Minutes
COE Leadership Council Meeting
25 October 2017
G23 Aderhold, 2:00 – 3:00 pm

Present: Craig Kennedy, Ellen Evans, Anneliese Singh, Stacey Neuharth-Pritchett, Andy Garber, Jim Garrett, Rob Branch, Kathleen deMarrais, Janet Buckworth, Roger Hill, Scott Ardoin, Brian Glaser, Cindy Vail, Cynthia Dillard, Jen Williams, Nancy Butler, Ralph Knapp, Denise Spangler

Faculty Senate Update
Jim Garrett reported that the Faculty Senate discussed course evaluations at its most recent meeting. The Faculty Senate Steering Committee will come up with a proposal regarding the administration of course evaluations (window timing, length of window, process for adding questions, etc.) and give it to Senators to share with departments for review. The Senate suggested that unit administrators should address situations in which individual faculty are not following policies.

The Senate also addressed minimum course enrollments, which has been a point of ongoing disagreement. The Senate would like to engage in the shared decision-making process in which 3 members of the Senate and 3 members of the Leadership Council form a committee to discuss the issue and bring a consensus recommendation to the Senate and the Leadership Council.

Stacey Neuharth-Pritchett reported that over the last 6 semesters (including summer) there have been 551 “taught” courses (excluding dissertation hours, research hours, some practica, independent studies, assistantship classes [9005], etc.) at the 8000 and 9000 level. Over those 6 semesters 85 courses ran with 8 or fewer students. Reasons for these courses running below the minimum threshold included: (1) a faculty member teaching 1-2 students in an independent study type course not as a part of the faculty member’s budgeted time, (2) offering a doctoral level option of a course primarily designed for master’s students, (3) practicum courses for programs at the Gwinnett and Griffin campuses with limited cohort size, (4) first courses taught by new faculty members, (5) highly specialized research methodology courses that complete program of study requirements for graduation, and (6) supervision courses that have a defined number of doctoral students with skills needed to conduct supervision in APA programs for psychologists. In some cases, a faculty member teaching an under-enrolled doctoral course was also teaching a high-enrollment undergraduate or master’s level course. Only 3 courses were canceled over 6 semesters for having fewer than 8 students. These 3 courses represent only courses that were brought to the attention of the Associate Dean for Academic Programs; department heads have in some cases canceled low enrollment courses without asking for consideration from the Associate Dean, and these numbers are not reflected in the data collected at the college level.

Some Department Heads reported that they feel that they have gotten exceptions to the minimum enrollment when needed and for good reason. On the whole, they do not perceive a problem with minimum enrollment numbers. From the perspective of previous Faculty Senate President, Scott
Ardoin noted that faculty only know what has happened in their own cases or maybe their program or department, but they do not have a sense of the degree to which this is an issue at the college level, so sharing data more broadly would be helpful.

Jim Garrett suggested that the grounds on which exceptions are made should be public so that faculty are assured that they are being treated equitably. The opportunity to teach a large enrollment undergraduate course is not uniformly available to all faculty members in all departments. A definition of what constitutes a “heavily enrolled” course is unclear. Department heads noted that what constitutes a “large” enrollment varies by delivery mechanism (online, face-to-face) and the nature of the course (lecture, practicum).

Dean Kennedy asked department heads to share the data provided by Stacey with faculty and discuss exceptions that have been made within their units. At the November Leadership Council meeting we will discuss faculty reaction to the data and policy. Stacey will provide department heads with data for their units and with a list of reasons that exceptions have been made.

**DEI Graduate Certificate**
Anneliese Singh reminded everyone that the college offers a Graduate Certificate Program in Diversity, Equity, and Inclusion that has been newly revitalized. The program consists of 1 core course (available fall and spring) and 4 electives; there is wide latitude for students to identify relevant electives. Anneliese will be meeting with Graduate Coordinators, and formal recruitment materials will be forthcoming from the Communications Office. Please encourage students to consider how this certificate might fit with their programs of study and career goals. A skeleton web site is available now: [https://coe.uga.edu/academics/non-degree/certificates/diversity-equity-inclusion](https://coe.uga.edu/academics/non-degree/certificates/diversity-equity-inclusion)

**Service Time**
The Office of Faculty and Staff Services will be holding discussion sessions on service time to help faculty understand the complexity of the issues and to get broad input on ways to define and allocate service time. Two sessions are scheduled for next week in Aderhold Hall. An additional session will be scheduled in Rivers Crossing with more sessions added if there is demand.

**Requesting Communication Materials and the Office of Communication’s Process**
Jen Williams distributed a handout about the services that the COE Communications Office provides, ranging from COEfyi to digital signage to social media posts and more. The handout includes tips for success to ensure a timely response to requests and the highest quality products. In particular, the Communications Office needs sufficient lead time to get everything together and to the printer in time. In order to be efficient, the Communications Office will not begin work on a project until all content, photos, and logos are in hand. Formal publications need to be professionally printed and not produced on a copy machine, which will require a budget. All photos need to be high resolution to ensure print quality.