

MINUTES
EDUCATIONAL AFFAIRS COMMITTEE
February 12, 2004

Members Present: Malcolm Adams, Marsha Black, Brad Courtenay, Ann Crowther, Dan DerVartanian, Elena Karahanna, Karen Shetterley, Victor Wilson

Guests: Jennie Jeansonne? (GSA), Rebecca Macon & Shirley Childers (Registrar's Office), Michelle Garfield (Arts & Sciences), Rod Dishman (Exercise Science), Art Leed (Legal Affairs)

Malcolm Adams called the meeting to order at 10:00 a.m. The minutes of the January 7, 2004 meeting were approved.

Dr. Michelle Garfield from the College of Arts and Sciences asked the members to consider options for correcting transcript messages related to students on probation or continued probation who also achieve presidential scholar or dean's list. Currently, the programming logic stops the probation "clock" for these students. In effect, they are given additional terms to remove themselves from probation by earning a UGA average of 2.0. Rebecca Macon agreed to look into programming changes and will report back to the Committee.

Next, the University's Academic Dismissal policy was discussed. At the last meeting, the members approved removing the course hour requirement for students on probation. After the January meeting, Dr. Adams sent an e-mail to the members pointing out some disadvantages to eliminating a required number of hours for students on probation and requested that the proposal be re-considered in February. After discussion, the motion was made that students on probation should be required to enroll for a minimum of 6 semester hours (3 semester hours during the summer semester) and the committee unanimously agreed.

The next item of discussion was brought to the committee by Rod Dishman of Exercise Science. Dr. Dishman expressed his displeasure with a decision directed by the Office of Legal Affairs to the Office of the Vice President for Instruction to give a student (who was appealing an academic matter) her exams from spring semester 2003. Dr. Dishman felt that his test security had been compromised by this decision. Art Leed, from the Office of Legal Affairs, attended the meeting to explain to the committee how the Georgia Open Records Act and the Family Educational Rights and Privacy Act (FERPA) applied to test security. Mr. Leed explained that once an exam has been given then that exam can be accessed by the public under the Georgia Open Records Act. However this does not apply to an individual's responses to the exam. On the other hand, FERPA gives the student the right to view (and sometimes get copies of) their individual educational records. Mr. Leed felt that in this instance, FERPA clearly gave the student the right to have copies of her exam.

The members revisited the Write-In (Transfer) Course Policy discussed at previous meetings. Dr. Adams explained that the Curriculum Committee will not meet again until March and at this point there has not been agreement between the two committees on a policy to be sent to the University Council. The members voted to send the policy approved by the EAC to the March meeting of the Executive Committee of University Council.

Write-in Courses
 UGA Policy and Procedures

Write-in course definition - A course taken by a student at an institution other than the University of Georgia which transfers in to UGA as a credit course but does not transfer in with a UGA course number.

Determining equivalency - When a student transfers a course, it is evaluated by the Office of Undergraduate Admissions. If this office does not assign a UGA equivalent course number to the transfer course, the student may ask the faculty in the department of the discipline in which the course is taught at UGA to evaluate the course to determine if it is equivalent to a UGA course. If the department determines that the transfer course is equivalent to a UGA course, the Admissions Office should be notified and the appropriate UGA number assigned.

Courses that are used to satisfy Core Curriculum requirements - Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA as a write-in course and there is verification of the completion of that Core Area at the originating institution, the academic advisor or school/college must approve the course for use in the same Area in the UGA degree. Verification may be offered by the student (i.e. course syllabus, catalog, final exam, or other information as requested) or determined by an advisor (i.e.

checking the web page of the originating institution). In cases where core areas have not been completed or the course is from a non-USG institution, the faculty in the department of the discipline in which the course is taught at UGA will determine whether or not a course may be used in Areas C, D, or E of the Core Curriculum and the faculty in the student's major department will determine whether or not a course may be used in Area F of the Core Curriculum.

Courses that are used to satisfy Major Requirements or Major Electives – Course requirements to satisfy a student's major are determined by the faculty in the department of the major and reviewed/approved by the curriculum committee(s) according to relevant policy. Therefore, the faculty in the major department have the responsibility and authority to determine if/how the write-in courses will count in the major. If the faculty member who reviews write-in courses is not familiar with the institution or course in question, the student should provide the faculty member with a course syllabus, catalog, final exam, or other information as requested. The faculty in the major department will also determine whether or not a course from a non-USG institution may be used in an area of the Core Curriculum.

Courses that satisfy school/college degree requirements – If a school or college has school-wide or college-wide degree requirements the school or college should develop a policy for substituting a write-in course for a required course in the degree requirements. In the absence of such a policy the student's major department can make such decisions.

Courses that satisfy University degree requirements - The faculty in the department of the discipline in which the course is taught at UGA will determine whether or not a course may be used to substitute for a University degree requirement.

The route of appeals for major requirement, major elective, or Core Area F substitutions or waivers is 1) the major department, 2) Dean's Office of the student's school/college, 3) Educational Affairs Committee, 4) University of Georgia President, 5) Board of Regents.

The route of appeals for school/college requirement, University requirement, or Core Areas C, D, or E substitutions or waivers is 1) the department of the discipline in which the course is taught at UGA, 2) Dean's Office of the school or college in which that department resides, 3) Educational Affairs Committee, 4) University of Georgia President, 5) Board of Regents.

Dr. Ann Crowther presented a request that the committee define the number of hours of graded courses students must enroll during summer semester in order to be eligible to take a course Pass-Fail. After discussion, the members unanimously approved adding the statement, "6 semester hours during summer semester" to the Pass/Fail policy.

Finally, revisions to the University's academic honesty policy and procedures, A Culture of Honesty, were presented by Debbie Bell. The revisions were proposed based on the success of the Facilitated Discussion. Other changes include terminology for easier reading, clarification of sanctioning for multiple violations, and removing the confusing dual level of proof. After discussion, the members voted to approve the revisions with changes in words such as "must" and "should" and minor grammatical edits.

Malcolm Adams adjourned the meeting at 11:55a.m. The next full meeting of the Educational Affairs Committee will be March 16, 2004 at 10:00 a.m. in 105 Old College.