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.

Regents’ Advisory Committee Chair and Liaison Information Session
September 30, 2022
Barbara Brown
Barbara.Brown@usg.edu
404-962-3107
Academic Affairs
System Office
University System of Georgia

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.
1.4 Advisory Committees

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The committee selects a chair who serves a term determined by the committee’s by-laws.
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

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/VPAAs
- Liaison – Appointed by System Office

Succession Planning

- Chair-Elect >> Chair >> Immediate Past-Chair
- Secretary/Recorder >> Chair-Elect >> Chair >> Immediate Past-Chair
- Secretary/Recorder >> Chair >> Immediate Past-Chair

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?

Bylaws

- Rules and Responsibilities
- Checklist for RAC Chairs 2021-2023
- Bylaws Template
- Annotated Bylaws Template
- Listserve Information and Guidelines
- Guidelines for Meeting Minutes
- Estimating RAC Meetings - Avoiding Conflicts
- Managing Funds for Regents' Advisory Committees
- Minutes with Support for RAC Meetings
Communication for RACs

- Within the RAC
  - Email distribution lists
  - Listservs

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
Existing Listservs

To email: 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 (EORACE)
- Fine and Applied Arts (FAARACMEMBERS-L)
- Foreign Languages (FLAAC-L)
- Geological Sciences and Geography (USGGEOL)
- Health Information Programs (HIIM-L)
- Humanities (HUMRAC)
- Learning Support (LEARNSUP-L)
- Mathematics (AMAT-L)
- Psychology (RAC-PSYCHOLOGY)
- Sociology (SOCRAC-L)
- Transfer Officers (TRANSFER-RAC-L)
Please make me an owner or “Quiet Owner” if you request a new listserv.

Make USG helpdesk a quiet owner.

Communication for RACs

With institutional constituents

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.

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.

2022 – 2023 Dates You May Want to Avoid

Scheduling for 2022-2023 meetings is still mushy. 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/wa/general_education.

October 19 - 20, 2022 RACAA Fall Meeting – Probably primarily VPAAs, so should not be a conflict for most.


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

Send to Barbara.Brown@usg.edu when you have approved minutes ready to post.
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.

Area F

Area F Guidelines

University System of Georgia
- Agricultural and Environmental Sciences
- Anthropology
- Architecture
- Architecture and Environmental Development (Ramsey State University)
- Building Construction
- Business Administration
- Chemistry
- Communication Studies
- Computing Disciplines
- Computer Science
- Information Systems
- Information Technology
- Criminal Justice

Area F Learning Outcomes

Upon completion of Area F, students will be able to:
1. Students will demonstrate an introductory college-level understanding of key concepts and theories in the field of communication.
2. Students will demonstrate an introductory college-level competence in communication practices, including verbal and non-verbal communication.
3. Students will demonstrate an introductory college-level knowledge of diverse cultural values, norms, and communicative practices.

Area F Course Guidelines

Area F consists of 60 hours of lower division (1000- and 2000-level) courses related to the discipline of the program. Students will complete 60 semester hours of coursework in the fields of communication.

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

Academic Committee Resources

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

Academic Committee Resources

Area F New Areas, 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 Academic Advisory Committee on Academic Affairs (AAC).
- If approved by AAC, the Area F changes will be submitted to the Assistant Vice Chancellor for Academic Programs for review of the academic programs website and implementation in the review of new program proposals.
Area F

Proposal for Changes to Area F Learning Outcomes or Course Guidelines

Please have this form on-hand before you do not consent to PDF.

Specific Area F Learning Outcomes or Course Guidelines

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

• Policies and Procedures
• Checklist for EAC Credits 2022-2023
• Syllabus Template
• Student Information and Statistics
• Guidelines for Meeting Minutes
• Scheduling EAC Meetings - Avoiding Conflicts
• Managing Funds for EAC - Advise Committees
• Yravens with Support for EAC Meetings
• Contact Information
• Common Course Prefixes and Numbers
• Form for New or Revised Common Course Prefix, Number, Title, and Course Description
• Information About Templated Courses

DATA 1501

Intended to provide an introduction to 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. Link to course outline. This is a templated course.

DATA 1501 - Introduction to Data Science

Course Description

This course is intended to provide an introduction to 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—90% 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. Be able to collect, organize, and store data using various software tools.
3. Be able to apply basic data cleaning techniques to prepare data for analysis.
4. Be able to identify the categorical and numerical data types in given datasets.
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.
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)

Responsibilities Related to the Council on General Education

Evaluate proposals for new courses to be included in Core Curriculum at various institutions.

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<th>Submission Deadline</th>
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<td>July 14, 2023</td>
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Checklist for RAC Chairs 2022-2023

- Committee Directory – this is the official list of institutional representatives to your committee. Keep this up-to-date and make changes as they are sent to me by Provosts/VPs.
- 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 Document/ 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 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 those and send them to me Barbara.Brown@usg.edu.

Academic Committee Resources

- Home and responsibilities
- Checklist for RAC Chairs 2022-2023
- Update Template
- Ancillary Template
- Licensure Information and Guidelines
- Guidelines for meeting minutes
- Scheduling RAC Meetings - Avoiding Conflicts
- Managing Funds for Regional Advisory Committees
- Venues with Support for RAC Meetings
- Check for Course Information
- Common Course Prefixes and Numbers
- Form for new or Revised Curricular Course, Professor, Title, and Course Description
- Open Educational Resources for USG Core Courses
- DeF 1501: Template Course Proposal; Complete
- ACE7 Learning Outcomes and Outlines
- ACE7 Program Review
- ACE7 Form

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 at University of Minnesota, University of Texas, San Antonio, Koc University (Turkey), the University of South Carolina, and Rutgers University Business School.

Dr. Ashwani Monga

- Co-author of “Becoming a Consumer Psychologist”
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)