COE Leadership Council Meeting Minutes—September 27, 2017

Members in Attendance: Craig Kennedy, Cynthia Vail, Brian Glaser, Ralph Knapp, Andrew Garber, Melanie Peiper, Denise Spangler, Nancy Butler, Jen Williams, Cynthia Dillard, Anne Marcotte, Janet Buckworth, Jim Garrett, Roger Hill, Stacey Neuharth-Pritchett, Ellen Evans

Update on Mandated Reporting: Stacey Neuharth-Pritchett reminded department heads to communicate the need to use the revised Mandatory Reporting protocol (distributed in September). This protocol is employed in schools and other field placement settings where the organization has its own protocol in place for reporting that is consistent with Georgia law. In these settings, the step to call the UGA police and DFACS is not necessary. Students and faculty in these settings should follow the steps outlined in the section “Reporting Requirements for Students.”

Faculty Senate Update: Jim Garrett presented an update from the first Faculty Senate meeting of the year. He noted the group is getting started and had a productive meeting. The senate focused on agenda setting processes, the role of Faculty Senate as decision makers, and what issues the senate should address in the upcoming year. The Faculty Senate began discussions on course evaluations. The senate noted course evaluations are not implemented consistently across departments. The senate discussed the nature of the problem and how data are used in the college. Faculty will report back departmental findings at the next meeting. Dr. Garrett noted past Faculty Senate meeting minutes from April 2008 were found that document course evaluation processes, the content of the evaluation, and the Faculty Senate’s role in establishing the process for evaluation. He noted these files contained wonderful language around uses of these data and suggestions for additional ways department can assess instructional contributions of faculty. He will share this historical record with the senate.

Course Evaluations: Neuharth-Pritchett presented two concerns about the current process for the course evaluations and proposed direction for the Fall 2017 semester. Given an aging software package with which the course evaluations are distributed as well as that software’s compatibility with the university’s two-step security authentication system, the suggestion was made to only assess the courses that are part of the faculty member’s instructional lead (and any other courses faculty would like to assess) during this fall’s round of course evaluations. She referenced a report that was shared with the faculty senate where faculty members do not enable all evaluations for every course taught. For example, independent study, thesis, and dissertation courses are rarely enabled by faculty within the course evaluation system. The Office of Academic Programs will share a roster of courses with department heads to identify which courses should be set up for evaluations this semester. This Fall 2017 process will also save a great deal of staff time in the set up and processing of evaluations that are not typically assessed. Some discussion also occurred around the role of faculty senate in developing procedures for when evaluation windows occur as well as automatic distribution of course evaluations each semester. A brief discussion on the benefits of the use of Qualtrics occurred. Members also noted
the importance of educating students about how these data are used, that the university is considering a common system, and the timeline window for each semester’s data collection.

Cancelled Class Periods: Dean Kennedy reminded department heads that given Hurricane Irma-related missed class sessions on September 11, 12 and the early morning of September 13, departments should inform faculty and other teaching staff the content of those missing course sessions needs to be made up. SACSCOC regulations require a specific number of contact minutes for courses. He encouraged a variety of approaches such as additional class time, assignments, or other creative strategies to share the content that was missed during those sessions.

PhD Recruitment Weekend: Ellen Evans reported on her and Anneliese Singh’s planning for the event that will occur on Saturday, January 27. Department heads should work with the faculty and Graduate Coordinators to identify qualified students and submit those nominations to Associate Dean Evans’ office by December 6. Three nominations per department are requested. Department Heads noted the event has been well organized in the past and fostered ability to attract outstanding students. Sessions for this year will extend longer into the afternoon.

Dean Kennedy adjourned the meeting at 2:23.