8-25-16 RECOMMENDATIONS (CONSENT AGENDA)

OWG 7: Math:
(reviewed & supported by Funke Fontenot and Kimberly Holmes):

Recommends that all learning support math classes and faculty be housed in the same department as the accredited math classes:

The University System of Georgia requires that Learning Support Math requirements be addressed via (1) foundation-level classes and (2) co-requisite classes offered in conjunction with collegiate classes.

Given scheduling and content must be aligned between Learning Support and college-level classes, the proposed structure is considered best practices.

OWG 9: Science:
(reviewed & supported by Funke Fontenot and Kimberly Holmes):

Recommends that the following tracks should be added to the BS in Biology degree in addition to the current biomed track and biotec concentration:

A. Research Track with following courses:

(i) **BIOL 2000** - **Foundations of Research I:** Critical Reading of the Biomedical Literature (1 credit hour): This course is the introductory course of the research track designed for biology majors to gain competence as biomedical scientists. The goal of this course is to introduce students to the various types of research literature (primary, secondary, articles for the public, etc.) for developing competence in the use of literature sources. A necessary part of the course is learning how to search for relevant biomedical literature. Students will use common electronic search engines such as PubMed, SciFinder Scholar, Web of Science, MedLine, Psychology Abstracts, and Science Citation Index etc. to gain experience and generate an annotated bibliography of references pertinent to his/her research project.
Prerequisite: None

(ii) **BIOL 2240** - **Foundations of Research II:** Formulating Hypothesis Driven Research and Ethics of Research (2 credit hour): This is the second course for research track to build student confidence in formulating hypotheses and designing experiments. To ensure that students think ethically when doing so, this course also includes an introduction to the ethical issues that arise in research. Through case studies and review of literature, the course will present hypothesis-driven research from diverse areas related to biomedical science.

Prerequisite: BIOL 2000 or permission of the instructor

(iii) **BIOL 4223** - **Foundations of Research III**: Communication of Biomedical Information (1 credit hour): As the third and final course of the Reserach track, this course will provide students the formal context to become critical writers and speakers of biomedical information. Student competence is enhanced through exercises that demonstrate the need for effective written and oral communication. Students will learn to critique scientific literature; thereby, helping them to improve their own writing. Students will prepare both written and oral presentations of their research and results. Oral communications include a 3-minute elevator talk, a 10-minute presentation, and a 20-minute seminar. Written communications include posters in the formats of the professional societies in their disciplines.
Prerequisite: BIOL 2240

Biomedical research is a growing field and there is a shortage of trained manpower in this area. In addition, strong foundations in biomedical research are necessary for many graduate level programs (PhD, MD, MD/PhD) within the sciences. Adding this track will make the program more marketable and might improve enrollment by making students more competitive for graduate programs and professional positions in the future.

B. Bioenergy Track with following courses:

(i) **BIOL 2501** - **Introduction to biomass** (2 Credit hours): As the introductory course for students in the bioenergy track, this course is designed to introduce students to the source of bioenergy, which is biomass. Topics include defining biomass, sources of biomass, processing biomass, uses of biomass, and the role of environment and pollution in biomass production.
Prerequisite: BIOL 2107 K

(ii) **BIOL 3103** - **Fundamentals of Bioenergy** (3 credit hours): This course expands upon the concepts introduced in BIOL 2501. The course introduces students to the application of biomass in the bioenergy field. Topics include defining bioenergy, sources of bioenergy, and the social, political and economic effects of using bioenergy.
Prerequisite: BIOL 2501B

According to the Southwest Georgia Demographic, Economic, and Industrial Trends (2016), agriculture is important to both the local and regional economy. Waste products from many of the agricultural based industries of the region (wood processing, livestock, agricultural services, etc.) can be used in the process of creating bioenergy or organic energy products. Due to national campaigns on environmentally friendly, renewable energy sources, bioenergy will also likely continue as a growing field in the future. Thus, knowledge in this area will serve both regional and national needs, making the program marketable. The program will also compliment the previously established biotechnology concentration within the department, thereby building upon the technology portion of the newly established College of Sciences and Technology.

C. Public health track with following courses:

(I) **BIOL 2330 - Principles of Epidemiology in Public Health (3 credit hours):** This course is first of two courses offered for student pursuing the track in public health. Principles of Epidemiology provides an overview of epidemiology methods used in research studies that address disease patterns in community and clinic-based populations. Topics covered include distribution and determinants of health-related states or events in specific populations and application to control of health problems. **Prerequisite:** BIOL 2107K

(ii) **BIOL 3801 - Environmental Health Concepts in Public Health (2 credit hours):** As the second course for student's pursing the track in public health, this course provides a survey of major topics of environmental health. Topics include sources, routes, media, and health outcomes associated with biological, chemical, and physical agents in environment; effects of agents on disease, water quality, air quality, food safety, and land resources; current legal framework, policies, and practices associated with environmental health and intended to improve public health. **Prerequisite**: BIOL 2330

Health services represent the second largest local employment market within the region according to the Southwest Georgia Demographic, Economic, and Industrial Trends (2016). Thus, there is a large regional need for individuals trained in concepts such as public health. Furthermore, there are currently no institutions which offer public health degrees/concentrations at the undergraduate level within the southwest Georgia region. Thus, the addition of this track would offer a unique opportunity for students interested in public health related fields.

D. Food Safety track with following courses:

(i) **BIOL 2601 - Introduction to Foodborne Diseases (3 credit hours):** This course is one of the two courses offered for students completing the track in food safety. This is an intermediate level course, which will introduce students to the major pathogens associated with foodborne diseases, their epidemiology, and approaches to outbreak investigation and control of foodborne illness.
Prerequisite: BIOL 2107K

(ii) **BIOL 3201 - Fundamentals of Public Health Nutrition (2 credit hours):** This course is one of the two courses offered for students completing the track in food safety. This course will provide an introduction to Public Health Nutrition and the role of the Public Health Nutrition professional. Emphasis will be on definition, identification and prevention of nutrition related disease, as well as improving health of a population by improving nutrition. Malnutrition will be discussed on a societal, economic, and environmental level. It will include the basics of nutritional biochemistry as it relates to malnutrition of a community and targeted intervention. Finally, it will review existing programs and policies, including strengths, weaknesses and areas for modification or new interventions.
Prerequisite: BIOL 2107K

Food processing and manufacturing is listed as one of the largest employment areas in both the regional and local economy according to the Southwest Georgia Demographic,

Economic, and Industrial Trends (2016). As such, students who are trained in food safety may become more competitive for industry within the region.

Biology is a very diverse discipline with graduates of biology programs becoming professionals in a wide variety of areas such as industry, technology, health services, and academia. Training individuals who are better prepared to meet regional and national needs in these areas will add the value to our program and hopefully increase the our enrollment and producing graduates ready for emerging field. Thus, it is recommended that different tracks in research, bioenergy, public health, and food safety be added to the BS in Biology degree in addition to existing biotechnology concentration.

OWG 13: Library:
(reviewed & supported by Funke Fontenot and Kimberly Holmes):

1. Recommends that Albany State East and Albany State West Libraries jointly review and revise library goals to develop joint goals that will be consistent with the mission and strategic plan of the new ASU that will respond to the needs of its diverse population of students, faculty staff and community:

OWG 13 has reviewed the library goals and student outcomes for their respective institutions. Albany East has shared its Goals and Strategic Plan for Albany West. Both will work toward consensus and use the more detailed Albany East document to move forward with the development of joint goals for the libraries.

2. Recommends that support to sustain the Ram Scholar Repository remain as a part of the budget of the East and West libraries:

The cost of the repository will be covered via funds resulting from the comparative analysis of GALILEO Database cost for both units.

3. Recommends that duly certified librarians be included as Faculty in the Corps of Instruction as stated in the BOR Policy 3.2.1.1:

Currently, ASU West Librarians have faculty status. ASU East Librarians do not have faculty status but are considered as part of the Corps of Instruction.   This recommendation will allow librarians on ASU East and ASU West campuses to have the same status in the new Albany State University.

1. Recommends that International Programs of both campuses be consolidated into One Administrative and Operational Structure with a fulltime time head and appropriate staffing commensurate with institutions of parallel cadre:

   a. Only the East Campus has Education Abroad Programs

   b. Only the East Campus has a Comprehensive Internationalization Strategic Plan

   c. Both the East and West campuses have international students and scholar services, but all will be housed in one SEVIS (immigration) system centralized in the East Campus, under one Principal Designated School Official (PDSO).

   d. Both the East and West Campus have multicultural programs and events.

   e. Only the East campus has existing program and project for internationalizing the curriculum.

2. Recommends that the new university should adopt ASU's Education Abroad model:

   Only the East Campus has Education Abroad Programs and a Comprehensive Internationalization Strategic Plan.

3. Recommends that the new university consolidates international student and scholar's services of both campuses into one centralized structure on the East Campus:

   Both the East and West campus have international students and scholar services, but all will be housed in one SEVIS (immigration) system centralized in the East Campus, under one Principal Designated School Official (PDSO).

4. Recommends that the new university adopts the existing ASU's Comprehensive Internationalization Strategic Plan with programs and activities:

   Only the East Campus has a Comprehensive Internationalization Strategic Plan necessary for defining goal, objectives and action plans for all programs.

6. Recommends that the new ASU Education Abroad will mirror ASU's model of faculty-led and consortium programs, since the West Campus does not have any existing programs:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

7.   Recommends that new faculty-led programs, which serve special needs of Darton students, be developed in collaboration with faculty members in that Campus:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

8.   Recommends adopting ASU's existing forms, handbooks, guidelines, and procedures for study abroad implementation, enrollment services, scholarship applications, credit transfer, financial aid, and other related processes:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

9.   Recommends adopting ASU's existing model and contract with Cultural Insurance Services International (CISI) for education abroad health insurance and risk mitigation in alignment with USG guidelines:

> Effectively consolidates both campuses international programs into a single administrative and operational structure.

11.   Recommends continuing existing faculty-led and consortium study abroad programs and assisting all faculty members, especially those at the West campus, who plan to start new programs through professional program trainings and approvals as outlined in ASU Faculty Study Abroad Guideline:

> Effectively consolidates both campuses international programs into a single administrative and operational structure.

12.   Recommends continuing ASU's existing MOUs and Contracts regarding Education Abroad:

> Effectively consolidates both campuses international programs into a single administrative and operational structure.

13.   Recommends that the offices from both the East and West Campuses that have been operating with distributed roles to support international student admission and retention services/programs should be consolidated into a single administrative and operational structure with the primary point of international student services including centralized SEVIS and access on the East Campus and a secondary essential services' point of access on the West Campus with support staff assistants:

> Effectively consolidates both campuses international programs into a single administrative and operational structure.

14. Recommends that for students' unique needs the implementation be done in close coordination with related administrative and student services units of the new university:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

15. Recommends that the existing English as a Second Language (ESL) support at the West Campus should be adopted to serve as the main program for the new university:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

16. Recommends that ESL should be housed as an academic program in a designated department for SEVIS certification, and approval for international students' enrollment and retention in the new university:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

18. Recommends that immigration advising, compliance and visa processing on both campuses should be consolidated into a unified administrative and operational structure with a single PDSO located at the East Campus (ASU):

Effectively consolidates both campuses international programs into a single administrative and operational structure.

19. Recommends that the West Campus should have a Designated School Official (DSO) who answers to the PDSO in the East Campus:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

20. Recommends that all international students' recruitment, admissions should be consolidated and centralized in the East campus:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

21. Recommends that standard visa processing and record-keeping for international students and scholars should be consolidated and centralized at the East Campus:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

24. Recommends continuing all existing MOUs of both campuses that serve the mission of the new university in regard to international students and scholars:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

25. Recommends that the new ASU continue the " Comprehensive Internationalization Strategic Plan" (CISP), which focuses on enhancing five components of international programs: Education Abroad; Internationalization of Curriculum; Campus Programs and Facilities; Professional Development; International Student Enrollment and International Collaboration:

Presently, only the East Campus provides programs and resources intended for campus internationalization via curricular and co-curricular intervention, and has an approved Comprehensive Internationalization Strategic Plan (CISP). The existing programs for implementing the plan should be adopted to serve the new university.

26. Recommends that the new university adopt ASU's existing model of campus internationalization and reconstitute the existing Campus Internationalization Committee (CIC) and other existing international programs committees to ensure that representatives from the West Campus are proportionately included on the committees:

Presently, only the East Campus provides programs and resources intended for campus internationalization via curricular and co-curricular intervention, and has an approved Comprehensive Internationalization Strategic Plan (CISP). The existing programs for implementing the plan should be adopted to serve the new university.

27. Recommends that faculty members at the West Campus be encouraged through available training to participate in the existing project on "Internationalizing the Curriculum" to ensure that student population on that campus benefit from curriculum instruction with international and intercultural content:

Presently, only the East Campus provides programs and resources intended for campus internationalization via curricular and co-curricular intervention, and has an approved Comprehensive Internationalization Strategic Plan (CISP). The existing programs for implementing the plan should be adopted to serve the new university.

28. Recommends that all existing Memorandums of Understanding (MOUs) and collaborations be adopted by the new university:

Effectively consolidates both campuses international programs into a single administrative and operational structure.

29. Recommends that the all existing international and multicultural programs and events on both campuses be consolidated into one as follows:

    A.   **The East Campus (ASU) holds an annual International Education Week (IEW), which engages the community, while the West Campus holds an annual International Cultural Event, which also engages the community in one day. These programs should be consolidated into one, to be held at an agreed time established by a new committee of staff, faculty, and student members drawn from both campuses;**

    B.   **The existing operating structures on both Campuses for organizing and implementing the IEW and the annual International Cultural Event should be consolidated into one in preparation and planning of the newly established program:**

Effectively consolidates both campuses international programs into a single administrative and operational structure.

OWG 22: Faculty Credentials, Rosters, Workloads, Pay:
OWG Co-Chairs: K. Samuels & S. Marshall:
(reviewed & supported by Funke Fontenot and Kimberly Holmes):

Recommends that the Grievance Policy for the new ASU be based on the USG Policy on Grievance found in the Human Resources Administrative Practice Manual. An Ad Hoc committee from the new ASU faculty senate will make any necessary adjustments for the institution:

This policy covers all necessary entities for the new ASU grievance policy.

OWG 31: Recruitment:
(reviewed & supported by Funke Fontenot and Kimberly Holmes):

1. Recommends that DSC and ASU fully implement and adopt the Ellucian Recruiter CRM:

DSC currently utilizes EMAS and ASU Intelliworks, both which functionally serve each institution. However, significant investment has already been made into Ellucian Recruiter at the ASU campus with no return yet established. The committee recommends final completion of the implementation of Recruiter and until that time, each campus will maintain the current use of their respective CRMs.

2. Recommends that DSC and ASU establish an integrated marketing and recruitment approach as the new Albany State University. Where appropriate, distinct collateral will be established to support the Darton name, e.g., Darton College of Health Professions as well as other distinct colleges within the university:

> Recruitment staff from both DSC and ASU recently participated in a "Recruitment Retreat" with a consultant from the College Board. As a result of the discussions within the retreat, the unanimous decision of the recruitment staff was to continue to proceed with an integrated marketing and recruitment approach under the new Albany State University namesake.

OWG 38: Government Relations & Community Relations:
(reviewed & supported by Cynthia Hoke and Cynthia George):

1. Recommends that the Foundations be requested to continue to support the institutions by providing government relations consultants on both the state and federal level:

> The aforementioned recommendations support and builds upon the institution's presence and increases advancement opportunities.

2. Recommends that we continue to foster good relationships with state and federal lawmakers:

> The aforementioned recommendations support and builds upon the institution's presence and increases advancement opportunities.

NOTE FROM CYNTHIA HOKE: Is it appropriate to change "we" to ASU or is it necessary?

OWG 45: University Website:
(reviewed & supported by Wendy Wilson and Cynthia George):

1. Recommends that the new institution's website be launched in January 2017. It will be comprised of the University homepage and top-level pages, including user group pages (Current Students, Prospective Students, Faculty & Staff), as well as pages on Academics, Admissions, and Campus Life:

> The website may be the first impression a prospective student views of the institution. The committee discussed that the first impression needs to be further than just the homepage, it needs to be represented on the top-level pages that would be searched by the university's different audiences. Following initial launch, the website will be continually updated with information from the current existing websites.

2. Recommends the creation of a joint website, including consolidated content from ASURams.edu and Darton.edu, will launch in August 2017. The combined site will be built in a content system management system, OmniUpdate and Wordpress being recommended:

> A joint website developed through a content management system, such as OmniUpdate or Worpress, benefits the university by strengthening the ASU brand through unified standards, easier policing and enforcement of Web standards and compliance, simplifying IT technology through one system, define approval workflow improving adherence to standards and compliance, and allowing web authors to edit and publish from anywhere with Internet access.

3. Recommends the creation of a policy with regard to content management and style:

> A Website Content Management and Style Policy will provide direction to web developers on the messaging and design of the website as a part of the ASU brand. It will also improve university support for Web development and publishing practices, while strengthening the brand through unified standards and templates.

OWG 51: General Auxiliary Services:
(reviewed & supported by Shawn McGee and John Clemens):

1. Recommends that a print shop continue to be housed and staffed on the east campus to provide the bulk of the printing needs of both campuses:

> By having one centralized print shop staffed and equipped appropriately, the need for out sourcing professional printing of marketing materials for university sponsored activities is reduced thus reducing the cost of providing printed media for the new university and its faculty and staff community. Items to be provided by the print shop may include, but not be limited to, marketing materials for all colleges of the university, university sponsored event programs, flyers, pamphlets, business cards and other materials printed to serve the university as a whole.

2. Recommends that a self-service copy center that is available for faculty and staff use be housed on the west campus:

> The west campus currently has such an operation. By continuing to have a self-service copy center appropriately equipped on the west campus, small printing and copying needs for the college community on that campus can be served without having to forward all requests for routine printing to the east campus.

3. Recommends that ATM services be located at strategic locations on both the east and west campuses:

> Students, faculty, staff, and guests to the campus often need access to funds through an ATM to pay for services and purchase tickets for events held on campus particularly if the event/program does not accept payment by check.

4. Recommends ATM services be included as a component of the next RFP/bid process for banking services on campus:

> By including the installation of multiple ATM's on both the east and west campuses in the RFP for banking services, the university will have a wider range of possible opportunities for banking services to the campus communities.
>
> **<u>NOTE FROM John Clemens:</u> I would further recommend we determine if an ATM is feasible for the Cordele Center. As that student population grows, this type of service will be greatly needed.**

5. Recommends that bookstore policies on both campuses adhere to the same rules and regulations and follow the best practices set forth by the bookstore contractor as it relates to operation and management to include interface with financial aid:

> The bookstore on both campuses now have the same general rules but provide services for students receiving financial aid differently. By following the same policies and procedures on both campuses, there will be continuity for the students. The university will be able to provide better customer service and support to the students and college community.

6. Recommends that software such as R25 or equivalent be used to reserve space for all activities scheduled on both campuses to include use by on campus and off campus groups:

> R25 is a comprehensive event management system acquired from CollegeNET, Inc. In addition to maintaining information relative to facility use requests, it centralizes this information, and assists with managing the use of facilities and resources in support of these events. Having one software program to process reservations and use of facilities on both campuses will provide for a more efficient process for scheduling events. It will also allow those responsible for processing reservations on both campuses access to the same system in order to know the activities taking place on each campus at any point in time. Duplication of room use and overbooking of events can also be reduced. The west campus currently uses the R25 software.

7. Recommends that events offices be housed on both campuses to facilitate and coordinate use of facilities by on campus and off campus groups on each respective campus:

It is important that both campuses be available for faculty and staff meetings, student activities and functions, as well as off campus groups. The university must be a good steward in the community and mindful of community needs as it relates to convention and meeting space. Continuing to work with community organizations and other local and business community leaders to host events on campus is a way to further support the Albany/Dougherty community. In order to facilitate activities on both campuses, it is more efficient to continue to house events offices on both sites.

8. Recommends that food service policies on both campuses adhere to the same rules and regulations and follow the best practices as set forth by the dining contractor as it relates to operation and management to include interface with the Blackboard system:

The new dining contractor on both campuses shall operate under and follow the same policies and procedures on both campuses in order to provide continuity for the students. The university will be able to provide better customer service and support to the students and college community.

9. Recommends that students/faculty and/or staff needing access to services on both campuses be issued two ID cards until Banner is consolidated and the new badging system is operational:

Students attending classes, residing on either campus, attending athletic practices, athletic games, and campus life/recreation activities on either campus must be able to have access to attend events or dine in the dining hall on each campus. As each campus has different vendors for some of these activities, ID cards for each campus programmed accordingly should be issued to accommodate the needs of the students through summer term 2017.

10. Recommends that as of July 1, 2017 the bookstore vendor on both campuses operate and maintain the same point of sale systems for all bookstores to include any satellite stores outlined in the RFP:

By using the same point of sale systems that network to all stores, students will be able to purchase textbooks, supplies and other materials seamlessly. Access to student accounts will available at any store. Reports and financial information will be easily available. The university will be able to provide hassle free customer service and support to the students and college community.

11. Recommends that as of July 1, 2017 the food service vendor on both campuses operate and maintain the same point of sale systems for all dining locations to include any satellite stores outlined in the RFP:

By using the same point of sale systems that network to all stores, students will be able to access meal plans seamlessly. Access to student accounts will available at any store. Reports and financial information will be easily available. The university will be able to provide better customer service and support to the students and college community.

12. Recommends that vending operations include a variety of national brand snacks and beverages on both campuses:

Assorted snack and beverage vending machines vending a variety of items and located in strategic locations on both campuses will serve as a convenience to students, faculty, staff, and guests to the campuses.

13. Recommends that the operation and management of vending services on both campuses continue to be contracted with and operated by a single or multiple vendor(s) as determined as a result of the RFP process:

The contract for operation and management of the vending services on the west campus expires June 30, 2018. The contract for operation and management of the vending operation the east campus expired on June 30, 2016 but has subsequently been extended through June 30, 2017. It is recommended that the vending contracts on both campuses be terminated as of June 30, 2017. An RFP outlining the services required by both campuses should be prepared and released by March 1, 2017 with a start date of the new vending contract of July 1, 2017.

OWG 55: Procurement:
(reviewed & supported by Shawn McGee and John Clemens):

1. Recommends that intercampus mail be delivered twice a day between the campuses:

The intercampus mail will be delivered between the ASU and DSC campus each morning and each afternoon with a mail run to the Cordele campus as needed.

2. Recommends that the east and west campuses each have a Central Receiving Department and will accept deliveries from UPS, FedEx, and other carriers:

To cut down on damage, misrouted packages, and to increase efficiency, outside couriers will deliver to ASU, DSC, and Cordele Campuses as needed.

1. Recommends that the Escalation Contacts to be called in case of critical report should be the Chief of Police, Legal Counsel and the Director of Internal Audits:

> This structure was recommended because it is currently in place.

2. Recommends that the user names and contact information be updated in the Hotline Portal to VP of Fiscal Affairs, Legal Counsel and Director of Internal Audits:

> This structure was recommended because it is currently in place. Also there has been a new VP of Fiscal Affairs.

3. Recommends that new Hotline Awareness and information materials be created and reviewed by OWG 66 for approval prior to distribution:

> This was recommended because both campuses Hotlines operate independently and have two different Hotline Administrators and information for the campuses. The new material would create unity of information and awareness for the new institution and one Hotline administrator.

4. Recommends that the new approved Hotline Awareness material be disseminated during the annual Fraud Awareness Week in November 2016:

> This was recommended because it would provide the necessary coverage for both campuses and capture a greater audience during the activities for the week.

Recommends that the nominations for the new Staff Council take place in May 2017, followed by elections in June. The new members and officers will fill their seats in July 2017:

> This recommendation is necessary in order to consolidate both staff councils into one body that will represent shared governance for the staff of the new institution.