1. **Attendance:** The following individuals were in attendance at the November 2016 meeting.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>President(s)/Ex-Officio</td>
<td>Ellen Evans; Scott Ardoin; Dean Craig Kennedy</td>
</tr>
<tr>
<td>SRG President</td>
<td>Ashley Faris</td>
</tr>
<tr>
<td>CHDS</td>
<td>Bernadette Heckman, Doug Kleiber*</td>
</tr>
<tr>
<td>CIS</td>
<td>Janette Hill; Roger Hill</td>
</tr>
<tr>
<td>CSSE</td>
<td>Bethany Hamilton-Jones; Rebecca Lieberman-Betz</td>
</tr>
<tr>
<td>EPSY</td>
<td>Ashley Harrison; Laine Bradshaw</td>
</tr>
<tr>
<td>ETAP</td>
<td>Jim Garrett; Kathy Thompson</td>
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<tr>
<td>KINS</td>
<td>Thomas Baker; Chris Mojock</td>
</tr>
<tr>
<td>LEAP</td>
<td>Andrew Gitlin; Wendy Ruona</td>
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<tr>
<td>LLED</td>
<td>Victoria Hasko*; Amy Heath</td>
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<tr>
<td>MSE</td>
<td>Julie Luft*; Ryan Smith</td>
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</tbody>
</table>

*Indicates proxy for Merrily Dunn (CHDS), David Jackson (MSE), Misha Cahnmann-Taylor

2. **18OCT16 Faculty Senate Meeting Minutes:** A motion to pass the previous meeting minutes of 18OCT16 was made by Julie Luft, seconded and passed.

3. **Conversation with Dean Kennedy:**
   A. Faculty Performance Initiative (FPI) Summary
      - Dean Kennedy reported that the FPI has been tabled in order to allow further discussions as COE colleagues were having reservations. He stated three primary reasons for the FPI:
        1. Reinforce our annual evaluation process which is well established in the COE but not across all colleges at UGA.
        2. Introduce the need to have service built into our EFT allocation as service is an important part of our faculty work which aligns us with peer and aspirant institutions.
        3. Prepare faculty for Post Tenure Review (PTR) in a proactive developmental and concerned manner by offering corrective action earlier in this process. He noted that not all institutions have a PTR process and some believe it is not effective (i.e. 99% reviews are positive).
      - It was also stated that until the PTR system at central campus was updated and finalized, it also made sense for the COE to wait to move forward on our FPI.
      - Andrew Gitlin stated that we may need to address our annual evaluation process as he believes that we have a very limited view.
      - Julie Luft offered the perspective that UGA/COE doesn't take a long view of annual performance as research is often cyclic and we need to consider examining performance over several years similar to other institutions which use a rolling 3-year average.
Andrew Gitlin offered that placing the evaluation cycle over several years allows faculty to take risks such as writing multiple grants rather than thinking about writing one grant and a short article which may not be what’s in the best interest of COE. Dean Kennedy agreed with this perspective.

Jim Garrett made the point that because annual evaluations also inform annual merit a cyclic review would need to aligned with the merit system.

Thomas Baker stated that the annual merit has some subjectivity.

Ellen Evans interjected that every department is different in their annual review processes. Dean Kennedy confirmed that he allows differing processes to a degree.

Dean Kennedy also stated that raises are tied to both chance and productivity as it depends on the legislature. Dean Kennedy would prefer to have the opportunity to give a 3% annual raise but this is not always possible.

B. Minimum Enrollment 8000-Level Courses [linked 5-yr bachelors-masters programs]

This topic was set up with this question: Can we re-explore the minimum enrollments of 8000 and 9000 courses so we can better meet the initiative and be in line with the rest of the university? The Graduate Coordinators on Faculty Senate recognize that there are initiatives in place to increase both the quantity and quality of graduate students at all levels; not just doctoral students. The core issue is that our ratio of doctoral students to faculty is higher than preferred as the perception is that it reduces mentorship/training effectiveness.

Dean Kennedy confirmed that UGA wants to increase the number of graduate students on campus. We have the same selectivity but we do have a higher faculty-student ratio than peer and aspirant institutions. A primary goal is to increase graduate enrollments (masters and doctoral level) which will increase support for PhD students as stipends will be more competitive.

Dean Kennedy also reported that enrollment in the College has decreased 2-3% per year for the past 8 years with the biggest losses being within teacher education at the undergraduate level. Our credit hour production (CHP; 3 year rolling average) has also been declining systematically. When the minimum enrollment policy was enacted in 2013, CHP increased. Moreover, this is the first year since 2009 that we had 3 years of positive growth. Thus, the Dean is hesitant to change the enrollment policy with this current growth.

Janette Hill commented that no one wanted to change the minimum enrollments for the master’s level courses. Rather, we want a top-notch research experience for PhD students. If the increase in CHP is not coming from our PhD programs, it must be the master’s or undergraduate programs.

Janette Hill further commented that that the university minimum enrollment policy is 10 for undergraduate courses and 5 for graduate courses. University Council made this determination based on what is best for the university.

Dean Kennedy indicated that he based his decisions on the average of minimum enrollments for peer and aspirant institutions. His logic was that a decreased enrollment in doctoral courses would decrease CHP because more faculty will be teaching smaller classes. He might be willing to offset enrollments at the graduate level: increase minimum for master’s courses from 10 to 12 and decrease doctoral course enrollments from 8 to 6. It should be appreciated that doctoral programs cost the university money; masters programs typically generate funds. Finding a balance is critical.

Andrew Gitlin indicated that there is a lot of variability in CHP by faculty members and asked if a faculty member teaches a course with a higher load, would the Dean’s office be willing to reduce enrollment requirements on another course. Ellen
Evans commented that this can be accomplished at the departmental level in some units.

- Jim Garrett stated that further conversations need to occur regarding graduate course minimum enrollments with Graduate Coordinators and Department Heads.
- Dean Kennedy segued the conversation on enrollments into what he indicated was a giant step forward: A linked ~ 5-yr bachelors and masters degree program.
  - This is a new trend in higher education coming partially because of the fact that so many undergraduates enter college with much college credit.
  - In Georgia, these students can use HOPE dollars for graduate courses.
  - The Graduate school has not historically allowed undergrads to take graduate courses, but this will be changing.
  - Many types of linked programs will be available, with some cross-cutting disciplines. Undergraduate advisers would be knowledgeable about the degree programs.
  - It was asked when this would roll out? Dean Kennedy indicated possibly as early as Fall 2017 and these linked programs may not have to go through the conventional committee process because the degree programs already exist. It would just be changing the sequence of courses.
  - It was stated from the floor that getting a master’s degree at the same time as the bachelor’s degree may be a challenge for many students as they lack the emotional maturity and the reflective disposition for this accelerated program.

C. Fiscal Health of the COE

- Dean Kennedy began with an overview regarding the COE budget components: 1) state dollars (primary driven by CHP) and 2) foundation (grants, gifts and other entrepreneurial activities).
- If our state budget goes up, it is generally because of CHP. Although our state budget was reduced during the recession, it has been recovering in the past 3 years.
- Our faculty size has remained relatively stable as we have had few retirements. Notably, 2 retirements can fund ~ 3 new faculty. Also, every faculty line that increases, grad assistants and part-time faculty decrease. The challenge is to find the balance between faculty, Additional Instructional Support (AIS; part-time instructors), and graduate students and to optimize both the number of faculty lines and the support of doctoral students.
- Here in Georgia, our state budget is ~25%. We are fortunate as many other universities have fallen to 6-8% for their state support.
- Here in COE, the foundation category with respect to grants funding is down because the Georgia Center for Assessment income has decreased but other sources of grant dollars have recently increased.
- In the foundation category regarding development, Dean Kennedy commented that there has been an increased effort towards development. Relatively speaking, we have a small development office; however, we have increased annual giving by 33% recently and also experienced a 40% increase the year before. Giving supports many aspects of our mission including undergraduate needs-based stipends, graduate assistantships and faculty chairs to name a few. Overall giving is up for the college which is the same for the university.

D. Other Topics: None were introduced as we were out of time.
4. **Communications Update:** Ellen communicated via email with continued updates from last meeting regarding communications with respect to archived files, “live” active files and the website to arrive at a consensus which was achieved.
   A. Archived Information = S:Drive (Evans and Ardoin Read/Write; Others Read Only)
   B. Working “Live” Information = OneDrive (all Added) & Basecamp
   C. Website Update
      1. Public Link: https://coe.uga.edu/about
      2. Intranet Link: https://coe.uga.edu/intranet (a work in progress)
      3. Working with Daniel to reorganize the link

5. **Manual of Procedures (MOP) Clean-Up Progress and Plan:** Not discussed due to lack of time.

6. **New Business: Comments, Questions, Concerns?** Not discussed due to lack of time.

7. **Meeting Adjourned:** The meeting was adjourned rapidly due to end of meeting time.