

Biology Academic Advisory Committee Meeting
Gordon College
31 March - 01 April 2005

Members Present: Ray Barber (ABAC); Dave Bechler (Valdosta State); Bill Birkhead (Columbus State); Bill Burnett (Southern Polytechnic); Caywood Chapman (Gainesville College); Donna Daugherty (Floyd); David Davis (Macon State); Michelle Furlong (Clayton State); Bob Herrington (Georgia Southwestern); Eugene Keferl (Coastal Georgia); John Lugthart (Dalton State); Ron Matson (Kennesaw State); Jo-Ann McCrary (Albany State); Gene Mesco (Savannah State); John Pasto (Middle Georgia); Therese Poole (Georgia State); Sheryl Shanholtzer (Georgia Perimeter); Steve Schenk (Darton College); Terry Schwaner (North Georgia); Theresa Stanley (Gordon College); Eric Sun (Macon State); Emil Urban (Augusta State); Steve Vives (Georgia Southern); Bill Wall (Georgia College & State Univ); Henry Zot (Univ. West Georgia)

31 March 2005

Meeting called to order by Dave Bechler (Chair) at 1345 hrs.

1) Elections

- a. Bill Wall will assume duties as Biology AAC chair for the 2006 Academic Year.
- b. Executive committee representatives chair for the 2006 Academic Year. are:
 - i. Gene Mesco – State Universities
 - ii. Steve Schenk – State Colleges & Two Year Colleges
 - iii. Steve Vives – Research & Regional Universities
- c. Chair-elect for the 2007 Academic Year will be selected from the State Colleges & Two Year Colleges.
- d. Ron Matson agreed to take minutes for this meeting.

2) By-laws for Biology AAC

- a. Required by System Office.
- b. Ideas were taken from floor as to what belongs in by-laws.
- c. Subcommittee consisting of Dave Bechler, Ron Matson, Steve Schenk, Steve Vives and Bill Wall will draft by-laws and present to the entire committee.

3) Assessment

- a. Bill Birkhead requested information about how assessment is conducted among system schools.
- b. There seems to be a great deal of variation. Some schools use the Field Test, some have senior seminars (capstones); Clayton State the faculty

construct a portfolio of representing the best, middle and worst examples of work done in a class which is then reviewed by a committee.

4) Chairs Workload

- a. Gene Mesco conducted a survey about chairs workload. He will forward the results to Biology AAC members.
- b. Great deal of variation exists between institutions as to what is expected of chairs.
- c. Concerns were raised about the lack of adequate resources to support chairs and their departments. This lack of support is having an adverse affect on some departments (e.g., chairs stepping down, negative impact on quality of programs etc).
- d. Support for chairs varies – some have assistant chairs, some don't; levels of secretarial support are quite variable.
- e. Discussion ensued about the possibility of writing a position statement about chair workload. Dave Bechler will draft a position statement and distribute it among Biology AAC members.
- f. Discussion ensued about broader teaching load and workload issues. Some institutions are measuring workload on credit hours, others on contact hours.

5) Summer Salaries & Part-time faculty Pay

- a. Most institutions pay Full-time faculty 3% of the faculty's 9-month salary per credit hour but there is a great deal of variability (e.g. some institutions pro-rate salary based on number of students enrolled). At most institutions, part-time pay in summer tended to be the same as in Fall or Spring.
- b. Gene Mesco conducted a survey about summer and part-time pay and will distribute results to Biology AAC members.

6) Graduate Teaching Assistant Funds

- a. Bill Wall asked for information about how much graduate assistants were paid. Information was provided by representatives from the following institutions:

Institution	Pay (Academic Year)	Approximate Number Assistantships	Contact Hours/week
Columbus State	\$10000	3	9
Georgia Southern	\$7600	21	8
Georgia College	\$3800	13-14	6
Valdosta ¹	\$7000	10	10
West Georgia	\$6000	10	9

¹ Effective August 2006

b. All schools also waive tuition for graduate assistants.

7) NPR Radio Spots

- a. Dave Bechler reported that he has spoken with representatives of NPR and that we can produce a “Minute of Science” type spot.
- b. We would have to do all the work and find the funding.
- c. Dave will continue to work on this and report is findings.

Meeting adjourned at 1615 hrs.

01 April 2005

Meeting called to order by Dave Bechler (Chair) at 0820 hrs.

1) By-Laws

- a. Draft of By-laws for Biology AAC were presented by Dave Bechler and discussed by the entire Biology AAC.
- b. Modifications were suggested from the floor and made to the document.
- c. By-laws were approved unanimously and will be forwarded to system office.

2) Dorothy Zinsmeister discussed several topics

- a. There has been some confusion as to what constitutes a “sequence” for science courses in Area D1 of Core
 - i. Generally, a “sequence” means two courses with the same prefix and sequential numbers (e.g., Biology 1107 and Biology 1108).
 - ii. Having two courses with different prefixes (e.g., Biology and Geology) is OK but the two courses should be “designed” to fit together.
 - iii. Having labs that are entirely “on-line” is acceptable. However, the Council of General Education should be made aware of any such courses.
- b. Advanced Placement (AP) credit
 - i. There is a great deal of variation between institutions as to how AP credit is given.
 - ii. Biology AAC members should make sure that there is congruence between practice and policy at their institutions.
 - iii. Some standardization would be helpful in terms of transferability
 - iv. A subcommittee of the Biology AAC was established to look at how AP credit is used and make recommendations. The following members volunteered to work on this subcommittee: Michelle

Furlong, Ron Matson (chair), Sheryl Shanholtzer and Theresa Stanley.

- v. It was also suggested that this subcommittee look at how CLEP and IB (International Baccalaureate) credit is awarded.
- c. Questions were raised about whether Math 1112 can be an automatic substitution for Math 1113. It seems that this is allowed by Math departments.
- d. The system is interested in knowing how budget cuts have impacted our departments. They need data (qualitative, quantitative, anecdotal) to support any statements made.
 - i. Dave Bechler will send an e-mail to Biology AAC members asking them to list 3 key points on how budget cuts have impacted their departments. Dave will then compile and distribute this information.
- e. Learning Outcomes for Core.
 - i. Having learning outcomes is becoming more and more important. This is especially important for Excel Students who are taking college classes to be counted towards high school graduation.
 - ii. John Pasto and Sheryl Shanholtzer agreed to work on updating a grid that shows learning outcomes for core science courses among all institutions.

3) Web CT – Vista

- a. Jessica Somers informed us of the migration to Web CT-Vista.
- b. This migration should be completed system-wide by December 2006.
- c. It will be managed from a central location in Athens.
- d. They are working on integrating Web CT into BANNER.
- e. Additional information can be found at <http://alt.usg.edu/gaview/>
- f. If you have questions you can contact Ms. Somers at Jessica.Somers@usg.edu

Meeting adjourned at 1145 hrs.

Respectfully submitted,

Ron Matson

E-mail addresses of attendees:

Ray Barber	rbarber@abac.edu
Dave Bechler	dbechler@valdosta.edu
Bill Birkhead	birkhead_bill@colstate.edu
Bill Burnett	bburnett@spsu.edu
Caywood Chapman	cchapman@gc.peachnet.edu
Donna Daugherty	ddaughter@floyd.edu
David Davis	ddavis@mail.maconstate.edu
Michelle Furlong	MichelleFurlong@mail.clayton.edu
Bob Herrington	bherring@canes.gsw.edu
Eugene Keferl	keferl@cgcc.edu
John Lugthart	jlugthart@em.daltonstate.edu
Ron Matson	rmatson@kennesaw.edu
Jo-Ann McCrary	Jo.McCrary@asurams.edu
Gene Mesco	mescog@savstate.edu
John Pasto	jpasto@mgc.edu
Therese Poole	tpoole@gsu.edu
Sheryl Shanholtzer	sshanol@gpc.edu
Steve Schenk	schenks@darton.edu
Terry Schwaner	tdschwanner@ngcsu.edu
Theresa Stanley	t_stanley@gdn.edu
Eric Sun	esun@mail.maconstate.edu
Emil Urban	eurban@aug.edu
Steve Vives	svives@georgiasouthern.edu
Bill Wall	bill.wall@gcsu.edu
Henry Zot	hzot@westga.edu