

# Provost Notes

Georgia College & State University

August 2017

## Week of Welcome!

**Friday, August 18 - 8:30 a.m.**

OPENING CONVOCATION - Centennial Center

Report in academic regalia at 8:30; Ceremony begins at 9:00 a.m. First-Year Book author, Warren St. John, will be the Convocation speaker.

NOTE: If faculty do not have academic robes and wish to participate, the Office of Academic Affairs has a limited supply.

**Friday, August 18 - 10:30 a.m. - Noon**

AFTER-CONVOCATION FIRST-YEAR BOOK DISCUSSIONS

Hosted by each College. Check with your College Dean to lead a discussion and for location.

**Saturday, August 19 – 7:30 p.m.**

“FIRST-YEARS UNITED” SOCCER GAME BLUE VS. GREEN!

West Campus Soccer Field

Bring your family and cheer on the First-Year class!

**Sunday, Aug. 20 - 9:15 p.m.**

CLOSING CANDLELIGHT CEREMONY

Outside Russell Auditorium - Light the candles for First-Year students as they process to the Front Lawn for closing ceremony.

## Making Excellence Inclusive Faculty Day

The Office of Inclusive Excellence and The Center for Teaching and Learning (CTL) are hosting Making Excellence Inclusive Faculty Day on **August 14, 2017**. The Association of American Colleges & Universities (AAC&U) states, “Making excellence inclusive is an active process through which colleges and universities achieve excellence in learning, teaching, student development, institutional functioning, and engagement in local and global communities.” In an effort to support Georgia College’s quest for national recognition, Making Excellence Inclusive Faculty Day will engage GC faculty in ways to employ inclusive excellence through professionally-led workshops, student-led discussions and facilitated dialogues. This event will provide a framework for inclusive excellence and offer strategies of success for the classroom, within the curriculum, and in the work environment. You can register by using the link:

<https://goo.gl/forms/TNE97bSmh70LmGQ12>

## Congratulations!

**Sallie Coke, Ph.D., Professor of Nursing**, procured \$699,107 from Health Resources and Services Administration for *Improving Georgia’s Health - Addressing the Healthcare Needs of Georgia’s Rural and Medically Underserved Areas*. The purpose of this project is to educate advance practice nurses committed to working in Georgia’s rural and/or medically underserved areas (MUAs) and/or Healthcare Provider Shortage Areas (HPSAs).

**Carolyn Denard, Ph.D., Associate Provost for Student Success and Director of the Center for Student Success**, received \$120,000 from the University System of Georgia for *STEM Improvement Plan - Yr2*. The STEM Education Improvement Plan will allow Georgia College to support the delivery of student support for the STEM Supplemental Instruction Program.

**Julie Cook, YES Program Director**, received \$350,000 for the YES programs at *Oak Hill Middle School* and \$349,415 for *Lakeview Academy* from the GA DOE 21st CCLC (21st Century Community Learning Centers) Program. The 21st CCLC program proposed is for Oak Hill Middle School students in grades 6 - 8 and Lakeview Academy students in grades 3 - 5 who are at-risk of academic failure due to low reading levels and/or limited academic enrichment opportunities, conditions consistent with students living in poverty.

**Sandy Baxter, Executive Director of Communities in Schools**, received \$17,110 from Community Foundation for Greater Atlanta for *Parent/Adult Education Initiative*. The funds will support efforts to improve educational success by providing information and coordinated services to parents. She also received \$5,000 from the City of Milledgeville to fund Site Coordinator Salaries to ensure we can sustain serving all of the schools in the local school district.

**Jennifer Graham, Director of the Women’s Center**, received \$24,000 from the Georgia Department of Public Health for *1 in 4 and Beyond - Yr2*. This project has three goals: 1) increase awareness of victim services on campus, 2) expand victim services on the GC campus, and 3) develop a volunteer advocacy program.

# Welcome New Faculty!

The following faculty participated in the 2017 New Faculty Orientation:

**Bradley Alban**, Exercise Science

**Guy Biyogmam**, Mathematics

**Aaron Castroverde**, World Languages & Cultures

**Laura Childs**, Health & Human Performance

**Jamie Downing**, English & Rhetoric

**Melvin Carey Dukes, Jr.**, Management

**Kel-Ann Eyler**, Accounting

**Jorie Flores**, Health & Human Performance

**Daniel Fonfria-Perera**, World Languages & Cultures

**Whitney Ginder**, Marketing

**Gregory Glotzbecker**, Biological & Environmental Sciences

**Guillermo Morales Godra**, World Languages & Cultures

**Justina Jenkins**, Middle Grades Education

**Stephanie Jett**, Psychology

**Youngmi Kim**, Music

**Julian Knox**, English & Rhetoric

**Wathsala Medawala**, Chemistry, Physics & Astronomy

**Tiffany Parrish**, Nursing

**Laura Pitts**, Nursing

**Allison Reuter**, Library Science

**Mimi Rickard**, Marketing

**Eric Rindal**, Psychology

**Sterling Roberts**, Nursing

**Laura Whitlock**, Chemistry, Physics & Astronomy

**Terri Worthey**, Nursing

## Faculty Sick Leave Update

Georgia College has been informed by the University System of Georgia Shared Services Center that all Faculty who are paid over a 10-month contract period received sick leave accruals in July in error.

At this time, there is no action that needs to be taken. In order to rectify the situation, no accruals will be credited in August in order to balance out the accruals for the Academic Year.

Each Faculty Member who is paid over a 10 month period receives 8 hours of sick time per month August –May for a total of 80 hours per Academic Year.

Please note that Faculty members who worked during the summer will still receive their additional sick leave accruals based on hours worked (the same as in ADP). The issue above does not relate to summer credit sick leave accrual.

If you have questions pertaining to this issue, please contact the Shared Services Center at [sscsupport@ssc.usg.edu](mailto:sscsupport@ssc.usg.edu) or 877-251-2644 (toll free).

## Faculty Evaluation Information

As we begin the 2017-2018 academic year and enter the second half of the faculty evaluation cycle, it is important to provide some observations about the process. Specifically, some departments chose to include or introduce peer review processes into faculty evaluation. Peer review, in the wider sense of external peer review, is essential to the profession. Peer review legitimizes and strengthens our scholarship. Peer review as part of department level faculty evaluation has potential benefits in parallel with external peer review. Departmental peer review can inform and advise the department chair, but Georgia College policies clearly state that faculty evaluation and the assignment of merit are the responsibility of the department chair. Peer review as the sole and final means of faculty evaluation conflicts with policy. The department chair has the responsibility and authority to evaluate faculty performance. Faculty in a department may develop and adopt a peer review faculty evaluation process (several departments already have peer review), but peer review and the customized forms used for peer review may only be advisory to the department chair.

## 2017-2018 Academic Affairs Unit Goals

This issue of the *Provost Notes* includes goals from units in the Office of Academic Affairs and the University Senate.

### Office of Institutional Research and Effectiveness

1. Redesign core assessment.
2. Implement a university-wide portfolio system for measuring ELOs.
3. Adopt and implement a new rubric software for university use.
4. Achieve 100 percent completion on SMART reports in prep for SACS.
5. Hold 5 faculty development opportunities on designing signature work for using rubrics. Also, plan and conduct *Finding Your Data* workshop for new and returning Department Chairs. Finally, plan and conduct with CTL two Excel workshops for faculty and staff.

### John H. Lounsbury College of Education

1. Continue the Call Me MiSTER and Rising MiSTERS programs to recruit, admit, mentor, and graduate men of color into the teaching profession.
2. Continue to evaluate and realign graduate program offerings and redirect faculty resources as needed to maximize enrollments.
3. Intensify and target recruiting efforts to increase enrollment in under-enrolled sections.
4. Continue the Professional Development School partnership with Baldwin County Schools.

### College of Arts & Sciences

1. Facilitate smooth and successful leadership transitions:
  - a. Prepare for new Dean.
  - b. Conduct successful search for new Music Department Chair.
  - c. Assist and orient interim Department Chairs
    - i. Government and Sociology
    - ii. English and Rhetoric
    - iii. Music
    - iv. World Languages and Cultures
2. Department Structure: Promote proposal to combine Rhetoric and Mass Communication in a new Department of Communication.
3. Facilities:
  - a. Move academic units into Beeson.
  - b. Plan for transitioning vacated space in Herty Hall for effective use by Biology program.
  - c. Assess first round and planning for next round of A&S classroom renovation.
  - d. Plan for Terrell renovation.
4. Fundraising:
  - a. Deepen connections and engagement of current CoAS Board members.
  - b. Continue to expand CoAS Board.
  - c. Meet or exceed fundraising goals to continue new Dean's Excellence Scholarship program (also relates to diversity in that this scholarship can be employed as a recruitment tool).
5. Curriculum & Instruction:
  - a. Continue to implement mechanisms to track student participation in transformative experiences (e.g. undergraduate research) and post-graduation placement.
  - b. Implement new undergraduate language and music degrees.
6. Diversity:
  - a. Continue to focus on diversity in faculty and staff hires.
7. Graduate Education:
  - a. Encourage growth and right-sizing of programs.
  - b. Implement program-specific marketing strategies.

## Strategic Initiatives

1. Continue facilitation of the strategic planning process, and especially working with the *Strategic Planning Steering Committee* to measure the university's success in accomplishing goals, initiatives, and action items.
2. Effectively and efficiently chair the search for a new Vice President for Student Affairs to replace Dr. Bruce Harshbarger who will retire at the end of FY18.

## Extended University

1. Upgrade the non-academic facility scheduling software. Beginning in the fall, the *Space Reservation and Utilization Steering Committee* will begin meeting to discuss options to better utilize the classrooms and meeting spaces found on campus. As part of the project, Extended University, through the Facility Reservations Office, will work to upgrade the outdated R25 program currently used on campus with a more efficient and user friendly software for scheduling non-academic events and meetings.
2. Find new and creative sources of revenue for Extended University. Look for ways to expand revenue in Continuing and Professional Education, the Old Governor's Mansion and Sallie Ellis Davis House, Production Services, Communities in Schools, Facility Reservations, High Achievers, and other areas of the unit through new programs, restructuring/redirecting efforts, grants, or other creative ways. As part of this goal, it is important to find ways to continue the YES program. With funding restrictions from 21st CCLC, the YES Program will lose four grants (\$1.4 million) and will only have the ability to replace this funding with one \$350,000 grant. Plans will need to be implemented to serve the various schools in the county through this one grant or through new, non-21st Century grants.
3. Implement a campus wide system for the Protection of Non-Student Minors. The past year focused on writing and gaining approval for the campus policy and procedures, creating the necessary webpages and online trainings, and relaying information to the entire campus since multiple departments house their own programs working with children. In the coming year, systems and procedures will need to be implemented to make sure everyone follows through on their own governance, ensuring all requirements are met.

## Center for Student Success

1. Be aware of and accountable to the data measuring retention, progression, graduation, and satisfaction of students in each area.
2. Participate regularly in training and professional development opportunities that help us become intentional and effective academic support professionals.
3. Initiate, change, or fine tune student program delivery for greater student retention and success.
4. Document and initiate outreach programs to ensure that underrepresented students participate in representative numbers in the high impact opportunities offered by the Center for Student Success.
5. Engage in on-going faculty outreach to build partnering relationships for advising, student development, and retention initiatives.
6. Tell the story of our success more publically though our website, our newsletter, print brochures, and other forms of communication.

## Office of Graduate Studies

1. Continue to strengthen the role of the Graduate Council in program development and support the work of the Graduate Coordinators.
2. Use the Hobsons Radius application for all graduate programs (launch Spring 2018).
3. Strengthen the branding of graduate programs.
4. Re-establish the Graduate Faculty Status Process.
5. Work with the Deans and Department Chairs to identify graduate programs/certificates that can meet the needs of prospective students.

## Ina Dillard Russell Library

1. Implement and assess a Personal Librarian Program for first year students.
2. Develop, submit for approval, and begin teaching information literacy-based GC1Y/2Y courses.
3. Develop, deliver, and assess programming for students, faculty, and staff centered on scholarly communication.
4. Enhance the access to and discoverability of library collections and resources using tools available in the new integrated library system (Alma/Primo).

## Enrollment Management

1. Recruiting and enrolling an academically talented, diverse class of approximately 1,450 freshmen and 350 transfer students for Fall 2018. Exceed 5,000 completed freshman applications for that class.
2. Opening the Georgia College Visitor Center in Mayfair Hall, while redesigning our campus tour structure including tour routes and services available to prospective students to address individual needs.
3. In financial aid processing of applications, implementing the E-signature process in conjunction with Information Technology using Docu-Sign for many financial aid forms that require signatures.
4. Implementing an automated transcript request process, where students can receive transcripts virtually in real time without the manual intervention of staff from the Office of the Registrar. Service and process efficiency will improve with this implementation.

## Information Technology

1. Migrate the current Banner student information system to the enhanced Banner 9 by the end of June 2018.
2. IT will continue to work with departments to continue the expansion of GC Signatures providing efficiencies to processes and electronic archives.
3. IT will release the enhanced and expanded virtual computing infrastructure, Thundercloud, during the fall semester. Thundercloud provides students and faculty with virtual resources that were previously limited to campus labs. A pilot program, Bobcat Open Learning Technology (BOLT) will be launched providing a computing device to students with a known financial need to ensure no student is penalized if the University should decide to implement a computer requirement in fall 2018.
4. IT will continue to expand the outdoor wireless network to support campus constituents and enhance the learning and collaboration opportunities.

## University Senate

1. Revise the University Senate bylaws to be fully aligned with the higher order documents: BOR Policy and Institutional Statutes.
2. Consider restructuring the University Senate given President Dorman's charge for the Provost to develop a University Curriculum Committee that stands outside of the University Senate.
  - a. Consider restructuring the Senate standing committees as appropriate.
  - b. Revise the bylaws, Senate handbook, and other pertinent document affected by this change.
3. Revise the University Senate bylaws to add a "Duties" section to each standing committee to provide clarity that the review of proposals should culminate in the making of a recommendation for or against the proposals to the University Senate.
4. The Executive Committee of the University Senate (ECUS) will consider an appeals process, as charged by President Dorman, whereby decisions made by standing committees may be considered for appeal.

## College of Health Sciences

1. **Sustain and enhance distinctive, outstanding undergraduate and graduate health sciences education to meet current and future needs.**
  - a. Develop and implement curricular revisions in COHS undergraduate and graduate programs to ensure alignment with modified or new national accreditation standards and state practice licensure requirements.
  - b. Complete pre-planning stages for development of the Doctor of Physical Therapy program proposal.
2. **Enhance health sciences related community and global engagement among COHS faculty/staff and students.**
  - a. Expand undergraduate and graduate formalized service learning opportunities through in- field/ clinical experiences at the local, state, regional, national, and international level, specifically addressing medically underserved or unserved populations.
  - b. Sustain and expand community focused COHS programs and services which assist in meeting distinctive needs in the communities within our service sector and provide rich learning experiences for our students in field and clinical settings.
3. **Continue success in identifying diverse revenue sources and procuring funds which will assist in sustaining and enhancement of high priority COHS programs and services offered.**
  - a. Increase funding levels and number of external grants proposed and funded.
  - b. Increase external funds from individual donors and foundations, such as scholarships, planned giving, etc.

## J. Whitney Bunting College of Business

1. **Enhance resource generation:**
  - a. Execute the CoB development plan and accompanying moves-management activities as part of the CoB annual campaign and the public stage of the GC Capital Campaign.
  - b. Responsible parties for this goal are the dean, development officer, and chairs who direct advisory boards.
2. **Enhance the visibility of the college:**
  - a. Execute the CoB communications plan.
  - b. Responsible parties for this goal are the dean, outreach coordinator, others listed in the plan
3. **Fiscal stewardship in the alignment of resources:**
  - a. Non-personnel resource (re)allocation under the assumption of a resource neutral environment.
  - b. Examine uses of state operating funds, summer profits, and other fund sources.
  - c. Responsible parties for this goal are the chairs and area coordinators who will make recommendations to dean.
4. **Develop a personnel plan consistent with the college's strategic priorities:**
  - a. Factors include credit hour generation across disciplines, include FTE recovery from the teach-out of off-site graduate programs, growth in on-line graduate programs, expected retirements, any new programs.
  - b. Responsible parties for this goal are the chairs and area coordinators who will make recommendations to dean.

## International Education

1. Enrollment
  - a. Focus on study abroad student enrollments vis-à-vis the strategic plan.
  - b. Focus on international student enrollment numbers:
    - i. Implement early decision in the fall through Common App
    - ii. Concentrate on undergraduate student admissions (freshmen, transfer, and partner with Athletics)
2. GC in Strasbourg
  - a. Launch semester program on European Studies.
  - b. Present 2018-2019 Freshman Semester Experience Plan and Pro-forma.
3. International Dinner and Advancement/Fundraising
  - a. Expand fundraising for international student scholarships through the dinner and other forms capital campaign development with Advancement.