

4-15-16 RECOMMENDATIONS (CONSENT AGENDA)

OWG 7: Math:

(reviewed & supported by Abiodun Ojemakinde & Tom Ormond):

1. Recommends implementing the following changes to current DSC classes:

- **Discontinue CSCI 2200 – Internet Technologies**
- **Discontinue CSCI 2500 – Discrete Structures**
- **For COPR/CSCI 2235 – Database Management Systems**
 - Discontinue cross-list as CSCI 2235
 - Update course title to reflect focus on healthcare fields such as *Database Management for Health Sciences* (actual title TBD):

CSCI 2200 is a low-enrollment class not required in any program of study. It has no equivalent class at ASU.

CSCI 2500 is an upper-level class at ASU (CSCI 3111). The upper-level class will remain. Database is an upper-level class at ASU (CSCI 3132) but a lower-level database class is necessary for Darton’s Health Information Technology two-year degree. The course title change is to prevent confusion with the upper-level ASU class. COPR 2235 will be a non-transfer class.

2. Recommends implementing the follow course change at ASU:

- **Discontinue MATH 1101: Mathematical Modeling**
- **Include MATH 1001: Quantitative Reasoning:**

The BoR requires each USG institution to offer either MATH 1001 or MATH 1101 as an alternative to the college algebra pathway, specifically designed for non-STEM programs of study. The committee agrees that having a common alternative math pathway to algebra is preferable over having two non-algebra pathways.

MATH 1101: Mathematical Modeling has low enrollment with very few sections available at ASU. MATH 1001: Quantitative Reasoning has high enrollment with over a dozen sections each regular semester and about half as many in the summer sessions. Foundations for Quantitative Reasoning (MATH 0987) and Support for Quantitative Reasoning (MATH 0999) have already been developed and implemented.

3. Recommends implementing the following common course numbers/names:

- **MATH 2411 - Introduction to Statistics**
(Course number change for DSC, Name change for ASU)
- **MATH 1211 - Calculus I**
(Course number change for DSC, Name Change for ASU)
- **MATH 2212 - Calculus II**
(Course number change for DSC)
- **MATH 2213 - Calculus III**
(Course number change for DSC)
- **MATH 2111 - Linear Algebra**
(Course number change for DSC)
- **MATH 1113 - Pre-Calculus**
(Name Change for ASU):

Name changes are recommended to best align with commonly used and officially recognized USG designations (in the case of MATH 1113: Pre-Calculus).

Recommended course numbers for Calculus Sequence were determined to best illustrate sequential nature of courses. Linear Algebra was determined to reflect new common pre-requisites (see OWG 7 – Math Recommendation 5), illustrating that the course can be taken after Calc. I and before Calc. II MATH 2411 number was determined to avoid confusion with the sequential numberings of the Calculus sequence without losing the 2000 level designation.

4. Recommends implementing the following common prerequisite designations:

- **MATH 2411 – Introduction to Statistics**
Prerequisites: MATH 1001, 1111 or 1113
- **MATH 2111 – Linear Algebra**
Prerequisites: MATH 1211 (Calculus I):

MATH 2411 prerequisites reflect current USG recognized mathematics pathways.

MATH 2111 prerequisites reflect common course content taught in Linear Algebra, the removal of Calculus II as a prerequisite is to reflect that multi-variable calculus is not required for the successful completion of Linear Algebra.

5. Recommends discontinuing the following courses:

- **MATH 1145 – Survey of Calculus**
- **MATH 1112 – Trigonometry:**

This course used to be required for various Business programs of study at DSC. It has not been taught in several years due to changes in those program requirements and low enrollments for the course when it was offered.

After reviewing the content for MATH 1113 as currently taught at both ASU and DSC, the committee decided to adopt the current ASU content which effectively eliminates the need for MATH 1112 – Trigonometry.

OWG 9: Science:

(reviewed & supported by Abiodun Ojemakinde and Tom Ormond):

Recommends that Chemistry courses common to both institutions have the following course numbers, names, and descriptions:

CHEM 1151K, Survey of Chemistry I, “This course is the first in a two-semester sequence covering elementary principles of general and organic chemistry and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Laboratory exercises will supplement the lecture material.

Prerequisite(s): Completion or exemption of all learning support and English requirements; MATH 0099, MATH 0987, MATH 0989, or satisfactory math scores to place into co-requisite remediation or higher.”

CHEM 1211K, General Chemistry I, “First course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science plans of study. Topics to be covered include composition of matter, nomenclature, stoichiometry, solution chemistry, gas laws, thermochemistry, quantum theory and electronic structure, periodic relations, and bonding. Laboratory exercises supplement the lecture material.

Prerequisites: Completion or exemption of all learning support requirements.

Corequisites: MATH 1111 or satisfactory math scores to place into MATH 1112 or higher.”

CHEM 1212K, General Chemistry II, “Second course in a two-semester sequence covering the fundamental principles and applications of chemistry designed for science plans of study. Topics include molecular structure, intermolecular forces, properties of solutions, reaction kinetics and equilibria, thermodynamics, and electro-and nuclear chemistry. Laboratory exercises supplement the lecture material.

Prerequisite: CHEM 1211K.”

CHEM 2301K, Organic Chemistry I, “This course will cover the stereochemistry, properties, as well as methods of preparation and mechanisms of the principle classes of carbon compounds. Laboratory instruction will include basic techniques for preparation, purification and identification of organic compounds. Laboratory exercises supplement the lecture material.

Prerequisite: CHEM 1212K.”

CHEM 2302K, Organic Chemistry II, “This is a continuation of CHEM 2301K, a systematic study of the reactivity of organic compounds as well as their identification by spectroscopy. Laboratory exercises supplement the lecture material.
Prerequisite: CHEM 2301K.”

NOTE: All courses will remain 4 credit hours:

Course numbers, names and catalog descriptions must be normalized. These recommendations have been reviewed and agreed upon by Chemistry faculty at ASU and DSC.

[OWG 19: General Education and Core Curriculum:](#)
[\(reviewed & supported by Abiodun Ojemakinde and Tom Ormond\):](#)

Recommends that a sub-committee or task force be created to address the student learning outcomes for each area within Gen Ed:

The committee is making this recommendation based upon the lack of experience and knowledge with developing student learning outcomes of the current OWG. The task force should include members who bring content knowledge to the discussion.

[OWG 22: Faculty Credentials, Rosters, Workloads, Pay:](#)
[\(reviewed & supported by Abiodun Ojemakinde and Tom Ormond\):](#)

1. Recommends that faculty seniority be based on Academic Rank, Years of service at current rank, and then alphabetically (if rank and years of service are same). Tenure nor Education Level are involved in our ranking system for seniority:

This is a common seniority ranking system currently being used at both institutions. We would like to continue with the common practice.

2. Recommends that the representative for each Regents Academic Advisory Committee should be selected according to that body's bylaws, usually being the most relevant academic administrator (Dean or Chair) for the discipline concerned, or the administrator's designee with relevant expertise. Where bylaws are not posted or do not specify a selection process, the representative should be the most relevant academic administrator (Dean or Chair) for the discipline concerned, or the administrator's designee. When more than one Department, School or College covers the disciplinary area, generally the next higher level administrator(s) should select a representative with relevant expertise:

This will allow for the most qualified individual to represent the institution at the Regents Academic Advisory Committees.

3. Recommends that People Admin software be utilized in Human Resources:

ASU currently uses People Admin software in HR and Darton State College currently uses HireTouch software in HR. After speaking with DSC and ASU HR, their preference was to use People Admin rather than HireTouch.

4. Recommends that Academic Affairs will continue to issue offer employment letters, contracts, MOUs, and letters of understanding:

This process is very similar to those used at both institutions. Best practices.

[OWG 25: Research, Scholarship, Creative Activity, Grants, and Sponsored Ops.: \(reviewed & supported by Abiodun Ojemakinde and Tom Ormond\):](#)

Recommends consolidating all current Centers and Institutes:

Centers and institutes of the current ASU will become part of the new ASU. The consolidation is in fact the retaining of all current centers of ASU; DSC does not have any centers or institutes. A post-consolidation review to ensure viability and adherence to BOR policies and guidelines should take place.

[OWG 34: Advancement Services, Including Donor Relations: \(reviewed & supported by Clifford Porter & Randae Davis\):](#)

1. Recommends consolidating Advancement Services and Donor Relations under the new University Office of Institutional Advancement:

Consolidating all advancement and donor relations services will eliminate duplication of services, cultivate stronger relationships among our funders, constituents and alumni and will maximize our collective fundraising and donor development abilities.

2. Recommends consolidating and retaining vendor contracts where practical and appropriate as soon as possible:

Both institutions currently use similar or the same software (Blackbaud Raiser's Edge) and vendors for different functions of services. Combining vendors will reduce costs, eliminate duplication and will ultimately increase our capacity to serve one institution, our alumni and constituents.

3. Recommends consolidating our funding streams and scholarships under one Advancement Department:

Consolidating the funding process and opportunities under one institution and department will streamline the process, and have a greater impact on our students, facilities and schools. It will further serve the institution and students better by having a central point of contact for opportunities and financial assistance.

[OWG 35: Fundraising:](#)
[\(reviewed & supported by Clifford Porter & Randae Davis\):](#)

1. Recommends that Darton State College and Albany State University consolidate fundraising efforts as soon as allowable by USG:

We recommend that Darton State College and Albany State University Consolidate Fundraising Efforts as soon as allowable by USG. Our goal is to consolidate fundraising efforts relying on transparency and accurate information. This will take in to account recommendations made conjointly by both institutions and ultimately finalized by appropriate oversight committees and the University System of Georgia.

2. Recommends that Darton State College and Albany State University adopt and consolidate into one optimal fundraising model:

We recommend that Darton State College and Albany State University Consolidate Fundraising Efforts as soon as allowable by USG. In undertaking this recommendation, we will rely on thorough assessment of current development activities analyzing gaps, needs, best practices, and available and necessary resources.

[OWG 47: University Policy Merger and Handbook:](#)
[\(reviewed & supported by Rowena Daniels & Claudia Lyerly\):](#)

Recommends the establishment of a consolidation policy review committee:

The committee will be charged with reviewing policies to ensure compliance with a standardized format, monitor for effective communication of the intent and parameters as well as grammar and punctuation, and make recommendations for improvement. The consolidation review committee will serve as the final level of review prior to submission as a recommendation to the CIC group.

[OWG 55: Procurement:](#)
[\(reviewed & supported by John Clemens\):](#)

1. Recommends that open purchase orders be converted into the new ASU business environment in PeopleSoft with assistance from USG/ITS at fiscal year-end, June 30, 2017 (FY17):

DSC will make efforts to have the purchasing encumbrances released at year-end of FY17 moving as few open Purchase Orders into the new ASU business environment as possible. DSC will increase P-card spend at the end of the year in order to focus more on closing of POs and reducing the amount encumbered.

2. Recommends using the USG/Shared Services Center (SSC) management of shared suppliers with the PeopleSoft Financials System:

ASU utilizes the USG/SSC for the management of shared suppliers. Using SSC for ASU and DSC would eliminate mailing letters to approximately 300+ DSC suppliers inviting them to submit a form to join the ASU database. Someone at ASU would be responsible for the data entry of those forms which could be labor intensive. Shared Services of shared suppliers would be more efficient when consolidating the suppliers of the two institutions.

3. Recommends that the new ASU policies, procedures and processes would follow the approved model set forth by the KSU/SPSU consolidation. The ASU Purchasing Card Manual will be used to govern the campus P-Card program:

The committee reviewed both ASU and DSC purchasing policies, procedures, and processes. Both institutions are governed by 1) laws of Georgia, 2) Department of Administrative Services State Purchasing rules and regulations, 3) Board of Regents policy, 4) University System of Georgia business procedures and 4) policies and procedures set forth by both institutions. ASU and DSC conduct procurement in much of the same manner. By consolidating, DSC will be introduced to the eProcurement (ePro) system. KSU uses ePro and has robust, well documented purchasing policies and procedures available on the university website. These can be easily reviewed and adapted for the new ASU. The current ASU Purchasing Card Manual covers all governing policies and will continue to be used by the campus and cardholders.

[OWG 59: HR, including Position Descriptions and Salary Bands: \(reviewed & supported by Cassandra Alexander & Kimberly Carter\):](#)

1. Recommends comparing and contrasting both Institution's Applicant Tracking Systems (ATS):

Both Institutions use a web based Applicant Tracking System (ATS). ASU uses PeopleAdmin while DSC uses HireTouch. The OWG is interested in becoming familiar with both products before assessing how to proceed with this task item. As a part of this process, the OWG may evaluate if any the new University could benefit from any economies of scale created by the Consolidation.

2. Recommends comparing and contrasting both Institution's organizational charts with relevant information before combining charts:

The OWG recommends that the Presidents and work unit supervisors ultimately determine staff size and composition depicted in the new University organizational charts. The OWG intends to collect and present information to those groups for making informed decisions- number of vacant and filled positions, job descriptions, pay, etc.

3. Recommends contracting with a vendor to perform a compensation study for the new University to include the creation of new job descriptions, identify pay inequities, and recommend salary adjustment costs to address inequities:

The new University should conduct a comprehensive compensation study to ensure that all of its employees are compensated fairly for the work being performed. The OWG is recommending that an outside firm be contracted to do this work. While in-house staff could perform this duty, an outside firm would produce a document that would have a greater appearance of independence and, perhaps, would be more legally sound. Additionally, an outside firm would produce a finished product much more quickly than in-house staff.

4. Recommends that the OWG should present scenarios for 52 week work schedule affecting 12 month faculty and staff and deferring final decision making to the President:

Currently, ASU and DSC have differing 52 work week schedules affecting 12 month employees. The new University, however, may benefit from a schedule that neither is currently using. The OWG recommends that it devise scenarios for the Presidents' consideration. These scenarios would involve input from both Institution's Academic Affairs and Registrar Offices.

5. Recommends that OWG 59 and Internal Audit should collaborate on the *Ensure Effective Implementation of Controls (Flowcharts, Segregated Duties)*:

Evaluating, recommending, and instituting internal controls is traditionally an internal audit function. The OWG thinks the new University would best be served if staff from the Internal Audit department joined the effort to ensure effective internal controls were in place for all of the new University.

6. Recommends identifying relevant competencies that should comprise "seniority" and develop a weighted decision model to be used to determine employee seniority:

As the USG does not specifically define "seniority" in policy, the OWG must do so for the purpose of this Consolidation effort. The Group recommends identifying relevant competencies that should comprise "seniority"- i.e. years of service, credentials, etc. The Group realizes that some factors will bear more importance in this discussion. Therefore, The Group further recommends using a weighted decision model as a method for determining seniority. This will furnish a quantitative means for arriving at these decisions.

OWG 66: Risk Management and Audits:
(reviewed & supported by John Clemens and Katherine Laster):

1. Recommends that the ASU Hotline URL remains the New ASU Hotline URL:

DSC does not have an Audit Department. ASU Audit Department currently serves DSC which makes for a smooth consolidation of duties and responsibilities.

2. Recommends that the ASU Hotline Administrator will remain the Audit Director:

DSC does not have an Audit Department. ASU Audit Department currently serves DSC which makes for a smooth consolidation of duties and responsibilities.

3. Recommends that the ASU Triage Committee will consist of the Audit Director, VP of Fiscal Affairs and Legal Counsel:

DSC does not have an Audit Department. ASU Audit Department currently serves DSC which makes for a smooth consolidation of duties and responsibilities. This is the current structure at both institutions.

4. Recommends that the ASU Hotline telephone number would be the New ASU Hotline number:

DSC does not have an Audit Department. ASU Audit Department currently serves DSC which makes for a smooth consolidation of duties and responsibilities.

5. Recommends that once all advised senior positions have been filled, the user names and contact information on the Hotline Portal will be updated to reflect the changes:

DSC does not have an Audit Department. ASU Audit Department currently serves DSC which makes for a smooth consolidation of duties and responsibilities.