

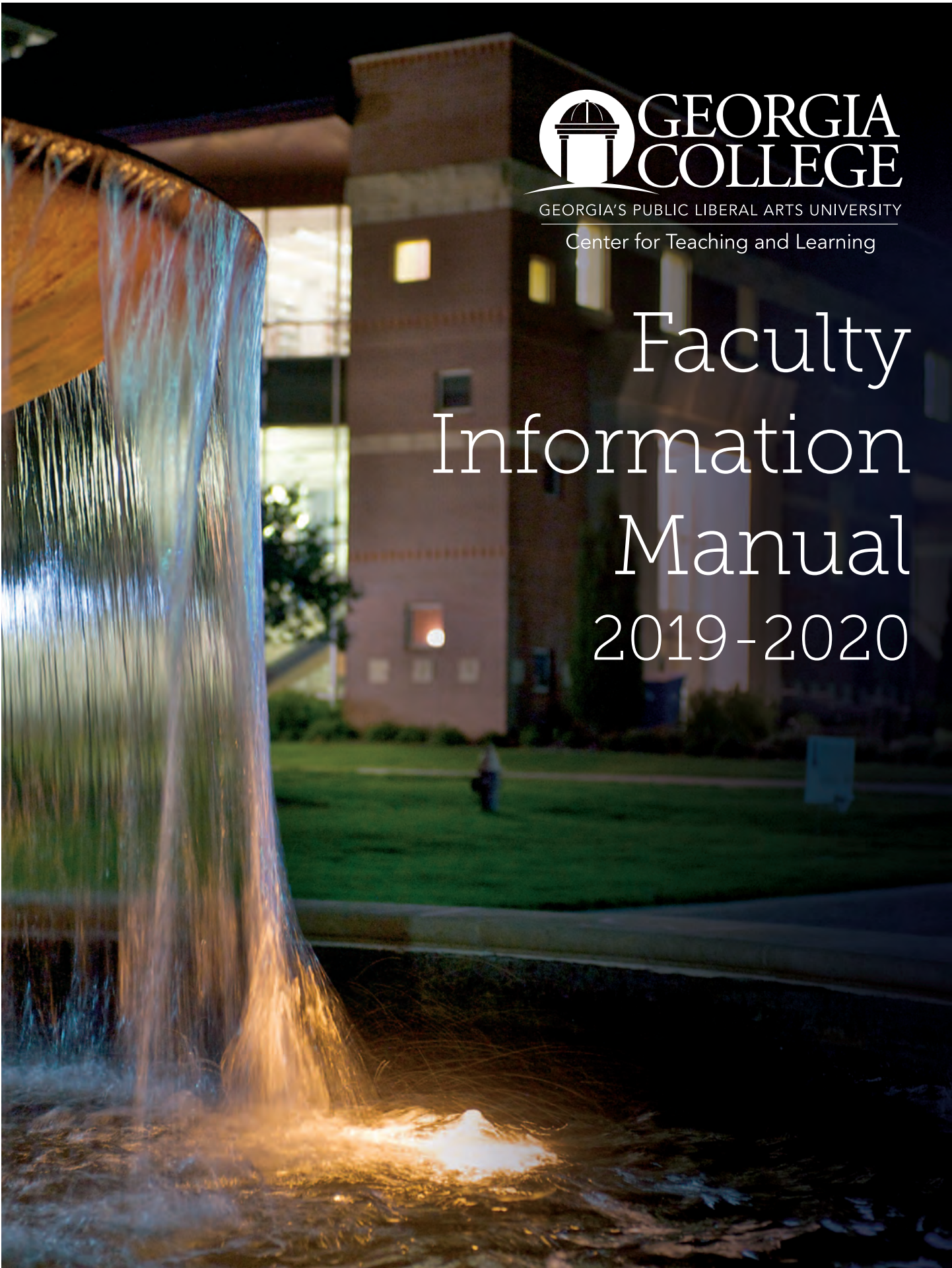


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COLLEGE

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Center for Teaching and Learning

Faculty Information Manual 2019-2020





Disclaimer:

Please be advised, the information contained in the Faculty Information Manual is for general information purposes only, and while every effort has been made to provide all pertinent up-to-date and correct official policies and procedures, neither Georgia College, nor the University System of Georgia, make any representations of any kind, expressed or implied, as to the completeness or suitability of the information contained therein, nor does the manual serve to replace any official policies or procedures of the University or the University System of Georgia, in part or entirety. In addition, this manual does not create an express or implied contract. It is strongly encouraged that all faculty with questions as to the validity of policy or procedures contact either their department chair or program director/assistant director, Office of Human Resources, or the Office of Legal Affairs, dependent on subject matter, to learn about standard practices.



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Where Can I Find . . .

- ... the Faculty Handbook?
- ... the administration, academic, and non-academic organizational charts with reporting information for Georgia College?
- ... a map of the campus?
- ... names and photos of students registered for my class?
- ... the schedule of courses?
- ... the academic calendar online?
- ... the exam schedule for this semester?
- ... previous syllabi for the course I'm now teaching?
- ... information about previous instructors for my course?
- ... email addresses for my students?
- ... forms to use?
- ... the undergraduate and graduate catalogs for the university?
- ... information about student's rating of instruction?
- ... information about grade distribution?
- ... advice on course or syllabus design, such as advice on how much work to assign my students?
- ... resources for working with a librarian for research or teaching?
- ... open education resources?
- ... technology assistance?
- ... information about LEAP Georgia College/ GC Journeys?
- ... information about carrying concealed guns on campus?

... the Faculty Handbook?

The Faculty Handbook is located on the Intranet section of **Unify**. Login to Unify, the single sign-on for many of the Georgia College online resources.

Select:

- Intranet link
- Select Orientation
- New Employee Checklist
- Staff and Faculty Personnel Handbook
- Faculty Academic Affairs Handbook

Some departments have specific manuals for faculty, so check with your department administrative assistant or chair.

...Quality Matters Rubric?

General Standards and **Specific Review Standards** intended to guide you through the development, evaluation, and improvement of your course.

... the administration, academic, and non-academic organizational charts with reporting information for Georgia College?

The administration, academic, and non-academic organizational charts are online from the **Office of Institutional Research and Effectiveness website**.

... maps of the campus?

View maps of the campus or use the Georgia College mobile app on your mobile device (download from your mobile device app store.)

... names and photos of students registered for my class?

Access PAWS, our Banner database with real-time student and class information, from **Unify** (Unify provides a single sign-on for many Georgia College online resources). PAWS is the official faculty access point for student information.

- Faculty Services tab

Select:

- Term semester and year
- The CRN (course reference number) for your course
- GCSU Quick Course Roster by CRN
- View Class Roster with Photos

... the schedule of courses?

The course schedule for all classes is on the **Office of the Registrar's** website.

To locate your class schedule, access PAWS from **Unify**.

Select:

- Faculty Services tab
- Faculty Detail Schedule

... the academic calendar online?

The **academic calendar** is online through the Office of the Registrar. Select the semester and year (the academic calendar for undergraduate courses and graduate courses is the same).

... the final exam schedule for this semester?

The **final exam schedule** for the semester is located on the Office of the Registrar website.

... previous syllabi for the course I'm now teaching?

Check with an administrative assistant or the administrative officer in your department, college, or school about faculty who have taught the course in the past and the availability of previous syllabi.

... information about previous instructors for my course?

To locate information about previous instructors for your course, access PAWS from **Unify**.

Select:

- Semester Course Schedules (formerly C.A.T.S) from the Main Menu
- Choose the term and subject.
The link for the Class Schedule is also located on the Campus Resources tab in **Unify**.

You can also check with the department administrative assistant about previous instructors.

... email addresses for my students?

To find the email address for an individual student:

Access PAWS from **Unify**.

Select:

- Faculty Services tab
- Student Email by CRN or
- Student Email by Student Name

To email one or more students in a class:

Access PAWS from **Unify**.

Select:

- Faculty Services tab
- CRN Selection > Select a Term
- Enrolled Students by CRN
- Summary Class List
 - o To email an individual student, click on the envelope to the right of the student's name
 - o To email all students in the class, click the envelope icon next to Email class below the class list

If using the GeorgiaVIEW learning management system:

Access GeorgiaVIEW from **Unify**.

Select:

- GeorgiaVIEW
- Your course
- Class list

Place a check by the student(s) you want to email and the Email hyperlink

Or

Click the check box to the left of the Email hyperlink only selects all of the students. Users still have to click the email link icon.

... forms to use?

All official University forms are online in the Intranet.

You can access them from **Unify**.

Select:

- Campus resources
- For Faculty/Staff > forms

Examples of forms categories include finance and administration, university payment forms, benefits, employment, employee relations, and payroll.

... the undergraduate and graduate catalogs for the university?

All University catalogs are available online

University Catalogs website

... information about student rating of instruction?

The **Center for Teaching & Learning** provides information about the Student Rating of Instruction Survey (SRIS), which is the end-of-class survey.

... information about grade distribution?

You can view grade distribution in PAWS

Select:

- GCSU Reports
- Grade Distribution
- Term
- Instructor Name

... advice on course or syllabus design, such as - how much work to assign my students?

For advice on teaching decisions related to Georgia College students, consult with your department chair or program coordinator/director/assistant director to learn about standard practices. Consult with the Center for Teaching & Learning Instructional Designers, too.

Common statements used on syllabi are online in **Unify > Intranet > Common Syllabus Statements**.

Also, the Center for Teaching & Learning (CTL) offers confidential **midterm course feedback** for faculty. Trained facilitators guide students through a 30-minute, group consensus-building process. The facilitator plans to meet the faculty within a week of the data collection to review the student feedback

... resources for working with a librarian for research or teaching?

The library has **resources for faculty** to support research and teaching, including **research guides**, **copyright assistance**, **author resources**, and **information literacy instruction**. Contact your **library liaison** or **any library employee** for more information.

... open education resources?

Learn how to access and use open education resources from **Affordable Learning Georgia**.

LEAP Georgia College / GC Journeys

As a member of the **Association of American Colleges and Universities**, Georgia College is a **LEAP** institution as well as a member of **LEAP Georgia**.

GC Journeys is a transformative, creative, and unique approach designed to promote preeminence and graduate students who are consummate thinkers and active citizens.

1. Essential skills (ESs) – Every course at GC teaches one of the AAC&U **Essential Learning Outcomes** (ELO) and each student is assessed using the VALUE rubrics, which correspond to the ELO taught in the course.

- 2. Transformative experiences (TEs)** – Each native GC student will participate in at least 5 TEs (**high-impact practices**) prior to graduation. Three of the experiences are built in (First Year Experience, GC Career Planning Milestones, and Capstone). Students have a menu of choices for the other two (including Study Abroad/Study Away, Community-based Engaged Learning, Intensive Leadership Experiences, Mentored Undergraduate Research, and Internships and Field-Based Apprenticeships.)
- 3. Learning nudges** - Small, targeted interventions designed to improve learning are woven throughout the curriculum and co-curriculum.

The GC Journey's Program authentically assesses each aspect of student learning with a portfolio approach.

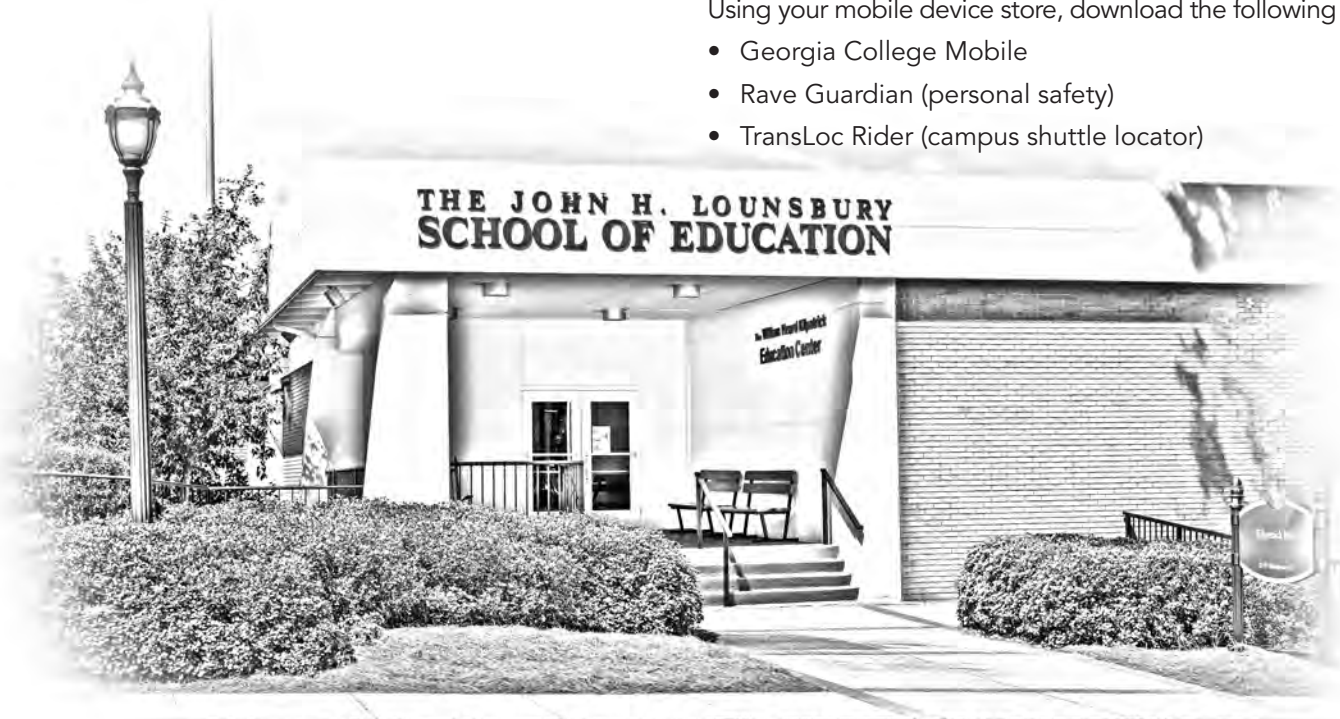
... Information about carrying concealed guns on campus?

Georgia House Bill 280 allows anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by public colleges with a few exceptions. Additional information is available on the **Public Safety website**.

...Georgia College apps for mobile devices?

Using your mobile device store, download the following apps:

- Georgia College Mobile
- Rave Guardian (personal safety)
- TransLoc Rider (campus shuttle locator)





Do I need to . . .

- ... take attendance in my class?
- ... submit deficiency reports for my students?
- ... make reference on my syllabus to policies about accommodations for students with disabilities?
- ... include other information or policies on my syllabus?
- ... report incidents of students experiencing sexual harassment?
- ... have a key to get into my classroom or the building it's in?
- ... let anyone know if I must miss a class due to illness?

... take attendance in my class?

According to the **undergraduate catalog** and the **graduate catalog** class attendance policies, you should have an attendance policy stated on the course syllabus that is distributed to all students.

You are required to report which students are attending or not attending your course during the first week of classes (or equivalent time for summer terms). This is a federal requirement, and is a critical process to ensure that all students are properly enrolled and that you receive credit for the students you are teaching.

According to both catalogs, the “instructor has the right to assign a grade of F for excessive absences when a student exceeds the number of allowable absences specified” on the syllabus attendance policy. To do so, the faculty member must file an “F for Excessive Absences” form with the Registrar. Students may not drop the course if this grade has been assigned. In addition, you must report the last date of attendance or participation for any student to whom you assign a grade of F or U.

Per the **Student Absence Policy, General and Religious**, “Faculty members and college officials who are sponsoring official activities of the college (i.e., student government, athletics, debate, chorus, band, field trips, etc.) should send a list of the students involved in their activity to the Office of the Provost on the Student Request for Excused Absence form in time for her to approve, and in time for the college sponsor to notify affected faculty by memo before the scheduled absences occur. If that is not done, then the student can be penalized by the instructor for those absences.”

Per the Class Attendance Policy, “If a student is representing the University in an official capacity, as verified on a list released from the Office of the Provost, the instructor will not penalize the student for those absences. However, students should consult their instructor before anticipated absences.”

... submit deficiency reports for my students?

Instructors teaching any core classes (1000 – 2000), must submit midterm grades in PAWS. The submission date is posted on the **academic calendar**, each semester.

Faculty are strongly encouraged to provide midterm course feedback for all their courses. The University System of Georgia (USG) policy requires students to receive feedback in every course by midterm.

... make reference on my syllabus to policies about accommodations for students with disabilities?

The syllabus must include the **common syllabus statement** for Assistance for Student Needs Related to Disability, which is located on the Unify website.

Access PAWS from **Unify**.

Select:

- Campus Resources tab
- Internal Sites (Require Unify) > Common Syllabus Statements

... include other information or policies on my syllabus?

According to the Georgia College **Policies, Procedures and Practice Manual**, “all faculty must prepare a written syllabus for each course they teach each semester.” The syllabus minimum requirements are detailed in the **Policies, Procedures and Practice Manual**. This syllabus requirement also applies to independent study courses.

Syllabus formatting may vary according to the program, therefore, refer to the department or program leadership for guidelines.

... report incidents of students experiencing sexual harassment?

According to the **Georgia College Sexual Misconduct Policy** (July 1, 2016), "Georgia College will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, stalking. Georgia College strongly encourages members of the campus community to report instances of sexual misconduct promptly."

As a faculty member, you are considered a "Responsible Employee," which means that you have the authority to "redress sexual violence or have been given the duty of reporting" (Haven for Faculty & Staff, 2016).

The university has several policies and procedure related to sexual harassment. Those policies and procedures are from:

- **Board of Regents**
- **Academic Affairs**
- **Georgia College Sexual Misconduct Policy**
- **Georgia College Amnesty Policy**
- Human Resources
 - **Harassment Policy**
- **Sexual Harassment Policies and Procedures**

... have a key to get into my classroom or the building it's in?

You will need a key to access your classrooms. Each faculty member is assigned a key to classrooms by the manager of the classroom building. If the class is taught in a building other than your discipline, someone in the Dean's office can open the classroom.

... let anyone know if I must miss a class due to illness?

Information about taking sick leave is in the **Georgia College Human Resources Policy Manual**. According to the **Georgia Board of Regents Policy 4.9.1** on Interpretation of Sick Leave, "faculty are responsible for informing their immediate supervisors of any illness that prohibits them from meeting their assigned responsibilities."



The background features a light blue gradient with a faint, stylized illustration of a classical building facade with columns and arches. Scattered across the left side are numerous question marks of various sizes and colors (red, orange, teal, white) inside circular frames of matching colors.

How do I

- ... order books for my class?
- ... find out the classroom to which I've been assigned and where it is located?
- ... place course items on reserves at the library?
- ... get copies made for my class?
- ... submit grades to the Registrar?
- ... change a grade after the grade submission date?
- ... request a new classroom?
- ... learn more about GeorgiaVIEW, GC's course management system?
- ... complete my annual evaluation?
- ... request a graduate assistant (GA)?
- ...find external grant funding?
- ...find Tutorials on various topics?
- ...learn about Georgia College Transportation services?

...order books for my class?

The Georgia College bookstore is managed by Barnes & Noble. The bookstore will assist you in finding the materials you require for your course. To order books, go to **Unify**.

Physical location: 135 Hancock St.

Contact: 478.445.8398

Georgia College Barnes & Noble website

Create an online account: Access the website above and click Sign in or Create account.

... find out the classroom to which I've been assigned and where it is located?

The course schedules and classroom locations are handled through the individual department chairs and/or administrative assistants.

... place course items on reserves at the library?

The Ina Dillard Russell Library at Georgia College has a number of resources available for faculty including a service of placing course materials on reserve.

Course Reserves

Faculty Library Resources

... obtain copies for my class?

There isn't a specific, institution wide process for obtaining copies for a class. Check with an administrative assistant in your department, college, or school about how this is accomplished in your area.

Unless students require a hard copy of a document, consider placing the information in your GeorgiaVIEW course, the Intranet-based learning management system for Georgia College. All classes, whether face-to-face or online, have an online course environment available for each course. Placing content online negates the need for hard copies.

... submit grades to the Registrar?

To submit final grades:

- log into **Unify** to access PAWS
- select Faculty Services > Final Grades (you must be the primary instructor)
- select Term > CRN

The Registrar's office will provide you with a more detailed list of instructions each semester.

To verify that grades were submitted, access PAWS > Faculty Grade Submission Review.

... change a grade after the grade submission date?

The process for changing a grade is online in the **Chair Handbook**. The **Change of Grade form** can be downloaded from the Registrar's website.

... request a new classroom?

Classroom assignments are handled through the individual departments. Contact your administrative assistant for assistance.

... learn more about GeorgiaVIEW, GC's course learning management system?

GeorgiaVIEW provides a collection of tools for course materials and collaboration. The underlying software for GeorgiaVIEW is Brightspace by D2L.

GeorgiaVIEW integrates with several 3rd party applications. Compatibility with tools such as Turnitin, Kaltura, and WebEx, as well as a variety of text book publishers provides flexibility and additional capabilities to the course management system.

The Center for Teaching & Learning is your primary contact for GeorgiaVIEW information. A variety of tutorials, quick reference guides, instructional documents, and videos are available from a variety of sources. Please contact the Center for Teaching & Learning at Georgia College for assistance.

- **CTL@gcsu.edu**
- 478-445-2520

... complete my annual faculty evaluation?

Faculty at Georgia College use the Digital Measures database to input data for the annual evaluation. Digital Measures is integrated with your administrative data in Banner and course information in PAWS. You can access Digital Measures from the Faculty Links menu located in **Unify**. Learn how to use Digital Measures using the **Faculty / Staff Guide**.

Digital Measures has four sections – general information, teaching, scholarship/research, and service. Once you have entered your data, you can create a vita and an individual faculty report (IFR).

The procedure for the annual evaluation is available in the **Faculty Review System, Philosophy and General Procedures** section of the Academic Affairs Employment Policies, Procedures, and Benefits Manual.

... learn about various Instructional resources?

The **Faculty Resources website** has a section on Instruction Resources. You can learn about Kahoot, Padlet, Curriculum Builder, Films on Demand, Polling, Video Conferencing and much more. Faculty Resources

... request a graduate assistant (GA)?

Contact your department chair for this request.

... find external grant funding?

How do I find grant funding? All external grant applications must be approved and submitted through the Office of Grants & Sponsored Projects (OGSP). OGSP is a full service office that can assist with funding searches, applications, budgets, letters of support, award acceptance and negotiation, reporting and closeout. OGSP is also available to advise on a variety of internal funding sources. Find your personal **Grant & Contract Administrator**.

... find Tutorials on various topics?

Georgia College subscribes to LinkedIn Learning which has a vast number of tutorials for you and your students. LinkedIn Learning can be access through the **Unify** system.

... learn about Georgia College Transportation services?

The GC Transportation **website** includes information about the campus shuttle, bus charters, and vehicles (vans, cars, and golf carts) rentals.





Where can I get more information about . . .

- ... privacy issues regarding student academic records (FERPA)?
- ... Title IX Sex Based Discrimination?
- ... providing appropriate accommodations for students with disabilities?
- ... policies for student athletes and class attendance?
- ... Georgia College's Honor System and Honor Code?
- ... Georgia College's policy on Consensual Relations?
- ... Georgia College's violence prevention and education program?
- ... information about the high school students enrolled in courses I teach?
- ... resources for students having difficulty in my course?
- ... information about diversity and inclusion?
- ... resources for advancing student success?
- ... teaching with technology?
- ... technology assistance?
- ... religious holidays?
- ... resources for international students, faculty and staff?
- ... grading standards?
- ... services and offerings provided by the Center for Teaching & Learning?
- ... Campus events?
- ... Georgia College undergrads and their lives outside the classroom?
- ... obtaining Institutional Review Board (IRB) approval for my research?
- ... Campus resources?
- ... Table Talk to connect with my students outside the classroom?
- ... information about shared governance?

... privacy issues regarding student academic records (FERPA)?

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, protects the privacy of students' academic records. In short, any educational records, including grades, are to be given to individual students only, and they alone can approve the sharing of their academic information with third parties.

If a student would like to release academic records to a third party (e.g. parent or spouse), a **FERPA Request Form** must be completed and returned to the Office of the Registrar.

The Office of the University Registrar has a website devoted to FERPA and how it applies to student privacy at Georgia College. All faculty are encouraged to view the Office of the Registrar's **FERPA page**.

What type of information is covered under FERPA and how do I know if I can release it? **FERPA Student Records**.

... Title IX Sex Based Discrimination?

The University has detailed information on the **Title IX website**.

... providing appropriate accommodations for students with disabilities?

You should not provide accommodations for a disability unless the student has been approved through the **Student Disability Resource Center**.

The Student Disability Resource Center handles requests from students for reasonable accommodations for appropriately documented disabilities and will provide you with information about and assistance in providing accommodations as the need arises.

... policies for student athletes and class attendance?

The policy for student athletes and class attendance is outlined in the **Student Absence Policy, General and**

Religious website. It states "If a student is representing the university in an official capacity, as verified on a list released from the Office of the Provost, the instructor for those absences will not penalize the student. However, students should consult their instructor before anticipated absences." Faculty with student athletes should review the policy details.

... Georgia College's Honor Code and Student Code of Conduct?

The Student Affairs office provides general information about the Honor System for all Georgia College students. The Judicial Board enforces the Honor Code and provides information to the Georgia College community about the Honor System. Definitions, violations, and penalties can be found on the **Student Affairs** web page.

... Georgia College's policy on Consensual Relations?

The policy, designed to help members of the Georgia College community "be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias," is located under **Amorous Relationships** in the Policy Manual.

"When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual amorous relationship may lead to sexual harassment or other breaches of professional obligations. The University prohibits all faculty and staff, including graduate teaching assistants, from pursuing amorous relationships with undergraduates whom they are currently supervising or teaching."

... Georgia College's violence prevention and education program?

Georgia College's Women's Center strives to create a dynamic campus community that challenges gender-based oppression through education, support, and advocacy. To find out more about LGBT Safe Space Training, Committees, Events, or Services, visit the **Women's Center** web page.

... information about the high school students enrolled in courses I teach?

Georgia College has two programs that allow high school students to take college courses – the Move On When Ready / Dual Enrollment program and Early College. High school students may be enrolled in core classes (1000 – 2000).

- Students in the Move On When Ready / Dual Enrollment program must complete 9th grade and be on track to complete College Preparatory requirements. Additional information is available online at the **Move On When Ready/ Dual Enrollment** website.
- Students in the Early College program are in 7th through 12th grade and take courses on campus. Early College allows students to complete high school. Many students enrolled in the program are from low-income homes and/or are first-generation college bound completers. Additional information is available at the **Early College** website.

You can identify the high school students by viewing the student detail schedule in PAWS. Log into **Unify** and select PAWS.

From the PAWS Faculty Services menu, select:

- Term
- CRN Selection
- Detail Class List

... information about diversity and inclusion?

The Office of Inclusive Excellence leads the University's efforts in diversity and inclusion. It sponsors faculty workshops and trainings around inclusive excellence in the learning and work environment.

... resources for students having difficulty in my course?

Georgia College offers a variety of resources designed to meet the learning and academic needs of students. Professional school faculty and those teaching graduate students should consult the dean of their college or school to see what additional resources are available for them.

- **Writing Center** - helps members of the GC community achieve success in their writing by brainstorming, building arguments, and more. The center is not a proofreading service, however.

- **Learning Center** – free tutoring and academic assistance.
- **Research Center** - assistance with research assignments.
- **Counseling Services** - enhance student success and promote a safe and healthy academic environment by attending to the psychological, emotional, and developmental wellbeing of students. We encourage personal responsibility, respect human dignity, and value the differences among people.
- **English as a Second Language** - Students may obtain information about support services available to those who speak English as a Second Language through the Department of Modern Languages & Cultures.
- **Student Disability Resource Center** - services to students with documented disabilities including assistance with accommodations in courses, programs, activities, transportation and more.

... resources for advancing student success?

Georgia College has many resources for advancing student success.

- **Center for Student Success** - strives to help students succeed in their studies, graduate in a timely manner, and fully realize their academic and leadership potential as they benefit from Georgia College's distinctive liberal arts education.
- **Academic Advising** – a team of academic advisors who help orient students to university policies and make sure that they make the curriculum choices that will ensure that they complete core and major requirements and progress toward graduation in a timely manner.
- **Bridge Scholars Program** - an admission program for first-year students who demonstrate potential for success in college but whom we feel would benefit from a transitional support program to maximize their achievements at Georgia College.
- **Career Center** - provides services for career exploration, preparation, planning, and implementation
- **Center for Testing** – offers tests required to complete the departmental exit exams required by some majors; to complete legislative test requirements in Georgia and U.S. History and the Georgia and U.S. Constitution; to complete tests required for professional education and certification —TEAS or MAT--;and provides testing

accommodations for students who have been approved for accommodations by Disability Services.

- **Honors Program** – a distinctive academic program offering a curriculum of challenging courses and study opportunities designed for intellectually talented and motivated students
- **Leadership Programs** - provide classroom, internship, and programmatic opportunities for Georgia College students who want to reach their full leadership potential.
- **Learning Center**—provides individual, drop-in tutoring support services for students and peer-led, group discussion sessions for especially challenging courses.

... teaching with technology?

A good place to start is the Center for Teaching & Learning **Faculty Resources** (requires Unify login). Here, you will find help on e-learning tools and software such as GeorgiaVIEW, Quality Matters, SoftChalk course design software, Kaltura media server, WebEx webinar, and more. If you want to explore further teaching with a particular technology, a Center for Teaching & Learning consultant (478-445-2520) can help you.

... technology assistance?

Our **Serve Help Desk** is the first contact for any technology related request or challenge. Telephone support (478-445-7378), email (serve@gcsu.edu), and walk-up service desk located in the Innovation Station – first floor of library. Please **check here** for support hours.

... religious holidays and accommodations?

The Office of Inclusive Excellence maintains a **calendar** of religious holidays.

... resources for international students, faculty and staff?

International Education Center - works with students, faculty and staff across campus to promote international and cross-cultural learning, as well as respect for diversity.
Office of Legal Affairs - assistance with filing visa and residency petitions.

... grading standards?

Contact the chair of your department or a member of the office of the dean of your college or school. Grading scales vary from school to school, and grading standards can vary from course to course and department to department. The University has a **chart** for equating letter grades and numerical grades.

... services and offerings provided by the Center for Teaching & Learning (CTL)?

The Center for Teaching & Learning supports the Georgia College teaching community by providing confidential individual consultations with instructors, workshops, and working groups focusing on a variety of teaching and learning topics. See the **CTL website** for more information.

... Campus Events?

There are many campus events available to faculty and family members. Both campus events, such as faculty development programs, and open forum meetings and extracurricular activities such as art shows, plays, music performances, and athletic games are posted on the **Front Page** website. Faculty and staff receive daily emails with a listing of FrontPage updates.

... Georgia College undergrads and their lives outside the classroom?

Information on Georgia College undergrads and their lives outside the classroom is located on the **Student Life website** and **Office of Institutional Research and Effectiveness Fact Book**.

... obtaining Institutional Review Board (IRB) approval for my research?

The website where you apply for IRB approval for research is available through **Unify**. Select Institutional Review Board from the Unified Resources or Faculty Links section.

... Campus Resources

GC Emergency Action Plan

Rave Guardian - Campus Safety App that is available from your mobile app store.

... Table Talk to connect with my students outside the classroom?

Table Talk is a program that allows faculty to meet with one or two students at the Max (student cafeteria) for a free meal. The only requirement is that the faculty and students show their Bobcat Identification card.

... information about shared governance?

The University Senate has representatives from the university community for the purpose of shared communication and decision-making.





Appendix

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Term/Acronym, Definition, Use, Responsible Department, link

AAC&U

Association of American Colleges and Universities

A national higher education association committed to making the aims of liberal learning a vigorous and constant influence on educational practice

[AAC&U website](#)

Active Learning

Instructional strategies that engage student in learning

[Center for Teaching & Learning](#)

ADP

Automated Data Processing

Payroll system used by Georgia College prior to [OneUSG Connect](#)

APC

Academic Policy Committee

Faculty Senate Committee

[APC website](#)

APPQMR

Applying the Quality Matters Rubric

QM's flagship workshop on the QM Rubric and its use in reviewing the design of online and blended courses

[Center for Teaching & Learning](#)

Badges

Electronic awards or recognition

Banner

Student Information System

A database system that holds all information (except payroll) about students, faculty, staff, courses, and registration.

[Office of the Registrar website](#)

Blended Courses/ Learning

Learning where part of the content of a traditional face-face course is web-based. Also known as hybrid and mixed-mode courses

[Center for Teaching & Learning](#)

Center for Teaching & Learning Brightspace

The name that D2L gives to their LMS product

Provides an environment to create an online presence for f2f, hybrid, and online academic courses

[Center for Teaching & Learning](#)

CAPC

Curriculum and Assessment Policy Committee

Faculty Senate Committee

[CAPC website](#)

CBX

Campus Box #

Used by the University's mail service

[Mail Services website](#)

CO in GeorgiaVIEW

Course Offering

Designation created by and unique to GeorgiaVIEW

[Center for Teaching & Learning](#)

COPLAC

Council of Public Liberal Arts Colleges.

Championing the cause of liberal arts education of superior quality in the public sector

[COPLAC website](#)

CRN

Course Reference Number

Unique number to identify a course offered during a particular semester.

[Office of the Registrar website](#)

CTL

Center for Teaching & Learning

Through its programs, CTL advances and supports engaged teaching and learning strategies that reflect Georgia College's mission to "take learning beyond the traditional classroom and develop the intellectual, professional, and civic skills and dispositions that enable graduates to thrive in an information-intensive and diverse global society."

[Center for Teaching & Learning](#)

D2L

Desire to Learn

The Company who created our Learning Management System, Brightspace, which is a software program that helps you create, manage and deliver eLearning courses.

[Center for Teaching & Learning](#)

DE

Distant Education

Education of students who may not always be physically present at a school

[Center for Teaching & Learning](#)

Degree Works

A Web-based tool to help students and advisors monitor a student's progress toward degree completion.

[Office of the Registrar website](#)

DHC

D2L Help Center

24/7/365 online support of our LMS (GeorgiaVIEW)

D2L Help Center website

855-772-0423

ECUS

Executive Committee

Faculty Senate Committee

University Senate Executive

Committee website

F2F

Face to Face

Physical presence

FAPC

Faculty Affairs Policy Committee

Faculty Senate Committee

FAPC website

FERPA

Family Educational Rights and Privacy Act

An act designed to protect the student's rights with regard to educational records maintained by the institution

Office of the Registrar website

FIF

Faculty Information Form

Forms that faculty complete for each course evaluated with the Student Rating of Instruction Survey (SRIS)

Front Page

Front Page is your source

for all things Georgia College.

From announcements to videos and upcoming events, Front Page is completely interactive and allows faculty, staff and students to submit their events and announcements

Front Page website

GA

Graduate Assistant

Graduate student who teaches the class or does an internship for a department

Gateways to Completion

Also known as G2C. An evidence-based process used by institutions in the University System of Georgia to create an institutional plan for improving teaching and learning in high-enrollment courses that have historically high-failure rates.

Gardner Institute website

GC

Georgia College

Public Liberal Arts University

Georgia College website

GCSU

Georgia College & State University
Public Liberal Arts University

Georgia College website

GeorgiaVIEW

Georgia College's learning management system

GC's acronym for our Learning Management System

Center for Teaching & Learning

GOML

Georgia ONmyLINE

This website showcases online courses and programs offered by University System of Georgia institutions

GOML website

HEOA Compliance

Higher Education Opportunity Act

Includes provisions to reduce illegal sharing of copyrighted material through peer-to-peer (P2P) file sharing

Information Technology website

IC-bG

Innovative Course-building Group

A faculty-led, grass-roots social network for learning that supports teaching faculty and staff across disciplines

Kasey Karen

kasey.karen@gcsu.edu or

Allison VandeVoort

allison.vandervoort@gcsu.edu.

ICT

Information and

Communications Technology

An umbrella term that includes any communication device or application, encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications

IT

Information Technology

Technology support including the Serve Help desk

Campus Technologies Policies

LAC

Liberal Arts Council

The Council, initiated in Fall 2016, is a continuation and expansion of the Liberal Arts Renewal Project (**LARP**). It serves as a recommending body focused on curricular, co-curricular, and institutional programs to advance the liberal arts mission of Georgia College.

LEAP

Liberal Education and America's Promise

The **liberal education program** developed by **AAC&U** designed to prepare college-educated workers for the workplace.

LMS

Learning Management System

A software program that helps you create, manage and deliver eLearning courses or course materials

Center for Teaching & Learning

Mindset

A person's beliefs about thoughts, values, and beliefs. An academic growth mindset fosters learner motivation and academic success. The original research was by Carol Dweck.

What is Momentum Year website

Momentum Year

A suite of strategies designed to assist students enrolled in the University System of Georgia to be successful in their first year.

Momentum Year website

MURACE

Mentored Undergraduate Research and Creative Endeavors

MURACE website

NC-SARA (SARA)

National Council for State

Authorization Reciprocity Agreements

An agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state

NC-SARA website

OER

Open Educational Resources

Freely accessible, openly licensed documents and media that are useful for teaching, learning, and assessing as well as for research purposes

OER website

OLC

Online Learning Consortium

The leading professional organization devoted to advancing quality online learning by providing professional development, instruction, best practice publications and guidance to educators, online learning professionals and organizations around the world

OLC website

OneUSG Connect

The payroll system used by Georgia College.

OneUSG Connect (from campus)

OneUSG Connect (from off campus)

OU number in GeorgiaVIEW

Org Unit

A unique number assigned by the Learning Management System found in the address bar of a course often preceded by "ou="

Center for Teaching & Learning

PAWS

Student Information System

The web interface to Banner. See Banner definition

Contact Serve at 478-445-7378 for access issues. Contact the Office of the Registrar at 478-445-6286 for content

Personal Capture

Streaming Video Storage

A streaming media server (formerly Kaltura) similar to YouTube that is integrated with the Learning Management System, GeorgiaVIEW

POUNCE

GC's registration process for all newly admitted freshmen

QM

Quality Matters

Quality Matters is a quality assurance program that includes the QM Rubric, materials, and processes used to design online and blended courses.

QM website

SAPC

Student Affairs Policy Committee

Faculty Senate Committee

SAPC website

RPIPC

Resources, Planning and Institutional Policy Committee
Faculty Senate Committee
RPIPC website

SERVE

Serve Help Desk
Provides campus wide, user support for issues related to network, Wi-Fi, computers etc.
Serve Help Desk email or 478-445-7378

SGA

Student Government Association
SGA serves the campus community by addressing student concerns, promoting understanding within the college community and administering all matters which are delegated to the student government by the university president
SGA website

SI

Student Instructor
The Learning Center's academic support system that uses peer-led support for students
The Learning Center Website

SoCC

Subcommittee on Core Curriculum Faculty Senate Committee

SoftChalk

E-Learning Authoring Tool Content Authoring Software
Center for Teaching & Learning

SoTL

Scholarship of Teaching and Learning
SoTL is scholarly inquiry into student learning which advances the practice of teaching by making inquiry findings public

SREB

Southern Regional Education Board
The Southern Regional Education Board works with states to improve public education at every level, from early childhood through doctoral education
SREB website

SRIS

Student Rating of Instruction Survey
A system that allows students to evaluate teaching effectiveness in their courses. Faculty use the feedback to improve teaching strategies.
Center for Teaching & Learning

STEAM

Science, Technology, Engineering, Arts, Mathematics
Initiative to advance degrees in the fields of study for Science, Technology, Engineering, Arts, Mathematics
STEM website

STEM

Science, Technology, Engineering, Mathematics
Currently transitioning to STEAM
STEM website

STFAC

Student Technology Fee Advisory Committee
A committee consisting of faculty, students and IT who determine how funds are spent for technology activities that benefit the student's academic learning experience.
STFAC website

TA

Teaching Assistant
Same as a graduate assistant

Table Talk

Table Talk
A program that allows a faculty member to take one or two students to the Max for a free meal

Turnitin

Plagiarism detection software with markup capabilities
Provides formative feedback and originality checking on submitted papers. It is integrated with our Learning Management System
Center for Teaching & Learning

UCC

University Curriculum Committee

UDL

Universal Design for Learning
UDL is an evidence-based framework using flexible teaching/learning strategies that allow all students to learn

Unify

Single sign-on portal
Unify provides a single sign-on for many Georgia College online resources
Unify

USG

University System of Georgia

The governing and management authority for the group of 26 public colleges and universities in Georgia

[USG website](#)

WAG

Web Accessibility Group for Higher Education

Ensuring that technology is accessible to people with disabilities

[WAG website](#)

Webex

An on-demand collaboration, online meeting, web conferencing and video conferencing tool.

Contact **SERVE** for a Webex account

[Access the Webex help center](#)

[Webex Teams](#)

XLS Group in GeorgiaVIEW

Cross listed group of course sessions

Designation created by and unique to GeorgiaVIEW for courses that have been cross listed in Banner

[Center for Teaching & Learning](#)



The design of this Faculty Manual was borrowed from Vanderbilt University and used with permission.

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