Minutes  
COE Leadership Council Meeting  
16 December 2015

Present: Craig Kennedy, Rob Branch, Scott Ardoin, Stacey Neuharth-Pritchett, Jack Parish, Karl Newell, Janet Buckworth, Laura Bierema, Elizabeth Gaughf, Ralph Knapp, Cindy Vail, Anne Marcotte, Andy Garber, Jen Williams, Brian Glaser, Kathleen deMarrais, Denise Spangler

**Faculty Senate Updates**

Scott Ardoin reported that he has sent department heads and associate deans a request for information related to the administrator feedback process. Please respond to Scott promptly so that feedback forms can be developed.

The Senate is requesting a list of graduate assistants, their email addresses, the hours and nature of their assistantship (GRA, GTA, GA) in order to conduct a survey during spring semester.

Scott distributed a handout from the faculty evaluation committee of the Senate. The purpose of the committee was to look at the materials that are being considered as part of faculty evaluations. The handout summarizes the recommendations from the committee. Senators can answer questions. As a point of clarification, “peer evaluation” on the handout refers to peer evaluation of teaching, not peer engagement in the evaluation process.

Department Heads will receive an email listing committee vacancies at the university and college level and asking for nominees. Please get nominations to Scott quickly as university deadlines are coming up in February.

**College Research Scholar Awards**

Denise Spangler distributed the documentation for the new College Research Scholar Award, a highly competitive doctoral assistantship to be awarded to one student from each department attending the graduate recruitment weekend who shows exceptional promise as a scholar.

**Diversity, Equity, Inclusion Dialogues**

Dean Kennedy noted that Raye Rawls and Lori Tiller from the Fanning Institute will facilitate dialogues on diversity, equity and inclusion in our college. The goal of the dialogues is to make a recommendation about an organizational structure for equity and inclusion in the college so that we can keep these concerns front and center in our activities. There will be 2 focus groups on 12 and 29 February. All faculty, staff, and students are welcome to participate, but registration is required so as to keep the size manageable. There will be a town hall meeting on 25 March that will accommodate all who wish to attend. There will be pre-meetings of 5 students, 5 staff, and 5 faculty to participate in the development of questions for the focus groups and town hall. For details about dates and times see http://fyi.coe.uga.edu/2015/12/08/message-from-the-dean-diversity-equity-and-inclusion-discussions-for-spring/.

**EduDawg’s New Home**

EduDawg will be moving to the first floor outside the sliding doors where he will be more
accessible to people for photos, including on game day. He will be sheltered under the stairs (where the bike racks were).

**Elements**
When we return in January there will be workshops to assist faculty with completing their activity reports in Elements, and OIT staff assigned to units are ready to provide individual assistance. The system does now offer an option to enter publications that are in review or in press. Faculty should be sure to identify peer-reviewed publications with a tag/label. The reports generated by Elements (called an Elements Activity Summary) are much cleaner than those generated by the FAR system. It is recommended that each faculty member generate his/her own Elements Activity Summary (go to the Profile and CV tab and the CV and Reports link, and select UGA Elements Activity Summary), proofread it, make necessary changes in Elements, generate a new report, and submit to the department head.

**Faculty Performance Evaluations**
The university has clarified expectations that every faculty member will receive a performance evaluation every year, and that evaluation will contain ratings of exceeds/meets/does not meet expectations for every area of budgeted time as well as an overall rating. This is not a new expectation in COE as we have been doing annual evaluations and ratings in areas of budgeted time for many years. The only thing that is new for the COE is the overall rating. See [http://provost.uga.edu/index.php/policies.academic-affairs-policy-manual/1-06-evaluation](http://provost.uga.edu/index.php/policies.academic-affairs-policy-manual/1-06-evaluation) for the revised policy.

In January the dean’s office will share with department heads and Faculty Senate a draft of a document that specifies the actions to be taken if a faculty member fails to meet expectations 2 years in a row. We will refine the document collaboratively during spring semester.

In addition, at the recommendation of Faculty Senate, we will discuss the implementation of 10% service time for faculty.

**Course Cancelation Deadline**
Monday, January 4 is the deadline for canceling low enrollment courses. Send exception requests to Laura Bierema.

**New Online Learning Web Site**
The Office of Online Learning is rolling out a redesign of the online learning web site mid-January. Laura will send the URL. Please ask program coordinators for online programs to look at the new site to check for errors and omissions.