

## 6-02-16 RECOMMENDATIONS (CONSENT AGENDA)

### OWG 13: Library:

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

- 1. Recommends that all library operations and staffing be consolidated into one centralized library staff with support to both libraries with ASU library being the central location:**

Library operations and staffing will become consolidated into one centralized unit for business correspondence such as billing purposes, vendor costs, at Pendergrast Library. The Wetherbee Library will remain operational to library patrons as Albany West campus.

- 2. Recommends that ASU and DSC Negotiate consortial prices for a single purchase for ASU and DSC Libraries of the GALILEO DATABASE Models to be used by students, faculty and staff with centralized billing at the new ASU Pendergrast Library:**

ASU Library and DSC Library have reviewed the GALILEO Pricing Models, EBSCO Subscription Services and Library Expenditures for 2017. All business correspondence for library operation will be consolidated to eliminate any duplication of costs for library operational business.

- 3. Recommends that the Library's automated integrated library system Voyager OPAC Catalogs be consolidated into one catalog with assistance from BOR and ALMA Project Team:**

ASU and DSC will consolidate Voyager online catalogs into one consolidated catalog for the New ASU to be accessed via both campuses. The next step will be to move both catalogs to 'ALMA', The Next Gen Library System after weeding and data management has been completed.

### OWG 16: Advising, Tutoring, & Mentoring:

(reviewed & supported by Paul Bryant and G. "Pat" Ridgeway):

- 1. Recommends adopting a "shared" model of advising that includes: professional staff advisors in the advising centers on both campuses; online support specialists for both new and continuing students who are fully online; and designated undergraduate and graduate faculty advisors in their respective programs of study on all campuses:**

Advisors will be needed to assist students who are enrolled in specific programs of study or "undecided" about a program of study, who want to change their majors, who have fewer than 30 college credit hours, and who are academically "at risk" for failing.

Advisors will also be able to provide a consistency of message to help students matriculate seamlessly and to implement university initiatives cohesively e.g., “Fifteen to Finish.”

**2. Recommends that each undergraduate and graduate program of study create and maintain an updated and accurate list of required course offerings for students and academic advisors for the upcoming academic year:**

Having one master list that is published on program webpages for the University website and under program options in the annual catalogs will minimize advising and graduation audit errors so that students and their advisors can engage in purposeful academic planning.

**3. Recommends that tutoring services be made available to students through online academic tutoring services, on-campus peer tutoring, and professional staff services through the academic support centers and/or labs:**

Individualized and/or small group tutoring services can be instrumental in supporting students’ academic success and in increasing persistence, progression, and graduation rates.

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

**1. Recommends that the Student Learning Outcome (SLO) for Area A1-Written Communications for the new ASU read as follows:**

**Students will communicate effectively by crafting documents that demonstrate content development, clarity of organization, and appropriate style, usage and documentation:**

The new SLO is a combination of the current SLOs from each institution and better meets the needs of our students.

**2. Recommends that the Student Learning Outcome (SLO) for Area A2 Mathematics for the new ASU read as follows:**

**Students will explain mathematical information symbolically, graphically, numerically, and verbally by solving a variety of problems:**

The new SLO is a combination of the current SLOs from each institution and better meets the needs of our students.

**3. Recommends that Student Learning Outcome (SLO) for Area B-Diversity and Communications for the new ASU read as follows:**

**Diversity: Students will demonstrate understanding of diverse peoples, cultures, and perspectives within a global society.**

**Communication: Students will demonstrate understanding of verbal and non-verbal communication preparation and presentation proficiency in a variety of contexts:**

The new SLO is a combination of the current SLOs from each institution and better meets the needs of our students.

**4. Recommends that the Student Learning Outcome (SLO) for Area C-Humanities and Fine Arts for the new ASU read as follows:**

**Students will critically analyze forms of expression that reflect individual, artistic, or social values from a cultural or an informed personal perspective:**

The new SLO is a combination of the current SLOs from each institution and better meets the needs of our students.

**5. Recommends that that the Student Learning Outcome (SLO) for Area E-Social Sciences for the new ASU read as follows:**

**Students will analyze historical, economic, political, social, spatial, or psychological processes and how they impact the diversity of the human experience:**

The new SLO is a combination of the current SLOs from each institution and better meets the needs of our students.

**[OWG 20: Honors Program:](#)**

**[\(reviewed & supported by Paul Bryant and G. “Pat” Ridgeway\):](#)**

**1. Recommends that the Honors Program combine scholarship offerings and honors designations to support both two-year track students and four-year track students:**

- a. Scholarship Explanation: Honors Program students are offered an academic scholarship or stipend based on available funds from the ASU foundation. This is the basic incentive for becoming a member of the Honors Program at ASU.
- b. Merit Scholar and or SAGE Award are commencement recognitions. These awards simply identify the graduate at commencement as having been a member of the Honors Program and having successfully completed the Honors Program curriculum at either the Associate’s Degree level or the Bachelor’s Degree level. Either of these recognitions allow the student to wear certain cords or stoles that distinguishes the graduate as an Honors Program graduate.

**2. Recommends that students from each institution that are currently enrolled in the program will be allowed to maintain their membership status:**

Students that are currently matriculating at ASU and DSC respectively will be allowed to maintain their membership status in the Honors Program. They will not be required to reapply and will retain all Honors Program incentives (i.e. student lab, resource center, priority registration, etc.).

[OWG 30: Preparation of Merged Catalogues:](#)  
[\(reviewed & supported by Paul Bryant and Frank Malinowski\):](#)

**Recommends that the degrees to be listed in the new ASU catalog in order of degree type: Associate degrees, Bachelor degrees, and Graduate degrees in groups and listed alphabetically within each group:**

The committee reviewed about seven different college catalogs and looked at their layout. We also put the question out on the RACRA listserv and we received many responses. All institutions, with the exception of one, listed them the way we are recommending.

[OWG 43: Publication & Collaterals:](#)  
[\(reviewed & supported by Wendy Wilson and Cynthia George\):](#)

**Recommends consolidating production of internal and external publications and collaterals for the New Albany State University:**

After reviewing and evaluating the current internal and external publications and collaterals, the Operational Working Group unanimously agreed that a consolidated publications operation will provide an opportunity to concisely share the mission, vision, and information regarding the new university, while allowing us to continue producing a myriad of first-rate collaterals.

[OWG 52: Health Services:](#)  
[\(reviewed & supported by John Clemens\):](#)

**1. Recommends keeping student health insurance requirements as is at both institutions:**

Currently, insurance is required by internationals, student-athletes, and specific majors. It would be ideal for all students to be covered by health insurance, however, we do not feel it feasible at present to mandate insurance for all students. It is not affordable for many.

**2. Recommends Maintain Health Clinic Services to students at each campus site:**

Currently, students on each campus have access to health services provided by a nurse practitioner including assessment and treatment of minor ailments. These services include but are not limited to necessary prescription medications being called in to pharmacy of choice. The nurse practitioners must maintain physician collaboration to practice in the state of Georgia, therefore, continued collaborative agreements with current physicians is required.

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

**1. Recommends that Shipping and Receiving will be maintained on both campuses:**

Shipping and Receiving departments will be needed on each campus to accept incoming packages process out-going packages at each location. ASU currently has vehicles for Central Receiving and the Post Office that will be used to transport mail and packages between both campuses. The committee feels no extra automobiles are needed at this time.

**2. Recommends that campus postal services will be maintained on both campuses:**

U.S. Postal Service will continue to deliver mail to each campus. Therefore, campus postal services will be required at each location to process U.S.P.S. mail as well as intercampus mail. ASU currently has vehicles for Central Receiving and the Post Office that will be used to transport mail between both campuses. The committee feels no extra automobiles are needed at this time.

**3. Recommends that Staples desktop delivery option will be utilized on the current Darton campus:**

Most office supplies for each campus are purchased through the State Purchasing Staples contract which offers desktop delivery. ASU utilizes this service eliminating delivery through Central Receiving. Desktop delivery will be implemented on the Darton campus for contract consistency at all college locations.

[OWG 65: Public Safety and Security:](#)  
[\(reviewed & supported by Katherine Laster and John Clemens\):](#)

**1. Recommends adopting ASU Police and Standard Operating Procedures:**

The committee is submitting the recommendation to accept the current Albany State University Police policy as the standard policy for both departments. The policy will continue to be updated with the new BOR requirements and to reflect the new mission of the department. The current policy is has been updated within the last five years and is

currently under review. Both units' policies are similar and covers the basics for police operations.

**2. Recommends that the current ASU Parking policies and procedures be accepted:**

The committee is submitting the recommendation to accept the current Albany State University Police Parking policy as the standard policy for both departments. Currently ASU has a defined parking policy that is held within the ASU Police operations. All parking issues are currently handled with the police administration. Darton parking is divided between the Police department and Human Resources.