Welcome!
If you are here for the 2023 RAC Chair and Liaison Information Session, you are in the right place. The meeting will start at 1:00 p.m.

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

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 29, 2023
Barbara Brown
Barbara.Brown@usg.edu
404-962-3107
Academic Affairs
System Office
University System of Georgia

The Core Curriculum Refresh: Core IMPACTS
- Dr. Ashwani Monga
  Executive Vice Chancellor and Chief Academic Officer, System Office, University System of Georgia
- Dr. Dana Nichols
  Vice Chancellor, Academic Affairs and Student Success, System Office, University System of Georgia

Core IMPACTS

General Information for RAC Chairs and Liaisons
Warnings:
- Committee assignments/rosters are not yet complete. Will be complete by next week.
- Liaison assignments are not yet complete. Should be complete by October 13.

ASH 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' Academic Advisory Committees

- Academic Advising (RACAD)
- Academic Affairs (RACA)
- Adult Learning (RACAL)
- Anthropology
- Arts and Sciences
- Biological Sciences (RACBS)
- Business Administration, Management, & Economics
- Libraries

Your OFFICIAL Membership List

Committee Directory

<table>
<thead>
<tr>
<th>Institution</th>
<th>Representative</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham Baldwin Agricultural College</td>
<td>James Saltziner</td>
<td><a href="mailto:jsaltziner@abac.edu">jsaltziner@abac.edu</a></td>
</tr>
<tr>
<td>Albany State University</td>
<td>Scott McFarland</td>
<td><a href="mailto:sscott@csu.edu">sscott@csu.edu</a></td>
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<tr>
<td>Atlanta Metropolitan State College</td>
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</tr>
<tr>
<td>Augusta University</td>
<td>Brian Bickel</td>
<td><a href="mailto:bickel@aug.edu">bickel@aug.edu</a></td>
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<tr>
<td>BOV University System Office Liaisons</td>
<td>Jonathan Sweeney</td>
<td><a href="mailto:jsweeney@bov.edu">jsweeney@bov.edu</a></td>
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<tr>
<td>Clayton State University</td>
<td>Allen Tate</td>
<td><a href="mailto:attate@clayton.edu">attate@clayton.edu</a></td>
</tr>
<tr>
<td>College of Coastal Georgia</td>
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<td><a href="mailto:mmorgan@ccg.edu">mmorgan@ccg.edu</a></td>
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<tr>
<td>Columbus State University</td>
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</tr>
<tr>
<td>Dalton State College</td>
<td>Sarah Moeller</td>
<td><a href="mailto:smoeller@dalton.edu">smoeller@dalton.edu</a></td>
</tr>
</tbody>
</table>

The committee selects a chair who serves a term determined by the committee’s by-laws.
RAC Resources
https://www.usg.edu/committees/

Regents’ Advisory Committees

**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 (email lists, 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?
Academic Committee Resources

- Rules and Responsibilities
- Bylaws
- Checklists for RAC Chair & Co-Chair
- RAC Operating Guidelines
- Bylaws Template
- Climbing Informative and Experiential Learning
- Guidelines for Meeting Minutes
- Managing Purse for Regular Advisory Committees
- Venue with Support in RAC Meetings
- Academic Committee Resources
- Academic Committee Resources

Bylaws

- Rules and Responsibilities
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Communication for RACs

- Within the RAC
  - Email distribution lists
  - Listservs

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

[Image of email list generation process]
Existing Listservs

To email: listservname@listserv.usg.edu

- 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 (BORAGE)
- 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)
- Mathematical Sciences (ACMS-L)
- Psychology (RAC-PSYCHOLOGY)
- Sociology (BOCRAC-L)
- Transfer Officers (TRANSFER-RAC-L)

Academic Committee Resources

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.
Academic Committee Resources

Meeting Venues

- Middle Georgia State University – Robert F. Hatcher Conference Center
- The Georgia Center at the University of Georgia

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

Minutes

- Leave out:
  - Names of people involved in discussions
  - Details of discussions (consider: An animated discussion ensued)
- Send to Barbara.Brown@usg.edu when you have approved minutes ready to post.
  - Please do not assume that I read them when I post them.
- If you have proposals, changes, etc. send to me in a separate email.
Committees are responsible for Field of Study Learning Outcomes and Course Guidelines for programs in their discipline areas.

Academic Committee Resources

- Common Course Profiles and Numbers
- New or Revised Common Course Profiles, Number, Title, and Course Description
- Information About Chairperson
- 2015-16 Common Core Course Proposal, Complete
- Field of Study Learning Outcomes and Guidelines
- Field of Study Approval Process
- Field of Study Form
- Math Pathways Overview
- Math Pathways Template - CSID
- Math Pathways Recommendations by Discipline

Field of Study Guidelines

New Field of Study Guidelines, Changes to Field of Study must be submitted to the Council on General Education.

Academic Committee Resources

- Common Course Profiles and Numbers
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Proposed for Changes to Area F Learning Outcomes or Course Guidelines

Please keep this form in Word format. Do not convert to PDF.

- Include the following:
  - Course Title/Number
  - Required/Exempt
  - Credit Hours
  - Approval Date

Please provide the following:

- Approved by:
- Chair:
- Chair’s signature:
- Chair’s phone number:
- Chair’s email address:

Please submit to the Council on General Education.

Field of Study

- Communication Studies

- New Field of Study Guidelines, Changes to Field of Study must be submitted to the Council on General Education.

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 F:

- 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.
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

- Guidelines for Meetings Minutes
- Managing Funds for Regents’ Advisory Committees
- Awards with Support for Associated Meetings
- Credit by Exam Information
- Common Course Prefixes and Numbers
- Policies for New or Revised Common Course Prefix, Number, Title, and Course Description
- Information About Template Courses
- Data 1501 Template Course Proposal Complete
- Field of Study Learning Outcomes and Outlines

DATA 1501

Introduction to Data Science

DATA 1501 Exemplar

Responsibilities Related to the Council on General Education

Evaluate proposals for new courses to be included in Core Curriculum at various institutions. 3 weeks to review.
Academic Committee Resources

Checklist for RAC Chairs

- Recording of the September 29, 2023 RAC Chair and Liasion Information Session, Part 1
- Recording of the September 29, 2023 RAC Chair and Liasion Information Session, Part 2
- PowerPoint from September 29, 2023 RAC Chair and Liasion Information Session
- Roles and Responsibilities
- Checklist for RAC Chairs 2023-2024
- Google Template R
- annotated Dylan Template R
- Checklist Information and Guidelines
- Guidelines for Meeting Minutes

Checklist for RAC Chairs 2023-2024

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.

1. Locate the web page for your committee at [https://www.usg.edu/committees](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. Keep this up to date and make changes as they are sent to me by Provost/PFAA.
   - 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 <yourname@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 (<yourname@usg.edu>).