

**MINUTES
EDUCATIONAL AFFAIRS COMMITTEE
November 3, 2003**

Members Present: Malcolm Adams, Woody Beck, Marsha Black, Sara Schweitzer, Brad Courtenay, Ann Crowther, Dan DerVartanian, Karen Shetterley, Victor Wilson
 Guests: Elizabeth Bailey (Office of Legal Affairs), Shirley Childers (Office of the Registrar), George Felis (Graduate Student Association, Ross Markman (Banner-Herald))

Malcolm Adams called the meeting to order at 12:15 pm. The minutes of the September 22, 2003 meeting were approved.

Elizabeth Bailey presented a proposal for revisions to the University's Sexual Orientation Policy. Ms. Bailey explained that the revisions are necessary to bring the policy up to date and to clarify a reporting mechanism for students. Victor Wilson asked that the policy list the Dean of Students instead of the Office of Judicial Programs as a contact. The members voted unanimously to approve the following revisions with the amended contact source:

University of Georgia Sexual Orientation Policy

The University of Georgia strives to maintain a campus environment where all decisions affecting an individual's education, employment, or access to programs, facilities, or services are based on merit and performance. Irrelevant factors or personal characteristics that have no connection with merit or performance have no place in the University's decision-making process. Accordingly, it is the policy of The University of Georgia that an individual's sexual orientation is an irrelevant factor and shall not be a basis for making decisions relating to education, employment, or access to programs, facilities, or services.

Any employee or student of The University of Georgia who believes that he/she has been harassed or discriminated against because of sexual orientation should contact his/her immediate supervisor, the Employee Relations Coordinator of the Office of Human Resources, Employee and Employment Relations Department of the Personnel Services Division, or the Equal Opportunity Office, or the Dean of Students for appropriate action. Any member of the University community may also call upon the Equal Opportunity Office for counseling and advice.

Although the University recognizes that it cannot control the behavior of outside organizations, it urges all external users of University facilities -- including the military, ROTC, and private employers -- to observe the principle of equal opportunity and non-discrimination on the basis of sexual orientation.

Several members of the committee felt that the policy might need more extensive revisions, bringing it more in line with the University's Sexual Harassment Policy. It was decided that this might be a possible future agenda item.

The next item on the agenda was a proposal from the College of Education for a 5th summer session to the academic calendar. Brad Courtenay explained that the additional session would be beneficial to those students who are adults working full time and attending graduate classes. The extended term would allow for once a week classes that meet for a longer period of time. For the additional term to be added to the University's computerized systems, Shirley Childers, Associate Registrar, asked that the members consider delaying the effective date until May 2005. The Office of the Registrar is currently involved in an extensive project to implement electronic grading. This project would have to be put on hold if the additional summer session is to be added in 2004. The members, by a unanimous vote, agreed to send the following proposal to the Executive Committee of University Council:

Effective May 2005, the colleges and schools of the University of Georgia will be given the option to offer a 5th summer session which would extend from the beginning of the May session through the thru summer session. This 5th session would be in addition to the current May session, 1st short session, 2nd short session and the thru session.

Ann Crowther asked the members to review two options for determining whether a course taken at another institution should be allowed to be substituted for a student's course requirement toward a degree. Currently, the approval for the use of such courses in students' degree requirements varies across campus. After discussion, the members voted to approve the following:

**APPROVAL TO USE WRITE-IN (TRANSFER) COURSES TO SATISFY
UGA DEGREE REQUIREMENTS**

Write-in course: 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. There are several reasons that courses transfer in this way, including differences in the number of credit hours of the course at the institution at which the course is taken and UGA and the absence of an identical course at UGA.

Transfer courses from University System of Georgia (USG) institutions

Core Curriculum – 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 (by submitting a catalogue from the originating institution or determined by an advisor (checking the web page of the originating institution.)

Major Courses – 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 write-in courses in the major will count. 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, catalogue, Final Exam, or other information as requested.

Other Courses – If a student wishes to use, for a degree requirement, a (USG) write-in course which is neither a course taken for the Core at another USG institution nor a course in the major, the student should seek approval from **the department of the course prefix.**

Transfer courses from non-University System of Georgia institutions

All write-in courses from non-USG institutions should be evaluated by **the department of the course prefix.**

Appeals

If a student wishes to appeal the determination of a write-in course evaluation, s/he should put the request in writing and submit, it along with any notice received from the original review(er), to **the dean's office, curriculum committee or other appropriate appeals committee of the school/college which houses the department of the course prefix.**

Appeals beyond the school/college should be directed to the Educational Affairs Committee, c/o the Office of the Vice President for Instruction, Old College.

Debbie Bell from the Office of the Vice President for Instruction provided the members with a draft of proposed changes to *A Culture of Honesty*. She asked that the members read the draft and provide feedback and be prepared to vote on the changes at the next meeting.

Malcolm Adams presented two motions related to the University's Academic Dismissal policy. The first motion strikes 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. The second motion changes the number of hours required for students on continued probation during the summer from 6 to 3. Both motions passed by a unanimous vote.

Finally, Dr. Adams asked the members if there was a need to continue an earlier discussion related to the number of drop/add days in a term. The members reached a consensus to leave the policy as it currently is at this time but to look at other institutions' policies.

Malcolm Adams adjourned the meeting at 2:10 p.m. The next full meeting of the Educational Affairs Committee will be January 7, 2004 in 105 Old College.