

Provost Notes

Georgia College & State University

September 2017

Institutional Review Board (IRB)

Georgia College IRB's normal review cycle has resumed with the start of the fall semester! The new IRB Chair is Dr. Whitney Heppner (Psychological Science); she has served as a reviewer and then as the IRB vice-chair for the past three years. The new chair-elect is Dr. Sallie Coke (Nursing); she has served as a reviewer for the past three years. The Georgia College IRB welcomes new reviewers from any discipline since this will allow the committee to review protocols in a more expedient manner. Applications that are submitted by Wednesday at noon are distributed for that week's review cycle starting on Wednesday afternoons. Here are few things you can do to help your project go from "under review" to "approved" as quickly as possible:

1. Make sure the project you are submitting is **human subjects research** according to [federal guidelines](#).
2. See if your study qualifies for **exempt status** under one of 6 [federal categories](#). If it does, submit your project as "exempt" rather than via the main application tab.
3. Provide **complete and detailed responses** to application questions. Short phrases or sentences typically aren't enough detail to perform a thorough review.
4. Provide **all required documentation** in the "documents" tab. Templates for commonly required forms are provided on the [GC IRB Portal](#) homepage on the right hand side.
5. Make sure you and any co-investigators listed for the study have a **valid certificate of ethical training**. You can utilize either [NIH](#) or [CITI](#) training.

As you wait for feedback on your submitted protocols, please keep in mind that faculty reviewers are volunteers, doing this important work as service to the university on top of their regular teaching, research, service and administrative duties. In addition, please check out the new FAQs section of the IRB website found at <http://www.gcsu.edu/irb>. Information and tips will be added and continually updated there.

Congratulations!

Matt Forrest, Assistant Professor of Art
EMC Water Resource Grant, Tri-County EMC, \$1,000. This grant will expand the Harrisburg Community Center healthy living teaching through the GC Water Sustainability program. The funding will support applications originally developed and written by students in the *Community Outreach & Development* class.

Victoria Bohan, Lecturer of Nursing
PARTNERS for Equity in Child and Adolescent Health, Emory University, \$10,000. This planning grant with the Baldwin Board of Education will explore a School Based Health Clinic at the Montessori site.

Jessica Swymer, Lecturer of Nursing
STEPS, Georgia State University, \$8,257
The STEPS program began as an initiative in response to the faculty shortage to upgrade nurse educators by making quality doctoral education more easily accessible.

CTL Director Search

Georgia College is embarking on a national search to identify a new Director for the Center for Teaching and Learning. Members of the CTL search committee are: Kristin English (COAS), Robert Orr (IT), Shaundra Walker (Library), Bob Duesing (COB), Debby MacMillan (COHS), John Harrison (COE), and Barbara Szyjko (CTL). Dr. Walker will serve as Chair of the Search Committee.

The New York Times

The *New York Times* is now available online. Please go to <http://libguides.gcsu.edu/NYTimes> and sign up today!

GC Fall 2017 Preliminary Student Count

Undergraduate: 6,016 (74 dual enrollment)
Graduate: 978
Total Enrollment: 6,994

Fall 2017 Incoming Freshman Class

- **Total Applications:** 4,925 (6% increase over 2016)
- **Total Completed Applications:** 4,118 (3% increase over 2016)
- **Averages**
 - New SAT: 1196
 - ACT: 25
 - GPA: 3.51

Top Majors:

- Undecided - General
- Undecided – Pre-Nursing Track
- Undecided – Business Track
- Biology
- Psychology

Special Course & Elective Fee Review Process

As we move into the formal financial planning process for fiscal year 2019, Georgia College will not accept any new mandatory fees or any increases to the existing mandatory fee structure. The Provost has assembled a *Special Course & Elective Fee Committee* that will review all elective fees (inclusive of course fees). This committee will provide recommendations on whether to maintain, reduce, or eliminate fees.

Please note that revenue generated by special course fees must be expended by the end of the fiscal year, and expenditures shall be restricted to those purposes identified in the department's approved fee request. The balance of funds in each department's special course fee account shall be reviewed by the Dean and the Provost at the end of the fiscal year. Courses which are normally supported through special allocations or grants are not eligible for special fee consideration.

2017-2018 Special Course & Elective Fee Committee

1. Faculty Representatives:
John Harrison (COE), Leng Ling (COB), Kalina Manoylov (COAS), and Scott Butler (COHS)
2. SGA Representative: Cameron Watts
3. Faculty Senate Representative: Carol Sapp
4. Provost Office Representatives (ex officio): Costas Spirou and Matthew Buchanan.
5. Budget Office: Russ Williams
6. Student Life: Jonathan Myers

Student Ratings of Instructional Evaluation (SRIS)

September 22nd Begin Faculty Information Form (FIF) Process
October 13th End of Faculty Information Form FIF Process
November 20th Student Survey Begins
December 11th Student Survey Ends

International Education AVP Search

Georgia College is embarking on a national search to identify a new AVP of International Education and Director of the International Education Center (IEC). The Search Committee members are Sally Humphries (COB), Aran MacKinnon (COAS), Warren Hope (COE), Kevin Hunt (COHS), Susie Ramage (IEC), and Sallie Coke (COHS). Dr. Warren Hope will serve as Chair of the Search Committee.

Library Study Rooms

The Ina Dillard Russell Library, in consultation with the Library Student Advisory Board, will begin a pilot project in which students will check-out all of the study rooms. In the past, a portion of the rooms were available for check-out during finals. There is an emerging body of research that explores relationships between library services, resources and spaces, and student outcomes. The pilot program will help library staff better understand when and how students are using these spaces and assist with being more responsive to future student needs.

Department Chairs Leadership Development Series

September 20, 2017

Faculty Recruitment & Mentoring Panel

Aran Mackinnon, History and Geography
Nancy Davis Bray, Special Collections
Lisa Griffin, Health and Human Performance
Mary Jean Land, Mass Communication

Faculty Evaluation & IFR Panel

Lee Gillis, Psychological Science
Lisa Griffin, Health and Human Performance
Tanya Goette, Information Systems & Computer Science
Warren Hope, Professional Learning and Innovation