

Minutes
Meeting of the Board of Regents' Academic Committee on English
February 7-8, 2002, Clarion Resort Buccaneer, Jekyll Island, Georgia

The 2001-02 annual meeting of the Board of Regents' Academic Committee on English convened at 1:00 p.m., February 7, 2002, at the Clarion Resort Buccaneer Motel, Jekyll Island. Chair Larry Mobley presided.

The following attended: Peter McGuire, Matthew Roudane (for Robert Sattelmeyer), H. Nelson Hilton, Curtis Ricker, Sheri Gravett, Robert Parham, Lillie Johnson, Bill Pasch, Joyce Jenkins, David Evans, Thomas Austenfeld, Harold Branam, David Newton, Bobbie Robinson, Joyce Peoples, Barbara Frieling, Michael Hannaford, Elizabeth Ragsdale, Dana Nevil, Fred Green, Tom Tuggle, Patricia Worrow, Ted Wadley, Mary Alice Money, Larry Mobley, Carmine Palumbo, Michael Fisher (for Carl McDonald), Sharron Lawn, and Kathleen Burk (Friday only).

Those not in attendance were: Deborah Barshafsky, Leonard Minter, Barbara Hunt, Angela Moore, Laura Dabundo, Robert Weathersby, and Kim Haimes-Korn.

Following Dr. Mobley's welcome and introductions by individual committee members, Dr. Mobley reviewed old business. He discussed the policy directing University System institutions to accept transfer credit for English 1101, English 1102, and three college math courses from COC-accredited technical colleges in Georgia. He summarized events occurring last spring, summer, and fall regarding this policy and stated that the committee's official position acknowledged some alignment of English 191 with English 1101 and of English 193 with English 1102 but opposed the transfer agreement.

Committee members posed the following questions which no one at the meeting could answer:

- How will USG institutions address acceptance of credit for ENGL 191 and ENGL 193 taught at non-COC-accredited DTAE institutions and transferred to COC-accredited DTAE institutions?
- Will the credit from DTAE institutions be accepted as a block or on a course-by-course basis?
- How can USG institutions be assured that ENGL 191 and ENGL 193 are taught by faculty with credentials meeting COC-accreditation standards?

Curtis Ricker inquired about the status of tracking students transferring DTAE courses to USG institutions. The committee identified the following data that should be included in such efforts:

- Number of students transferring ENGL 191 and ENGL 193 to USG institutions;
- Institutions to which they are transferring these courses;
- Original admissions qualifications of these students—the number who would have met USG minima admissions qualifications and the number who would have been required to meet USG Learning Support/College Preparatory Curriculum admissions requirements;
- RTP success rates of these students;
- HOPE eligibility of these students;
- Completion rates of these students in subsequent courses at USG institutions;
- Average GPA of these students prior to transfer and after transfer to USG institutions;
- Persistence/graduation rates of these students.

There being no further old business, the committee took a fifteen-minute break.

The meeting resumed at approximately 2:15 p.m. Dr. Mobley suggested and the committee approved moving sub-committee meetings to Friday morning. Committee members presented

revisions of a draft of by-laws for the Academic Committee on English. Elizabeth Ragsdale recorded the recommendations and indicated that she would work on a revised draft for presentation Friday morning. H. Nelson Hilton volunteered to establish a list serve for the Academic Committee on English. At 4:15 p.m., Larry Mobley dismissed the group to allow Dr. Ragsdale to work on preparing the document for Friday morning.

At 7:00 p.m., committee members gathered at the Buccaneer Room at the Clarion for a sumptuous Luau dinner. Everyone enjoyed the fun, delicious food, and warm fellowship.

The meeting resumed at 9:00 a.m., Friday, February 8. Robert Parham encouraged writers to send manuscripts to the Southern Poetry Review at Armstrong Atlantic University. Matthew Roudane, editor of the South Atlantic Review, encouraged members to attend SAMLA meetings and suggested the possibility of special sessions at SAMLA for the USG Academic Committee on English.

Kathleen Burk gave the following report from the Regents' Office:

•RTP Report for the Office of Educational Accountability (OEA) RTP Card. Dr. Burk distributed a proposed sample RTP Report of Fall 2001 RTP test results for the OEA Report Card. The proposed RTP Report for the OEA Report Card will report data differently from current reports and will include only students who have earned forty-five college credit hours, who have been enrolled at the institution at least two prior terms, and who are in transfer associate or transfer baccalaureate programs. The sample report listed students as passing the reading if they passed the reading (regardless of whether they passed the essay), passing the essay if they passed the essay (regardless of whether they passed the reading), and passing both parts if they passed both the reading and the essay. Those who had not taken the test, as well as those who had failed one or more portions of the test, were listed as not passing. Dr. Burk indicated that, in the Fall 2001 Report, approximately forty percent of the students who had not passed were those who had not taken the test.

Data for the OEA Report Card will be reported by race and sex so that it will correspond as much as possible to the K-12 report card. Dr. Burk stated that the format of the report is not final and that inconsistencies in data have been observed. For example, some students in the report may not have earned forty-five college credit hours. Transients will not be included. She also reported that the Fall 2002 RTP Report for the OEA Report Card will probably be based on Spring 2002 data. The Regents' Office will submit the report to OEA, but ultimately OEA will generate its own reports from data provided by the BOR.

Committee members indicated that Banner makes it difficult to identify students who are not taking the test and that it is very easy to override a registration hold. Dr. Parham stated that Armstrong Atlantic is initiating a policy mandating grade changes of students who have earned forty-five college credit hours and who do not take the test to WF grades in their Regents' Test remediation classes and W grades in all of their other classes. In addition, these students will be allowed to enroll only in RTP remediation courses during subsequent terms of enrollment until they pass the test.

Committee members inquired about the possibility of reporting RTP results of transfer students separately and continuing to report current pass rates for first-time examinees.

•Regents' Test Math Component. Dr. Burk outlined the timetable for development, piloting, and implementation of the RTP math component. The steering committee, test development

committee, and Academic Committee on Mathematics will meet in February 2002, some items will be written during the summer 2002, field testing is scheduled for the Fall 2002 and Spring 2003 terms, and the initial system-wide test will be implemented Fall 2003. It has not been determined when passing the math component will become a graduation requirement. Passing the test will be based on what college graduates at the associate-degree level need to know.

It is hoped that the test can be administered online and that students with SAT math or other standardized scores that predict success may exempt the test, as has been considered for the reading portion of the RTP. She further indicated that online administration of the RTP could be coming soon.

- Area F. Dr. Burk encouraged the committee to review English Area F courses on a regular basis to avoid transfer problems.

- Mini Core Follow-up. Dr. Burk indicated that she plans to track the progress on the Regents' Test of students transferring Mini Core-approved courses to USG institutions. To do so, registrars' offices must code these students so that they can be identified and tracked.

Following Dr. Burk's report from the Regents' Office, Dr. Mobley recessed the meeting for a fifteen-minute break and instructed standing sub-committees to meet separately and report to the Academic Committee following their sub-committee meetings.

The meeting resumed at 10:30 a.m. Robert Parham moved and Sheri Gravett seconded the acceptance of the by-laws as revised and presented at the Friday morning meeting (see attached). The committee approved the motion unanimously.

Dr. Mobley presented the following new Executive Committee members: Sheri Gravett, Chair-elect; Thomas Austenfeld, two-year member at large; Joyce Jenkins, three-year member at large. The committee unanimously approved these nominations from the Executive Committee.

The committee also approved January 30-31, 2003 as the dates for the 2003 annual committee meeting and agreed to return to the Clarion Buccaneer for this meeting.

Standing sub-committees gave the following reports:

- Freshman Sub-Committee (Bill Pasch, reporter)

The Freshman Sub-Committee agreed on two concerns:

1. Support the Academic Committee's concern for the need to monitor students who transfer credit for ENGL 191 and ENGL 193, with regard to their writing skills both on the Regents' Test and in meeting the demands of college-level writing in general;
2. Inquire again concerning progress toward electronic administration and grading of the Regents' essay, with particular regard to providing students with as close to continuous access to testing as possible.

- Sophomore Sub-Committee (Joyce Peoples, reporter)

The Sophomore Sub-Committee discussed the following questions:

1. Is a course in the survey of children's literature eligible for transfer to four-year institutions?
2. Is such a course allowed as a listing in Area F?
3. What are the required qualifications for the instructor of such a course?

The sub-committee further raised questions concerning the existence of a system-wide list of courses acceptable for sophomore-level English courses. Dana Nevil asked how sophomore-level course offerings may be expanded. Dr. Burk indicated that for courses to be added to Area F, the Academic Committee should submit a recommendation. To be acceptable as an Area C course, individual institutions should submit recommendations to the Council on General Education. The Academic Committee agreed to consider a recommendation presented by the Sophomore Sub-Committee and seconded by Michael Hannaford to add a 2000-level English course in the survey of children's and adolescent literature as an option in the Area F English list of courses from which students may choose nine hours. Committee members were asked to discuss this recommendation at their home institutions and to vote on this recommendation electronically in two weeks. If this recommendation is approved, Barbara Frieling and Michael Hannaford agreed to send the common course number and prefix to Dr. Burk electronically so that she can forward this recommendation to the Council on General Education.

After discussion concerning the difficulty of obtaining the necessary data, the Academic Committee unanimously approved the following Sophomore Sub-Committee's recommendation based on a request by Lillie Johnson and seconded by Dr. Johnson:

Recommendation: That Regents' Test reports separate completion rates of students who did not successfully complete English 1101 at the testing institution.

•Major Program Sub-Committee (Sheri Gravett, reporter)

The role of English Departments in relation to serving English Education Majors, now required to earn a B.A. in English or its equivalent, was discussed and the following questions posed:

1. Advising – Are English Departments equipped to advise on certification matters?
2. Assessment – How will English Departments handle assessment measures required by SACS, NCATE, and other accrediting agencies?
3. Accountability – Will English Departments be required to guarantee students in their content areas?
4. Curriculum: How will the needs of education majors affect English Department curricula?
5. Personnel - Will additional responsibilities demand additional personnel?

To address these questions and others affecting English Departments throughout the state, the Sophomore Sub-Committee recommended a subsequent meeting devoted specifically to these issues. It was also noted that the OEA Report Card for USG Institutions will include Praxis test results of secondary English majors. The Academic Committee agreed to use the committee's list serve as a means of communicating among institutions. Sheri Gravett and Robert Parham volunteered to schedule a meeting in the spring in Macon for those institutions who have English education programs. The meeting will include information concerning what Praxis I and Praxis II cover, since passing Praxis I is a requirement for entrance into education programs and passing Praxis II is a graduation requirement for education majors.

•Testing Sub-Committee (Curtis Ricker, reporter)

The Testing Sub-Committee discussed electronic testing and grading systems. Because individual institutions administer the RTP test to students whose native language is other than English, there is no uniformity. A BOR committee may be established to examine this situation. The sub-committee also discussed allowing standardized tests as exemptions for the RTP Reading Test. The Regents' Office has data on such standardized tests as SAT I, SAT II, and ACT that predict success on the RTP Reading Test. The Academic Committee unanimously approved the

following recommendation submitted by the Sophomore Sub-Committee and seconded by Bill Pasch:

Recommendation: That standardized test scores that predict successful completion of the Regents' Reading Test within 95% probability be accepted for completion of the Regents' Reading Test.

Larry Mobley expressed appreciation to Jan Reynolds, Georgia Southern University Continuing Education, who served as the host for this meeting.

The meeting adjourned at 12:15 p.m.

Respectfully Submitted,
Elizabeth Ragsdale, Recorder/Chair Elect

Attachment
Academic Committee on English
Bylaws

Article I. Membership

The membership of the Academic Committee on English shall be composed of an academic administrator of the English curricula or his/her designee from each of the University System of Georgia institutions.

Article II. Purpose

The general function of the Academic Committee on English shall be to study English curricula and programs of instruction by making reports and recommendations concerning the improvement of instruction, exchanging information and ideas, improving articulation and coordination among the institutions of the University System of Georgia, and considering any other matters requested by the Chancellor, his/her representative, or a member of the committee. The committee will consider other issues of interest to the membership and the constituents it serves.

Article III. Voting

Each institution within the University System of Georgia shall have one vote on any matter brought before the committee. The official representative or the designee of the institution will cast all votes.

Article IV. Committees

IVA. Executive Committee

IVA.1. Membership

The Executive Committee shall consist of the chair, the chair-elect, the immediate past chair, and two members-at-large. Each member of the Executive Committee shall be elected by a majority vote by the membership of the Academic Committee. The position of chair shall be filled by the succession of the chair-elect to that post. The term of office for the chair, chair-elect, and immediate past chair shall be one year. Each of these Executive Committee members shall serve in office through the following year and shall remain in office through the annual meeting the following year. The term of office for each member-at-large shall be two years, with each member-at-large elected in alternate years. Terms of office for members of the Executive Committee shall begin at the conclusion of the annual meeting of their election to office. Reasonable efforts will be made to have representation from two-year, four-year, and university-level institutions on the Executive Committee.

A vacancy in an unexpired term will be filled by a member of the Academic Committee selected by the remaining members of the Executive Committee.

IV. A. 2. Duties

The chair will convene and conduct all meetings of the Academic Committee and Executive Committee; serve as the Academic Committee's contact with the Board of Regents' Office; facilitate discussion of issues of interest to the Academic Committee; and, in consultation with the Academic Committee, plan, schedule, and host the next annual meeting of the Academic Committee. All minutes, reports, studies, and recommendations of the Academic Committee shall be disseminated to the members of the Academic Committee by the chair and submitted by the chair to the official designated by the Senior Vice Chancellor for Academic Affairs.

The chair-elect will record the minutes of the meetings of the Academic Committee and preside in the absence of the chair.

The immediate past chair will recruit individuals to serve as chair-elect.

The Executive Committee shall represent the membership of the Academic Committee on English and act for the Academic Committee when the Academic Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the Academic Committee prior to exercising its authority under this article.

IV.B. Sub-Committees

Members of the Academic Committee will be divided into the following standing sub-committees: Freshman English, Sophomore English, Major Program, Graduate Program, and Testing. Each of the standing sub-committees will elect a chair who will report findings and recommendations of the sub-committee to the Academic Committee.

Ad hoc committees will be formed as needed.

Article V. Meetings

The Academic Committee will meet officially at least once each year. The chair, in consultation with the Executive Committee, may schedule additional meetings. Additional meetings must also be scheduled when requested by a majority of the Academic Committee. The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the committee. The quorum of the transaction of official business shall consist of a majority of the voting membership.

Article VI. Adoption and Amendment of Bylaws

These bylaws shall be adopted by two-thirds of the committee's voting membership. Amendments to the bylaws must be approved by two-thirds of the committee's voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote.