

MINUTES
EDUCATIONAL AFFAIRS COMMITTEE
January 7, 2004

Members Present: Malcolm Adams, Woody Beck, Marsha Black, Robert Cooper, Brad Courtenay, Ann Crowther, Susan Sanchez, Karen Shetterley,
 Guests: Ross Markman (Banner-Herald)

Malcolm Adams called the meeting to order at 10:00 a.m. The minutes of the November 3, 2003 meeting were approved.

Dr. Adams reminded the faculty EAC members that each should sign up for at least 3 petitions subcommittees. He also asked for a faculty volunteer to serve as chair of the committee that will review requests from first year students appealing the requirement that mandates they live on campus. Marsha Black and Ann Crowther agreed to share this service.

Next, the members revisited the Write-In (Transfer) Course Policy discussed at the November 3 meeting. Dr. Adams explained that the Curriculum Committee came to a different conclusion than the EAC's proposal and asked the members to once again consider a draft. After discussion, the members voted to approve the following:

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 C, D, or E 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 that area of the Core Curriculum.* In cases where core areas ~~have~~ *F* has not been completed or the course is from a non-USG institution, the faculty in the student's major department will determine whether or not a course may be used in *that* area 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 or University degree requirements - ~~If a student wishes to use a write-in course for a degree requirement, the student should seek approval from her/his major department to use the course to substitute or waive a required course in the degree requirements. Major departments should follow the school/college policy concerning 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 school/college or 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.

Malcolm Adams agreed to attend the Curriculum Committee's meeting to express the EAC's position on this policy.

Dr. Adams explained that the changes approved by the EAC on November 3 to the University's Academic Dismissal policy needed to be corrected to reflect what the members had actually discussed versus the motion approved. The correction should strike reference to those students whose enrollment began before 1980 and the related table indicating the required minimum UGA cumulative average for various total semester hours earned. Dr. Beck proposed eliminating the reference to a particular number of hours of enrollment for students on continued probation. The correction and additional proposal were approved unanimously.

Dr. Woody Beck agreed to consider the University's current Sexual Orientation Policy and the Non-discrimination and Anti-Harassment Policy and report to the members at the next meeting if he considers changes necessary to bring the policies in line.

Finally, the University's grade appeal process was discussed. Debbie Bell agreed to contact the schools/colleges and ask for grade appeal procedures from each.

Malcolm Adams adjourned the meeting at 11:40 a.m. The next full meeting of the Educational Affairs Committee will be February 12, 2004 at 10:00 a.m. in 105 Old College.