

**Proposal to Establish the Department of Professional Learning and Innovation  
College of Education  
Chair: Dr. Warren Hope  
Dean: Dr. Joe Peters**

Office of the Provost and Vice President for Academic Affairs  
Procedure to Establish, Restructure or Rename an Academic Unit (November 20, 2015)

In order for Georgia College to advance its institutional mission there may be a need to establish, restructure or rename an academic unit. An academic unit is defined as a program, department, school, or college. The process of establishing, restructuring or renaming an academic unit shall include a series of steps. The first step focuses on encouraging a conversation between the faculty, dean and provost about the proposed unit. Following that, information is provided about developing a formal request. The concluding steps, include a number of reviews that lead to a final recommendation to the President. Specifically,

Step I: The faculty, department chair(s), college Dean(s) and Provost discuss the establishment/restructuring/renaming of an academic unit, identifying the viability and rationale.

**The faculty decided to establish two departments in the College of Education prior to the arrival of the dean in January of 2015. This information was provided to the dean by the Purpose and Direction Committee (dean's advisory committee) upon his arrival.**

Step II: Following these conversations, the Provost decides if the establishment/restructuring/ renaming of an academic unit is appropriate. The Provost then authorizes the development of a formal request.

**The dean discussed this with Provost Brown at his direct report meeting on December 3, 2015. It was approved by Provost Brown to proceed with this restructuring request.**

Step III: Following this approval, the proposer(s) of the academic unit prepares a request for consideration by university governance. If the request is to rename, then a rationale would suffice. In all other cases, the request shall include the rationale for the establishment/restructuring or renaming of the academic unit, existing and additional resources needed, as well as source(s) of funding. The request shall address the following:

5. Significance: How does the proposed change positively contribute to the overall mission of the institution? Does the proposed unit duplicate other units?

**The creation of a Department of Professional Learning and Innovation contributes to the mission of Georgia College by providing administrative support for faculty, programs, and students. When we**

**operated through a system of program coordinators without departments, many critical messages were not received and we did not have proper representation on the Chair's Council and other university forums.**

**The Professional Learning and Innovation Department does not duplicate other Georgia College departments. It will house the educational leadership programs (EDEL courses), the library media/IT programs (EDIT courses), the Curriculum and Instruction program (EDCI courses), (the reading/literacy programs (EDRD & EDSL courses), the foundations of education faculty (EDFS foundations courses EDFS 6149, EDFS6224, EDFS6225, EDFS6226, EDFS6231, EDFS6233, EDFS 6598 Special Topics in Education. EDFS 6598 is used in Foundations and Secondary, and EDFS7135), the Specialist in Teacher Leadership program (EDTL courses). It will also be the proposed department for the Ed.D when it is established.**

6. Excellence: How does the proposed change contribute to academic excellence? How is quality met within the proposed academic unit?

**Given that the College of Education was being administered solely by the Dean and program coordinators who did not have any administrative authority, the creation of this department provides an administrative structure consistent with the rest of Georgia College. It allows the Chair to provide the leadership needed in his department which will lead to better management and academic excellence. It also provides a more robust system of checks and balances.**

7. Student Service: How well does the proposed unit meet the needs of the undergraduate and/or graduate students? How about future demand?

**With the addition of this Department and Chair, along with the Department of Professional Learning and Innovation and that Chair, there is a better structure in place for meeting the needs of students. There can be a more comprehensive system of course scheduling, admissions, and working with students on appeals and other matters. There will also be more consistent faculty mentoring and efforts to increase scholarly activity.**

8. Cost: Is the proposed unit cost effective? How will these costs be funded? What role does centrality to the mission play if the proposed unit is not cost effective?

In developing the request, the following issues should be considered:

5. Resource Allocation (budget, space, support services).

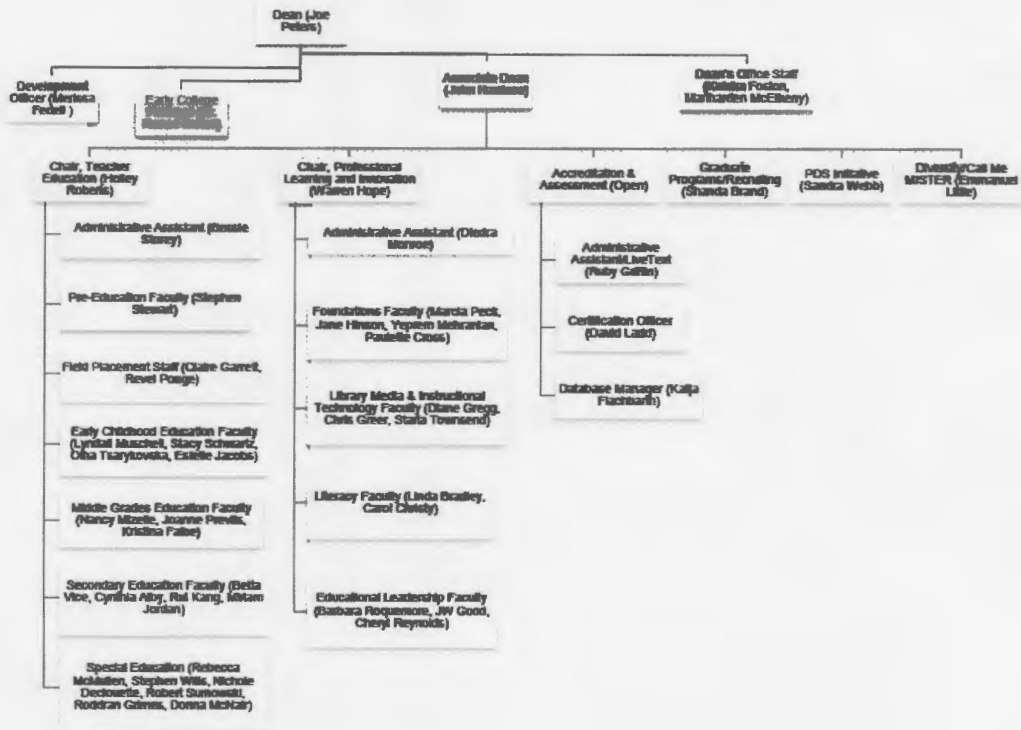
The resources are already budgeted to provide for the department and department chair. The space is already allocated in Kirkpatrick Hall. This Department is primarily located on the first floor.

- Governance (participation in the university governance system).

The chairs have been included in the Chair's Council. We have already begun to provide college and university committee support with equal representation from each department.

- Faculty and Staff (instructional/administrative).

Please see the organizational chart below.



- Timeframe.

This will be effective immediately upon provost approval. We have been operating under the two department system since the dean's arrival in 2015.

Step IV: The request is submitted to the Provost who may request revisions. The Provost submits the request for review to the Executive Committee of the University Senate.

Step V: The request is reviewed by the University Senate. If recommended, it is forwarded to the Provost.

Step VI: The request is reviewed by the Provost. If recommended, it is forwarded to the University President.

Step VII: The University President reviews the request and makes the final decision.

Step VIII: The Office of the Provost announces the final decision to the university.