

# Meeting Minutes: Committee on Academic Affairs

June 18, 2002

RACAA/RACSA Annual Joint Conference

St. Simon's Island, Georgia

## I. Report on System Issues by Senior Vice Chancellor Dan Papp

### A. Strategic Plan

Dr. Daniel S. Papp, Sr. Vice Chancellor for Academics and Fiscal Affairs, explained to the joint meeting of the Vice Presidents for Student Affairs (VPSAs) and Academic Affairs (VPAs) that the Board had approved the 2002 Strategic Plan. The Strategic Plan, a series of mission and vision statements represented by eleven action plans, has the focus of a more educated Georgia. Several of the action plans require at least five-year targets. Dr. Papp provided an overview of the 11 points of the strategic plan and 46 goals associated with its implementation. The VPAs were informed that all of the goals would not be implemented during year one. The resultant 46 goals were extracted from a list of 150 goals of which many were combined. The goals associated with the strategic plan are targeted for vice presidents of academic and student affairs. The VPAs were asked to complete the following actions:

1. By July 1, notify Dr. Dan Papp whether there was interest in serving on a committee associated with the action items and targets. Dr. Papp emphasized that system-wide, broad participation was anticipated.
2. Short-term follow-up was specifically required for Goals 1 and 2. Dr. Papp informed the VPAs that an initial report was required by August.
3. Goals 2 and 4 would be further refined by the Regents.
4. Goals 5 to 11 would be further refined by the University System Office and campus committees from different areas.

### B. Budget/Tuition Policy

Dr. Papp explained that the FY 2002 budget had not been completely defined yet and that budget hearings would be held in January. It was further stated that the System Office is looking for a more comprehensive allocation strategy. Dr. Papp explained that Chancellor Meredith would be conducting a qualitative review of the funding formula and resultant allocation strategy. The following prospective actions would be reviewed regarding the budget/tuition policy:

1. By FY 2002, as FTEs increase and generate more funds from the funding formula, then the allocation strategy would more closely follow FTEs.
2. By sector, perhaps the range of allocations per FTE would be narrowed.
3. Upon analyzing the relationship between tuition, fees, and HOPE, a concerted effort will be made to determine where revenue lines cross for DTAE, pre-k, and other education programs.  
The impact of such decision-making will be reviewed for its impact on fee increases and HOPE.

### C. Student Bill of Rights

Dr. Papp explained that the Student Bill of Rights was not finalized with last year's leadership. Two drafts have been presented to Chancellor Meredith and efforts will be made to complete the project with current SAC leaders. A draft of the Student Bill of Rights will be disseminated to Presidents, Vice Presidents for Academic Affairs, and Vice Presidents for Student Affairs for additional commentary.

**D. OIIT Announcements**

Mr. Randall Thursby announced that a system-wide ad hoc committee had been established to address the goals and action items associated with the IIT strategic plan. The plan is entering Phase II and has already garnered the support of the Regents. Mr. Thursby listed several other issues that will impact the institutions in the following months:

Topic	Impact Area
SIRS/BANNER System	Migration between systems
PeopleSoft™	Personnel positions, project budgeting, GASB rules
Data Warehouse	Responding to accountability reporting
Facilities Technical Information	Approval of facilities technology guidelines (Jan. 2002)
Networking in Residence Halls	Auxiliary service, network traffic
Appropriate Use of Wireless	Security provisions for e-mail
CCOP	Outsourcing of projects through GRTA

Mr. Thursby reminded the VPAAS that all projects requiring a bid must be processed through his office; otherwise, GTA will return the request to the institution.

**E. Distance Education Tuition Policy**

Dr. Kris Biesinger, Assistant Vice Chancellor for Advanced Learning Technologies, discussed the distance education tuition policy and explained that in order to have a one cost model, approval must be sought from the Board. To lay the foundation for such a model, information will be solicited from each campus concerning waived fees for students involved in distance education. Other issues to be addressed include in-state versus out-of-state matriculants, program flexibility, and differentiation between programs.

**F. Assessment/Accountability/OEA**

Dr. Cathie Hudson, Associate Vice Chancellor for Strategic Research & Analysis, explained that two years ago, based on HB 1187 and the A+ Education bill, the Office of Educational Accountability (OEA) was formed in conjunction with the state data research center. On June 1, OEA asked the System Office for indicators concerning professional licensure, retention rates, graduation rates, PRAXIS, and the Regents' Test. By August 30, the System Office must present a plan on how to report licensure and certification exams. Dr. Hudson requested that all interested VPAAs contact her

with their suggestions. Dr. Hudson also announced that institutions could release the results of the Student Satisfaction Survey.

**G. Math Regents' Test**

Dr. Kathleen Burk, Assistant Vice Chancellor for Academic Affairs, informed the VPAAAs and VPSAs that the mathematics Regents' Test was under development and would tentatively develop test specifications by Spring 2002. By Spring 2003 a pilot test would be established with system-wide input. It is anticipated that the exam will be required for graduation by Summer 2003.

**H. PACTS Admissions**

Dr. Judy Monsaas, Director of P-16 Assessment and Evaluation, presented information concerning the pilot PACTS Admissions process. Dr. Monsaas explained that the Performance Assessment for Colleges and Technical Schools (PACTS) was a pilot admissions policy that was standards-based as a supplement to traditional admissions requirements that was developed through the P-16 initiative. At least four of the local P-16 councils are developing standards-based admissions portfolio requirements. The PACTS timeline is the following:

Phase I: Research and Development 1998 - 2003

Phase II: Replication 2003 - 2005

Phase III: Full Implementation, Fall 2005

Under this rubric, students submit a traditional admission packet and PACTS transcript to a participating institution where their portfolios are evaluated independently. The pilot is in its early stages and data will be gathered on the students.

**I. International Matters**

Dr. Richard Sutton, Director of International Programs, provided the VPAAAs and VPSAs with an update concerning SEVIS and the study abroad program. According to Dr. Sutton, SEVIS (Student Exchange Visitor Information System) will be implemented by January 30, 2003. A workshop to assist institutions will be held in October and the target date for implementation is November 2002. Bridge software is under development to enable institutions to use information from BANNER in constructing SEVIS files. On the subject of Study Abroad, Dr. Sutton explained that the System Office had established a new target, 4% of the total student population or 25% of those who earn a degree should have a study abroad experience. A report of study abroad opportunities will be published in a revised catalog that will be available by January 2003.

**J. Learning Disorders Assessment Centers**

Dr. Anne Gormly, Chair and VPAA at Georgia College & State University, presented information on learning assessment centers from the ad hoc committee. Co-chaired by Dr. Charlie Nutt, the committee's findings suggest that the University System has three centers to address the needs of students with learning disorders: the University of Georgia, Georgia State University, and Georgia

Southern University. Based on an evaluation of 10 years of documents, it was determined that the centers provide several diagnostic and evaluative tests. Over time a fee of \$300 has been charged compared to costs of \$1,200 to \$2,000 in the private sector. Because of the cost differential, it will be recommended, as a separate action item, that the fee for services at such Centers be increased to \$500. Based on this analysis, the operating budgets of these centers have not increased to meet the services provided. Although the fee recommendation requires an increase in cost to the patient, the evaluative services are priced under market.

**K. Military Committee**

Dr. John Wolfe, Associate Vice Chancellor for Faculty Affairs, presented the VPAAAs and VPSAs with a report concerning academic admissions and access for military personnel. The process to address this issue will occur in two stages. Dr. Wolfe indicated that Phase I requires the collection of data on institutional programs and the identification of policies that impact access and pose barriers to entry. Based on the data compiled during Phase I, Dr. Wolfe stated that Phase II would involve site visits and the identification of comparable military-related policies as they relate to student services, financial aid, student retention, and graduation projections.

**L. Banner Update**

Ms. Tonya Lam presented information concerning the BANNER update and its associated three goals. According to Ms. Lam, the three goals involve a superior level of service, enhanced data quality regarding student information, and system support for technological needs. Based on a post-implementation assessment, at least 31 institutions have implemented BANNER for student records and financial aid reporting. Although improvements have occurred over the years with BANNER computing, it is considered a third party software. The provision of services for additional BANNER features will be investigated. Ms. Lam further explained that the pilot Curriculum, Advising, and Program Planning (CAPP) project, an electronic degree audit that generates information from institutional catalogs and BANNER, will provide students and counselors with an electronic means of plotting curricular schedules to fit the requirements of an approved degree program. At least eight institutions are currently testing the program on their campuses.

**M. Instructional Technology Research**

Dr. Kris Biesinger explained that faculty members are needed to teach eCore™ courses. In addition, Dr. Biesinger requested that VPAAAs and VPSAs forward recommendations for faculty to address such issues as student retention in distance education courses and other associated areas such as neural networks, live classroom discussions, and collaborative coursework. In addition, Dr. Biesinger announced that the Academic Computing Survey, a survey for chief information and chief technology officers, requires experts in the field to provide information for longitudinal data collected between eight institutions. The resultant data will be reported at the next EduCause conference to be held in October.

**N. State Board of Education Information**

Dr. Barry Fullerton announced that the following items are under development at the Department of Education: a new common high school transcript, a new grading scale, and a move toward one diploma in the near future.

---- BREAK OUT SESSION FOR THE BUSINESS MEETING OF EACH GROUP ---

## **II. Approval of Last Minutes**

The Administrative Committee on Academic Affairs held its summer business meeting during the afternoon of June 18, 2002. Dr. Bettie Rose Horne, presiding chairperson, provided welcoming remarks. The minutes were approved as disseminated with an editorial correction to indicate the spring 2002 meeting.

### **A. Report from the Senior Vice Chancellor**

#### **1. Faculty Workload**

Dr. Dan Papp opened the discussion by discussing Chancellor Meredith's recommendations concerning faculty workload. Based on recent inquiries received by the Chancellor from legislators, Dr. Papp requested that the VPAA's develop definitions for faculty workload according to the traditional categories of teaching, research, and service. The requested information was to be submitted by July 8. The rationale for requesting such information involved educating legislators and developing metrics on how faculty time is spent. The request also fits with Goals 1 and 3 of the Board of Regents strategic plan concerning educating external constituencies.

#### **2. Continuing Education Report**

Dr. Papp explained that Ms. Annie Hunt Burriss, Asst. Vice Chancellor for Development & Economic Services and Dr. David Morgan, Higher Education Research Associate at the University of Georgia, were developing a proposal and policy modification to address the USG's role in continuing education. This action developed, in part, on the basis of ad hoc committee work co-chaired by President Tom Jones (Armstrong Atlantic State University) and Dr. David Morgan. In addition to continuing education's role, the impending Board presentation would include a discussion of the economic benefits and challenges of increasing the profile and visibility of such programs. A brief discussion of the cost and revenue generated by such programs will be included in the presentation. Suggested funding actions include redistributing funds generated by CEUs to the campuses proportionally. Discussions are underway with the Office of Planning and Budget regarding the redistribution of funds.

#### **3. External Degrees**

Dr. Papp explained to the Vice Presidents for Academic Affairs that degrees with 50% or more of the courses offered off-campus must be approved by the Board. Dr. Papp acknowledged that over time course offerings may have expanded to become 50% of a degree offering. To that end, it was announced that Ms. Margaret Taylor was in the process of contacting each institution to compile a comprehensive list of external degrees to send to the Board of Regents

for approval. It was further acknowledged that several of the external degrees are offered at Centers. Degrees offered at-a-distance will not be included on the comprehensive list at this time.

#### **4. DTAE Transfer Issues**

Dr. Papp described the increased emphasis on seamlessness and transitions between University System institutions and the institutions that comprise the Department of Technical and Adult Education. Visible areas of transferability include the mini-core, Bachelor of Applied Science degrees, and Associate of Applied Science degrees. Dr. Papp explained that the concept of block transfer credit disappeared as of 1998 with the implementation of revised SACS guidelines. Thus, any institutions with COC accreditation must follow the guidelines including the hiring of faculty with appropriate credentials. Dr. Papp explained that specific action had been taken by certain institutions to certify DTAE faculty credentials. Examples that were cited included Valdosta State University's request for certification by DTAE presidents; Georgia Southwestern State University's portfolio approach; Georgia Southern University's verification of credentials; and Clayton College & State University's test for student transferability. Dr. Papp announced that by mid-July, Chancellor Meredith would meet with Dr. Kenneth Breeden of DTAE to discuss the transferability and faculty credential issues. Prior to that meeting, by July 8, Dr. Papp requested that the VPAAAs determine if letters concerning introductory courses were sent to DTAE presidents and if a response was returned to their USG institution. Dr. Papp asked that institutions with such documentation provide a synopsis of the issues that resulted for use at the upcoming meeting. To further address student transfer issues, Dr. Papp explained that SIRS would be used to collect transfer information.

### **B. Other System Issues**

#### **1. Legal Issues**

Ms. Elizabeth Neely, Associate Vice Chancellor for Legal Affairs, provided summative information regarding grievances and appeals at USG institutions. Ms. Neely reminded the VPAAAs that model statutes and salary information regarding tenure and promotion awards had been sent to the institutions. In order to avoid process-oriented decision-making, Ms. Neely advised that VPAAAs investigate faculty complaints and determine if appeals decisions were precluded due to administrative prerogatives. Individual consultations through the Office of Legal Affairs are available. Ms. Neely also announced that the Board of Regents had established a conflict management program that provides for facilitated mediation between administrators and students. In addition, on July 22, 2002 from 10:00 a.m. to 12:00 noon, a seminar concerning records management and privacy will be held in the System Office. The seminar is co-sponsored by the Secretary of State and the Department of Audits. It will be televised via GSAMS to eight sites. Limited registration is available.

#### **2. Further Revisions for New Program Proposals**

Dr. Frank Butler, Vice Chancellor for Academics, Faculty and Student Affairs, explained that the

review of new programs would still require two stages. The first stage has been modified and is considered a "letter of intent." The letter of intent, while not as lengthy, will enable an institution to focus on the need, demand, and institutional fit of a proposed program. Dr. Butler requested that institutions determine area service needs before developing new programs in order to avoid duplicating existing degrees.

### **3. Comprehensive Program Review**

Dr. Papp announced that the 2001 - 2002 electronic comprehensive program review submissions were due by July 1. Dr. Papp explained that the program was to review triggered and non-triggered programs in July and respond to the institutions by September and October with feedback concerning the first cycle. Dr. Papp indicated that an extensive review was anticipated. Dr. Frank Butler explained that associate of applied science degrees required evaluation. Dr. Butler asked that institutions inform the System Office of deactivated programs or programs that should be terminated. Although cooperative associate of applied science and transfer degrees were excluded from the process during the first cycle, voluntary reviews of such programs would still be accepted by the System Office.

### **4. Access Grants**

Dr. Bettie Horne announced that 31 proposals had been received in response to the request for proposals regarding the USG access grants. Out of 15 million dollars in funding requests, only two million dollars will be available to fund the selected programs. The proposals that will be selected meet the criteria of providing access to four-year programs on two-year college campuses or involve a special plan that addresses general education needs.

## **C. Action Items**

### **1. EPACC**

Dr. Dorothy Zinsmeister, Senior Associate, explained that at the March 7, 2002 meeting of the ACAA, two recommendations from the Academic Committee on Educator Preparation (EPACC) were tabled with a request from the VPAAS to provide additional clarification on the topical areas presented. The tabled recommendations were the following:

"Recommendation #1: DTAE courses that are designed to meet the five learning outcomes of the USG Area F for early childhood education are acceptable for transfer to USG institutions from those students who have completed the AAT degree in Early Childhood Care Education at a DTAE/COC accredited institution."

"Recommendation #2: Implementation of the DTAE-to-USG course articulation agreement in Early Childhood Education will coincide with the implementation of the mini-core in January 2002. Committee to provide additional information related to the recommendation.

As an alternative, a motion was carried to await the outcomes of the upcoming July 23 meeting

between administrators at DTAE and the USG. The alternative motion to await the outcomes of the upcoming meeting between Chancellor Meredith and Dr. Kenneth Breeden was approved as recommended.

## **2. Lecturer/Senior Lecturer Proposal**

Dr. Papp explained that the lecturer/senior lecturer proposal involved changing the number of lectureship positions available to institutions from the current 2% of the full-time equivalent ("FTE") faculty to 10% of the FTE faculty who teach undergraduate courses. The motion was approved as recommended.

## **D. Administrative Committee Recommendations**

### **1. Learning Disabilities**

Dr. Anne V. Gormly, Vice President and Dean of Faculty at Georgia College & State University, presented the report of the Committee on Learning Disabilities. Based on the cost of services to provide assessment of learning disabilities, the committee recommended that the VPAAAs increase the assessment fee from \$300 to \$500. The increase in fee assessments is required due to the costs associated with conducting such tests. Although it is an increase, the fee does not reflect actual costs charged by private providers in the region. The motion to increase the fee was approved as recommended.

### **2. Foreign Languages**

Dr. Richard C. Sutton presented the following recommendation concerning the proactive role that the USG and Board of Regents take in gathering information about the prevalence, academic health, and degrees awarded in a foreign language program before making individual institutional decisions. The recommendation states:

Whereas Comprehensive Program Review currently is underway across the University System of Georgia; and whereas individual foreign language programs have been "targeted" for review by their current enrollment figures; and whereas some programs are being considered for remediation or elimination by their particular institutions, the Foreign Language Academic Advisory Committee strongly recommends that the Board of Regents and the Chancellor's staff take a proactive role in informing themselves about individual institutional decisions and plans based on CPR, and that the Board of Regents and the Chancellor's staff play a leading role in providing guidance to those institutions, especially in terms of the strategic needs of the State regarding foreign language education, which might be affected by individual institution's decisions and plans. The motion was approved as recommended.

### **3. Learning Support**

Dr. Dan Papp presented the following recommendation concerning the role of BANNER in registration for learning support:

The Academic Advisory Committee on Learning Support recommends that the completion of



the BANNER prescriptive registration module for Learning Support become a priority for OIIT. The motion was approved as recommended.

#### 4. **Mathematics**

Dr. Dan Papp presented the following recommendation concerning the use of part-time and non-tenure track faculty and their availability to students for support and curricular matters:

The Academic Committee on Mathematical Subjects (ACMS) is concerned about the increasing use of part-time and non-tenure track faculty. Compared to tenure-track faculty, such faculty are generally not as available to students, and not as informed on curricular matters, and do not provide the same level of student-support services. Furthermore, part-time and non-tenure track faculty usually do not serve on committees or participate in faculty development. The over-reliance on instructors that are not academic professionals tends to weaken the development and implementation of programs of excellence, as tenure-track faculty assume a disproportionate load in the service and professional development areas. The ACMS recommends that the Board of Regents seek ways to enable and encourage the greater use of tenure-track faculty. The motion was approved as recommended.

#### E. **Report of the Nominating Committee**

Dr. John Black, Vice President for Academic Affairs at Dalton State College, represented the nominating committee and informed the VPAAAs that Dr. Anne Gormly will become chair-elect of the ACAA Committee for year 2002 - 2003. The 2002 - 2003 executive committee is represented by the following institutional administrators: Dr. Janis Reid (VPAA, Atlanta Metropolitan College), Dr. John Black (VPAA, Dalton State College), Dr. Joseph H. Silver, Sr. (VPAA, Savannah State University), Dr. Louis Levy (VPAA, Valdosta State University), and Dr. Anne Gormly (VPAA, Georgia College & State university).

#### F. **Next Year's Meeting Location**

The VPAAAs agreed that the System Office should investigate potential sites for the next meeting location and joint summer meeting. Drs. Anne Gormly and Ronald Henry suggested that the theme of the upcoming year involve a focus on mathematics.

#### G. **Adjournment**

The meeting was adjourned at 2:00 p.m.

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Respectfully Submitted,  
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U.S.A.