

## USGFC Meeting Minutes – September 14<sup>th</sup>, 2013

- I. Meeting was called to order by Doug Moodie at 10:02 am.
- II. Introductions – all present introduced themselves and indicated which institution they represent. Douglas Moodie (Kennesaw State University) introduced Humayun Zafar (Kennesaw State University) as the makeshift meeting minutes recorder. Timothy Brown (Georgia Perimeter College) talked about use of an electronic forum for maintain institutional memory.
- III. Dr. Richard Carvajal, President of Bainbridge State College thanked the USGFC for their work, who in turn was thanked by the USGFC for being allowed to use the facilities without being charged.
- IV. Douglas Moodie talked about the use of USGFC for a lot more than what has been the case in the past. Douglas Moodie mentioned how Dr. Davis told him that the USGFC needs to push down information to faculty, since at times President's have not done so. New elected positions would need to be created. We would need to have an official vote once new positions are set, and by-laws would need to be modified. A recommendation about creation of sub-committees to address this issue was made.
- V. Skype call with Dr. Houston Davis – Executive Vice Chancellor for the USG at 10:20 am
  - A. Dr. Davis presented the topic areas that were a part of the agenda:

1. Online Teaching Issues – Dr. Davis stressed on the importance of quality control for MOOCs. He stated that focus should not necessarily be on what MOOCs are but what they need to be. There are numerous issues: ID management (not just knowing who a participant is, but where he/she is), and difficulty in assessing learning objectives. Dr. Davis stated that he shares the same concerns that faculty does. He mentioned D2L's latest announcement about MOOC like tools in an appropriate setting. D2L's current contract with the USG does not allow for enrolment of out of state students in a MOOC. Dr. Davis stated that D2L is going to be approached about this issue. William Griffiths IV (Southern Polytechnic State University) asked why we could not use credit by exams (e.g. challenge exams). Dr. Davis replied that a group will be formed to look at various MOOC models. There is not just an academic component but also a fiscal one. Therefore, the group will include an even split of administrators and academics. Dr. Davis also talked about formation of a consortium that will look into addressing all of these issues. The consortium will include mostly academics. A MOOC forum will also be set up, and it will include 2-3 representatives from each institution.

Dr. Davis then addressed the conversation at Kennesaw State University about certifying instructors without having to go through QM course certification. Dr. Davis stated that this issue is better left for the institutions to resolve. He would like to focus on broader conversations about online learning, hybrid courses etc.

2. Consolidated Institutions – Dr. Davis stated that he cannot say that future consolidations will or will not happen. A lot of lessons have been learned from the previous consolidation. Looking at the books, administrative savings have occurred. This has resulted in some FTE issues being resolved. He mentioned that it is not about saving money for saving money sake. Funds that were saved were left for institutions and were not given back to the State. Other lessons learned include: importance of addressing system and department level differences between two institutions before and after consolidation. Good housekeeping for SACS was the right thing to do. Future consolidations will include transitional executives. Future consolidations will also address potential P&T issues. Dr. Davis stated that people should not feel that the rules were changed on them. Mark Spraker (University of North Georgia), Jean Pawl (Georgia Regents University), and Kirby Swenson (Middle Georgia State College) expressed concerns that people at their respective institutions were not grandfathered in. Dr. Davis asked them (and everyone) to send him specific information (at [Houston.davis@usg.edu](mailto:Houston.davis@usg.edu)) and he will look into it.

Carl Wege (CCG) asked about Domestic Partner benefits (not part of the agenda). Dr. Davis said that we follow State law. Active conversations are going on about this issue. The Board is trying to work within the space that is available to see what options are available.

3. System versus Institution Goals – Dr. Davis said that this issue came about when State Colleges started shedding Associate degrees, and moving toward Bachelor degrees. Some have even started offering Masters degrees. He stated that institutional aspirations are not going to be discouraged, but there is a firm commitment to access (such as costs to students). The Board is going to put procedures in the handbook to provide institutions wanting to move up a tier a series of steps to follow. Moving up a tier involves a complex assortment of not just degrees and/or programs but also facilities, funding etc. Brian Schwartz (Columbus State University) asked if new funding formulas would be implemented. Dr. Davis said that that will happen, and the new formulas will not be based purely on enrolment. They will focus on programs, retention and graduation rates, and fund raising (if applicable). State Colleges need to be awarded for successful transfers, which is currently not the case. Basically the different tiers will have varying reward structures.

4. Salary compression – Dr. Davis stated that a 1% increase for all state of Georgia employees would cost \$140 million. Healthcare costs are projected to be 120% of where they were a few years ago. This will rise dramatically. Institutions have addressed some equity issues. USG is being proactive about rising healthcare costs by looking at various providers. Dr. Davis also mentioned that there may be a need to think creatively about workload issues. High course loads such as 5/5 and 7/7 (with overloads) are not a recipe for quality, and are a problem.

5. State Funding - Dr. Davis stated that it would be a good thing if the USGFC presented an annual report. This would result in a constant channel of communication. Dr. Davis also stated that he was surprised that after joining the USG that seven years ago the state/tuition funding rates were 75%/25%. Right now it is about 50%/50%. We are not going back to 75%/25%. 60%/40% maybe possible but that is not a guarantee. They also need to look at the percentage that contributes toward administrative costs.

6. Status of Past USGFC resolutions (including 10 month to 12 month pay issue) – Dr. Davis said that he will look into this.

7. Financial Help for USGFC from USG – Dr. Davis stated that future meetings will be supported by the USG (\$500 for each meeting in Fall and Spring to cover lunch costs). VPAAAs will be contacted to ensure that there is support for mileage and accommodations.

8. Quality assurance of teaching – A question was raised about the best way to evaluate learning. Dr. Davis proposed that there should be a summit around the topic. He referred to a link with the Complete College Georgia (CCG) initiative, which may lend itself to conversations about evaluation of teaching. The Faculty Advisory Council (FAC) needs to provide leadership on this issue.

B. Dr. Davis then opened up the floor for questions from the group

Question 1 – Is ADP going away?

Answer – Other tools are being looked at. This does not mean that ADP is going away.

Question 2 – Are there any updates on the gun debate?

Answer – Existing State law has the support of the Board. The Board would like to focus on appropriations that contribute toward salary raises instead of focusing on this issue unnecessarily. However, they are willing to do so if needed.

Question 3 – Will the upcoming D2L upgrade include the analytics package?

Answer – They are currently negotiating price. Some institutions are willing to pay themselves. A comment about poor system level support was raised. Dr. Davis said that anyone with specific issues about this should contact him directly via email.

Question 4 – Are programs with single digit enrolments in danger of being shut down?

Answer – They are taking a good hard look across all institutions that have programs with low enrolments. However, a single digit enrolment itself does not mean an immediate shutting down of the program. That is where the conversation starts. There is also a focus on ensuring that low producing programs at an institution do not result in other programs being approved at that institution.

- VI. Meeting minutes from April 20th, 2013 meeting were presented for approval – meeting minutes were unanimously approved (moved by Humayun Zafar and seconded by Jean Pawl)
- VII. Break-out groups for lunch discussion – There were four break-out groups for lunch:  
Group 1 – discussion of expansion of USGFC – executive committee/officers, by-laws/tiers, and annual report.
- The meeting voted on and passed resolution that the officers of USCFG be increase to include past chair, secretary, and webmaster.
- Group 2 – discussion about declining summer enrollments.  
Group 3 – discussion about evaluation of teaching.  
Group-4 – discussion about consolidations
- VIII. Resolution
- a. Resolution related to summer enrolment:
1. The USGFC asks the system office to encourage individual campuses to research the issue of declining summer enrolment and propose solutions with the goal of increasing RPGs, overall summer revenue, and facility utilization by improving access to part-time summer enrolments. We feel strongly that this aligns with CCG. Proposed solutions might include experimenting with fee structures, financial aid and academic advising, and strategic course scheduling.
- IX. Meeting adjourned at 2:45 pm.

## Attendees

<b>Institution</b>	<b>Name</b>
Abraham Baldwin Agricultural College	Chrissy Dent
Albany State University	
Armstrong Atlantic State University	Bill Baird
Atlanta Metropolitan College	
Bainbridge State College	Tatyana Pashnyak
Clayton State University	
College of Coastal Georgia	Barbara Musolf
Columbus State University	Carl Wege
Dalton State College	Brian Schwartz
Darton State College	Michelle Miller
East Georgia State College	Bob Marsh
Fort Valley State University	
Georgia College & State University	Susan Steele
Georgia Gwinnett College	
Georgia Highlands College	Teresa Hutchins
Georgia Institute of Technology	Doug Williams
Georgia Perimeter College	
Georgia Regents University	Jean Pawl
Georgia Southern University	Mark Welford
Georgia Southwestern	
Georgia State University	
Gordon College	
Kennesaw State University	Humayun Zafar
Middle Georgia College	Kirby Swenson
North Georgia State University	
Savannah State University	
Southern Polytechnic State University	William Griffiths
South Georgia State College	Robert Lightfoot
University of Georgia, Athens	
University of North Georgia	Mark Spraker
University of West Georgia	Jeff Johnson
Valdosta State University	Ed Walker
Waycross College	
West Georgia State University	
<b>Others</b>	
Kennesaw State University	Doug Moodie (Chair)
Georgia Perimeter College	Tim Brown (Webmaster & Past Chair)
Bainbridge State College	Deborah Campbell
Bainbridge State College	Jenny Harper
Bainbridge State College	Denise Parker
<b>Guests (virtual)</b>	
USG	Houston Davis (Executive Vice-Chancellor)

## **Proposed Bylaw amendments for voting on**

### **Existing section**

#### **Article IV. Membership**

Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution.

### **Proposed Section**

#### **Article IV. Membership**

Membership of the USGFC shall be composed of one voting representative from each USG institution and that representative must be a member of that institution's faculty and selected by a process determined by the faculty or faculty body (council, senate, assembly, etc.) of that institution. Institutions are encouraged to send a second non-voting member to meetings, who act as a replacement is the voting member cannot attend. It is the duty of past institution delegates to inform the USGFC chair and webmaster when they are replaced, so that records can be kept correct..

### **Existing Clause**

*VI.1. Officers.* The officers of the USGFC shall be a Chair and a Chair-Elect, who shall become Chair the following year. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.

### **Proposed Clause**

*VI.1. Officers.* The officers of the USGFC shall be a Chair, a Chair-Elect, who shall become Chair the following year, the past Chair, a Secretary, and a Webmaster. This group will comprise the Executive committee of the USGFC. If a new officer is not elected, the old officer will remain in the post until the replacement is elected. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.

### **Existing clause**

*VI.5. Duties.* The Chair shall preside at all meetings of the USGFC. The Chair-Elect shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The Chair and Chair-Elect shall prepare the agenda in consultation with the USGFC members.

### **Proposed clause**

*VI.5. Duties.* The Chair shall preside at all meetings of the USGFC. The Secretary shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The Chair and Executive committee shall prepare the agenda in consultation with the USGFC members. The Executive Committee can also represent the USGFC in ad-hoc meeting with USG officers.