Sciences [A](#)
- Anthropology [B](#)
- Architecture [C](#)
  - Architecture [D](#)
  - Architecture and Environmental Development [E](#) (Kennesaw State University)
  - Building Construction [F](#)
  - Industrial Design [G](#)
- Astronomy [H](#)
- Biological Sciences [I](#)
- Business Administration [J](#)
- Chemistry [K](#)
- Communication Studies [L](#)
- Computing Disciplines [M](#)
  - Computer Science [N](#)
  - Information Systems [O](#)
  - Information Technology [P](#)
- Criminal Justice [Q](#)

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## Area F

### 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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## Area F

New Area Fs, Changes to Area F must be submitted to the Council on General Education and RACAA (Regents Administrative Committee for Academic Affairs)

### Academic Committee Resources

- Roles and Responsibilities [A](#)
- Checklist for RAC Chairs 2022-2023 [B](#)
- Bylaws Template [C](#)
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## Area F

New Area Fs, Changes to Area F must be submitted to the Council on General Education and RACAA (Regents Administrative Committee for Academic Affairs)

### 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.
- Changes to Area F guidelines must be approved by the Council on General Education and submitted to the Regents Advisory Committee on Academic Affairs (RACAA).
- If approved by RACAA, the Area F changes will be submitted to the Assistant Vice Chancellor for Academic Programs for revision of the academic programs website and implementation in the review of new program proposals.

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## Area F

**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.

<b>Previous Learning Outcomes</b>	<b>Proposed Learning Outcomes</b>
<b>Previous Course Guidelines</b>	<b>Proposed Course Guidelines</b>

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](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

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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. <a href="#">Link to course outline. This is a templated course.</a>
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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 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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## New Common Course Prefixes, Numbers, Titles/Names, Descriptions, and Outlines for:

- African American History
- ~~Anatomy & Physiology I & II~~ (Done BIOL 2251 and 2252)
- ~~Art Appreciation~~ (Done – ART(S) 1100)
- ~~Biology courses for non-science majors~~
- ~~Introduction to Data Science~~ (Done - DATA 1501)
- Environmental Science
- ~~Film Appreciation~~ (Done FILM 1100)
- ~~Humanities~~ (Done – HUMN 1000)
- ISCI 2001 – Integrated Science I: Life/Earth Sciences
- ISCI 2002 – Integrated Science II: The Physical Sciences
- MATH 2008 – Foundations of Numbers and Operations
- ~~Microbiology~~ (Done – BIOL 2260)

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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.

Submission Deadline	Sent to Committees	Committees Send Back to Council	Council Meeting Date
September 9, 2022	September 9 - 12, 2022	September 30, 2022	<b>October 14, 2022</b>
November 4, 2022	November 4 - 7, 2022	November 29, 2022	<b>December 9, 2022</b>
January 20, 2023	January 20 - 23, 2023	February 10, 2023	<b>February 24, 2023</b>
April 14, 2023	April 14 - 17, 2023	May 5, 2023	<b>May 19, 2023</b>
June 1, 2022	June 1 - 2, 2022	June 30, 2023	<b>July 14, 2023</b>

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## Academic Committee Resources

- Roles and Responsibilities 
- Checklist for RAC Chairs 2022-2023  
- Bylaws Template 
- Annotated Bylaws Template 
- Listserv Information and Guidelines 
- Guidelines for Meeting Minutes 
- Scheduling RAC Meetings - Avoiding Conflicts 
- Managing Funds for Regents' Advisory Committees 
- Venues with Support for RAC Meetings 
- Credit-by-Exam Information 
- Common Course Prefixes and Numbers
- Form for New or Revised Common Course Prefix, Number, Title, and Course Description 
- Information About Templated Courses 
- Open Educational Resources for USG Core Courses
- DATA 1501 Templated Course Proposal, Complete 
- Area F Learning Outcomes and Guidelines
- Area F Approval Process
- Area F Form 

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### Checklist for RAC Chairs 2022-2023

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/VPAAAs.
- 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](mailto: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](mailto:barbara.brown@usg.edu)).

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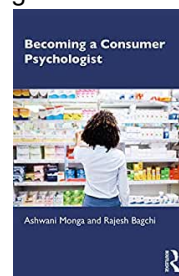
## Dr. Ashwani Monga

- Executive Vice Chancellor for Academic Affairs and Chief Academic Officer, USG, since July 1, 2022
- Also has a faculty appointment in the Scheller College of Business at Georgia Institute of Technology
- Provost and Executive Vice Chancellor at Rutgers University – Newark
- Award-winning teacher. Faculty member with experience at the undergraduate, M.B.A., and Ph.D. levels University of Minnesota, University of Texas, San Antonio, Koc University (Turkey), the University of South Carolina, and Rutgers University Business School.

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## Dr. Ashwani Monga

- Co-author of "Becoming a Consumer Psychologist"



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## **Dr. Ashwani Monga**

- Ph.D. Business Administration with a major in marketing and minors in psychology and statistics from the Carlson School of Management at the University of Minnesota
- M.B.A. Indian Institute of Management (Ahmedabad, India)
- Bachelor of Technology degree from the National Dairy Research Institute (Karnal, India)