UNA Shared Governance

Shared Governance Executive Committee

Meeting Minutes

Monday, January 23, 2012

Chair Richard Statom called the Shared Governance Executive Committee (SGEC) meeting to order on January 23, 2012, at 3:30 p. m. in the Board Room. Attendees were: Larry Adams, Uchenna (Ralph) Akalonu, Kevin Jacques, Ethan Humphres, Sandee Loew, Brad Peeden, David Shields, Richard Statom, John Thornell, Darlene Townsend, and Brenda Webb. A quorum was present.

The agenda and minutes were approved as presented.

*Report from the Chair*

Richard Statom reported:

1. Early Scholars Program.The proposal from the Early Scholars Committee to revise the UNA Early Scholars Programwas approved by the Academic and Student Affairs Committee (ASA), Faculty Senate, Staff Senate, and the Student Government Association (SGA) by 12/8/2011. *The UNA Board of Trustees approved the proposal on 12-12-2011.*

2.Exam Relief for Students. The Council of Academic Deans proposed to examine and consider formalizing the existing “unwritten policy” of allowing students with three final exams on the same day to request rescheduling of one exam. The proposal allows students to make such a request to the Dean. *This proposal was sent to the ASA Committee on 11/8/2011. The ASA recommended that this policy be formalized and it has been tasked with proposing possible language for consideration.*

3. Reporting the Last Date of Attendance (LDA) of Students Who Fail to Receive a Passing Grade. Ben Baker, Director of Student Financial Services, documented the need for faculty to report the last day of attendance for students who fail to receive a passing grade. *Language addressing part of this issue exists in the Faculty Handbook in Section 5.2. The Faculty Senate is working on revisions of Section 5.2 to incorporate this proposal and address outdated procedures and requirements.*

4. Protocol for External Faculty/Staff Searches. The proposal was approved by the Faculty Senate, Shared Governance Executive Committee and the Executive Council. *This item was sent to the Faculty Senate Faculty Affairs Committee for incorporation into the Faculty Handbook. This document will be forwarded directly to the VPAA’s office.*

5. Transient Enrollment Policy. The Council of Academic Deans proposed a revision to the Transient Enrollment Policy. *This proposal was sent to the Academic and Student Affairs Committee on 11/8/2011; it was approved by the ASA Committee on 11/29/2011.*

*Unfinished Business*

There was no unfinished business.

*New Business*

1. Teaching Abroad Proposal**.** A proposal from the IPO Committee to develop a policy for faculty who teach courses abroad courses was deemed by the Council of Deans as worthy of campus review. The SGEC noted:

a) The payment for teaching courses with less than 10 students enrolled differs from the established protocol (item #6);

b) Language is needed to avoid double-dipping issues; and

c) There needs to be clarification of faculty responsibilities.

*The SGEC voted to forward the proposal to the Faculty Senate because the proposal involves faculty only.*

1. Modification of Residency Requirements for Graduation**.** The proposal from the VPAA to modify the Academic Procedures and Requirements section of the Student Handbook to change the current residency requirements for graduation from a specific number of course hours to a percentage. *This proposal was forwarded to the ASA committee.*

*Comments from Constituent Representatives*

1. SGA

 No report

1. Staff and/or Staff Senate President

 No report

1. Faculty and/or Faculty Senate President

 No report: The Faculty Senate will meet during the week of January 30.

1. Administration

A Focus Report addressing six areas was submitted to the Off-Site SACS Committee. The Quality Enhancement Plan (QEP) was submitted to the SACS Committee as well.

*Adjournment*

By consensus of the committee, the Chair adjourned the meeting.

Respectfully submitted,

Brenda H. Webb 02-06-2012