Leadership Council Notes
19 November 2014

Present: Craig Kennedy, Ron Butchart, Andy Garber, Anne Marcotte, Janet Buckworth, Scott Ardoin, Stacey Neuharth-Pritchett, Brian Glaser, Jack Parish, Barbara Crawford, Rob Branch, Laura Bierema, Denise Spangler

Also present for specific items: Daniel Fowler, Aldon Knight, Jen Williams

**Web site development update**

Daniel Fowler presented data about web traffic to degree program pages in fall of 2013 and 2014. Overall, traffic to program pages is up by 88%, and traffic to admissions pages is up by 120%. Daniel is happy to send the full data set to anyone who wants it (dfo@uga.edu). Daniel will send out the slide presentation.

College Advancement is currently working with a company out of Atlanta called Content Science to improve the content on our web site to make it more useful to constituents. There will be feedback sessions in January in which faculty (subject matter experts) will provide feedback and input on the content of the degree program pages. Approximately 40 individuals will be invited to participate in these sessions. Department heads will be cc’d on invitation emails, which will go out soon to facilitate scheduling. Please encourage your faculty to respond quickly.

In the immediate future, Daniel will be meeting one-on-one with program faculty to ensure that admissions information is current and thorough. Changes will be made during these meetings with a goal of pages being updated at the end of these meetings. You will receive an email asking you to identify program faculty to participate in these meetings. Again, a timely reply is appreciated. Please identify as few people as possible from your department to participate in these meetings to minimize scheduling challenges.

Daniel’s team is also working with a company called fffunction from the United Kingdom that is working on the format and visual design of the web site. We anticipate having the web site fully redesigned and populated with updated content by March 1, 2015.

**Start thinking about who will be your departmental web liaison long-term.** This person will be the primary conduit between your department and Daniel’s team.

**COEfyi parameters**

Jen Williams reviewed the parameters for content on COEfyi. Anything COE-related is posted. UGA-related information is posted if it is directly relevant or involves COE faculty, staff, or students. Specific guidelines for posting announcements are at the top of the submission page. Information from Columns and ArchNews is repeated. Similar rules apply for digital signage.
Faculty Senate updates
Scott Ardoin updated the Council on the Faculty Senate’s deliberations about a grievance committee. Scott is meeting with Tim Kelley (attorney in Legal Affairs) in December and will provide additional information in December. It appears that there may be problems with establishing a college committee due to logistics.

Senate is working on administrator feedback surveys. Faculty and staff members will receive a link for their department head to prevent people from commenting on departments in which they do not reside. There was discussion about whether to include part-time faculty in the survey. The survey allows people to select N/A if they do not have input on a particular question. It is possible to send different links for full-time and part-time faculty. Department heads are asked to finalize their lists of faculty and staff and send to Scott ASAP as the survey is slated to go out after Thanksgiving.

Faculty Senate has also revised the surveys for associate deans, the dean, and offices that report to the dean’s office. These will go out in January as they need some additional review and revision.

The surveys will be done using Qualtrics. This will allow for the sending of reminders, but it does not allow the matching of responses to individuals.

UGA Experiential Learning Initiative
Experiential learning is one of the Provost’s giant steps initiatives. She wants every undergraduate student to have experiential learning (study abroad, internship, research experience, service learning) before graduating. It appears that 19 of our 20 programs have experiential learning built into the program already, so we are in good shape.

Section 508 compliance for online courses/materials
Section 508 pertains to standards for electronic information to make it accessible to all individuals, including those with disabilities. In our case, this pertains particularly to course materials and actual instruction in online courses. Please ensure that your faculty (including part-time instructors and graduate teaching assistants) are providing appropriate accommodations to students who need them and are including the appropriate accommodations statement in their syllabi. You will receive the information with links in an email, and it will be posted to COEfyi. Anne has a handout on how to present visual information in a way that is good for everyone and meets the 508 requirements. Lloyd Rieber has information on software that can closed-caption videos.

Links from Anne:
Http://wikiwiki.uga.edu/wag/index.php/Resources
DRC's checklist:  
http://drc.uga.edu/faculty/accessibility-checklist

Syllabus policy:  
http://www.curriculumsystems.uga.edu/policies/coursesyllabuspolicy.pdf

Information about uploading syllabi:  
http://syllabus.uga.edu/HelpStaff.pdf

Course evaluation updates
We have run into some challenges with course evaluations this semester due to the implementation of Banner/Athena. Shayla is manually uploading course data, and this should be done by the end of this week. Until this is resolved, there is a note on the course evaluation page telling users that the system is not yet ready. An announcement will be made when course evaluations are ready to go.

Important Dates

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>5 December</td>
<td>Names of PhD recruitment invitees due</td>
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<tr>
<td>17 December</td>
<td>COE holiday party, Hotel Indigo Rialto Room</td>
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<tr>
<td>23-24 January 2015</td>
<td>PhD recruitment weekend</td>
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COE Leadership Council Meetings: 2:00–3:00 pm, Wednesdays, G23 Aderhold

<table>
<thead>
<tr>
<th>2014</th>
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<td>17 December</td>
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