



**Consolidation Committee
Final Report**



Committee Details

Date:	February 8, 2017
Committee Name:	OWG 12 – Inventory of Programs, Authorized Degrees, Delivery Modes, Assessment etc.
Committee Co-Chairs:	Kellei Samuels, Frank Archer, Amy J. Foster and Victoria Smith-Butler
Functional Area:	Area C: Academic Affairs
Functional Area Coordinator:	Tom Ormond, Tau Kadhi Olufunke Fontenot

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

Task: Coordinate with Program-Based Entities
Recommendation and/or Action Taken:
1. Recommends that all program accreditation agencies that were listed for DSC and ASU in the Institutional Summary Form of the Consolidation Prospectus be notified in writing of the proposed institutional consolidation of DSC and ASU by the appropriate program administrators/deans and that required actions be taken to maintain existing program accreditations in the new ASU. Institutional coordination of these formal notifications and institutional oversight of program accreditation follow-ups should be provided by the administrative unit responsible for institutional effectiveness and accreditations in the new ASU.
Task: Determine Syllabi Requirement
Recommendation and/or Action Taken:
2. Recommends that all faculty construct course syllabi in D2L course shells using the attached ASU Course Syllabus Template to ensure that basic and necessary information and instructions common to all courses are provided to students in an efficient and effective manner.
<p>ASU Course Syllabus Template (Bolded items should appear verbatim in the syllabus) (All syllabi should be posted and disseminated in D2L course shells)</p>
<p>COURSE INFORMATION Semester, Year: Course Number and Section: Course Title: Course Credit Hours: Course Prerequisites or Co-requisites: Catalog Course Description: Course Objectives/Learning Outcomes: Course Alignment with Discipline Standards:</p>



**Consolidation Committee
Final Report**



REQUIRED TEXT(s):

OTHER SUGGESTED READINGS:

CLASS MEETINGS: (Days and Times or Online Expectations)

CLASS MEETING LOCATION: (If online, add online access link)

INSTRUCTOR'S INFORMATION

Name and Title:

E-mail address:

Office Telephone Number:

Alternate Telephone Number:

Office Location:

Office Hours and Other Availability:

E-MAIL AND WEBSITE COMMUNICATIONS

Students are responsible for regularly using their D2L course management system e-mail for communications to and from the instructor and fellow students about specific course activities and requirements. Students are also responsible for regularly checking their ASU RAMmail account for important university-wide communications and other e-mail communications about their courses. Students have access to university policies, catalogs, calendars, schedules, handbooks, and online transactions through the ASU Website. University closures and other important announcements will be posted on the ASU home page.

REQUIRED EXAMS, ASSIGNMENTS, AND PARTICIPATION WITH WEIGHTINGS OF EACH TOWARD FINAL GRADE DETERMINATION

List the required course activities which will contribute to the student's final grade and indicate the weighting (percentage or point value) of each in final grade determination. Explain clearly how the points for final letter grade determinations (A through F) will be calculated. Do so in a manner that enables students to easily calculate their progress throughout the course. By mid-term, students should have completed a sufficient number of graded course requirements to make a reasonable assessment of their progress toward successful course completion.

WEEKLY CALENDAR OF COURSE TOPICS, READINGS, PROJECT ASSIGNMENTS, AND EXAMINATIONS

Provide a daily/weekly calendar of course topics to be covered, assigned readings from the text or other sources, in-class and out-of-class activities, homework assignments, quizzes, tests, project presentations/submissions, etc. Include key dates from the ASU academic calendar for the term of instruction.



Consolidation Committee
Final Report



INSTRUCTOR’S MANAGEMENT OF CLASS ATTENDANCE (OR ONLINE EQUIVALENT) AND EXCUSED ABSENCES

Cite the website link to institutional policy on attendance, and explain clearly how class attendance or online equivalents and excused absences will be managed by the instructor in this course. Be clear about acceptable grounds for excused absences, the conditions under which make-ups will be permitted, and attendance implications for final grade determination.

ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

The intentional misrepresentation of one’s work to deceive for personal gain, cheating, and plagiarism are academic grounds for receiving a failing grade in the course and probation or expulsion from Albany State University. No student shall give or receive any assistance not authorized by the corresponding professor in the preparation of any assignment, report, project, or examination to be submitted as a requirement for academic credit. For more detailed information on ASU policies and procedures in this regard, see [website link].

Using someone else’s words or ideas as your own, without citing appropriate references that credit the source of those words or ideas, is plagiarism. Faculty may require electronic submission of essays, papers, or other written projects through the plagiarism detection service, Turnitin (<http://www.turnitin.com>). Turnitin is an online plagiarism detection service that compares submitted papers for textual similarity, reports the percentage of similarity, and provides links to those specific sources. Instructors may then use this information to make a final judgment on whether submitted work has been plagiarized.

ADDITIONAL INSTRUCTOR-SPECIFIC COURSE POLICIES

Cite any additional instructor-specific policies that may apply in this course.

OTHER POTENTIALLY RELEVANT INSTITUTIONAL POLICIES

If needed, students should consult the ASU website for other potentially relevant institutional policies that include concerns such as disability accommodations, military deployments, student misconduct, grade appeals, unlawful discrimination, sexual harassment, health and safety issues, among others.

Task: Develop a Uniform Course Instructor Evaluation Instrument
Recommendation and/or Action Taken:
3. Recommends that the new Albany State University implement, beginning in Fall Semester 2017, a single, campus-wide, online system for administering, summarizing, and disseminating course and instructor evaluations submitted by students at the end of each course.
Task: Develop Common Assessment Instruments and Cycles
Recommendation and/or Action Taken:



**Consolidation Committee
Final Report**



4. Recommends that the new Albany State University create and maintain an Institutional Effectiveness Committee comprised of faculty, staff, and administrators. This IE Committee will work collaboratively with the Office of Institutional Effectiveness, Assessment & Accreditation (OIEAA) and its director who will also serve as the SACSCOC Accreditation Liaison. The IE Committee, in conjunction with the OIEAA, will determine unit-level (including general education) assessment cycles and evidence production. Faculty must be an integral part of the academic IE and assessment process both at the creation, implementation, and evaluation stages.

Task: Review Student Surveys and Administration Processes

Recommendation and/or Action Taken:

5. Recommends the adoption of Albany State University’s attached calendar for the completion of institutional reports and administration of institutional surveys and, equally important, the development of plans for the analysis of report and survey results that can be used to achieve institutional improvement:

Due Dates	Surveys
Fall (Sept. – Oct.) Winter (Dec. - Feb.) Spring (Dec. – April)	<u>Integrated Postsecondary Education Data System (IPEDS)</u> 1. Institutional Characteristics Header (Fall) 2. Completions (Fall) 3. 12-Month Enrollment (Fall) 4. Admissions (Winter) 5. Outcomes Measures (Winter) 6. Student Financial Aid (Winter) 7. Graduation Rates (Winter) 8. 200% Graduation Rates (Winter) 9. Fall Enrollment (Spring) 10. Finance (Spring) 11. Human Resources (Spring) 12. Academic Libraries (Spring)
March	Evaluation of Academic Administrators
April	US News and World Report Survey 1. Best Main 2. Finance 3. Financial Aid Spring Semester Course Evaluation
May	Graduates Survey
August	Faculty & Staff Conference Survey
September	Common Data Set Survey



**Consolidation Committee
Final Report**



December	Annual Survey of Colleges (known as College Board)
November	Fall Semester Course Evaluation
Frequent Internal Ad-Hoc Surveys Upon Request	Acceptance Day (Student Affairs Division) New Student Orientation (Academic Advising & Retention Office) Academic Success Week (Student Affairs Division) Center for African American Males Programs (4) Pre & Post Student Technology Survey (Housing & Residence Life) Library Services (James Pendergrast Library) Lecture Series (Velma H. Fudge Honors Program Office) Preparing Critical Faculty for the Future (PCFF) Project Surveys (Research & Sponsored Programs Office)
Every Three Years	National Survey of Student Engagement (NSSE) - Next administration in 2017

Task: Curriculum Approval Process

Recommendation and/or Action Taken:

6. Recommends the new Albany State University uses the attached curriculum approval process.

Curriculum Approval Routing Process

Department Committee

- Reviews the proposal and seeks consultation as appropriate
- Department chair will serve as a member of the committee, but should not necessarily be the chair of the curriculum committee.
- May send proposal back to Faculty initiator for more information if needed
- Dean and/or Chair will serve as ex-officio member
- Department chair will sign once approved and forward to College Review Committee



College Review Committee and Dean

- College Review Committee and Dean review and seek consultation as appropriate
- College Review Committee and Dean will sign and forward to the Curriculum Committee



Graduate or Undergraduate Programs Review Committee

Faculty Senate

- Department Chair, and/or Dean should attend to answer questions

<ul style="list-style-type: none"> • Graduate or Undergraduate Programs Review Committee and Dean review and forward positive recommendations to the Curriculum and New Programs Committee • Graduate Dean or Undergraduate Programs Review Committee Chair will sign and forward to the Curriculum and New Programs Committee 	<ul style="list-style-type: none"> • Faculty Senate Chair or representative will sign Curriculum Approval Form at the Curriculum and New Programs Committee meeting if voted approved by Faculty Senate • May send proposal back to College Review Committee for more information if needed
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Curriculum and New Programs Committee

- Department chairs, faculty initiators, or deans should attend to answer questions
- May send proposal back to Graduate or Undergraduate Programs Review Committee for more needed information
- Faculty Senate representative will sign at this meeting if recommended by Faculty Senate



Provost/VPAA

- Final campus approval
- Notifies dean, chairs and faculty if action is approved
- Provides notice of other approvals needed (SACSCOC, USG, etc.)
- Executive assistant provides other necessary forms and submits to outside bodies as needed

*For programs without chairs, the dean will be responsible for the chair duties in the process. The dean may delegate these duties to a program director or other senior members of the college's faculty.

Curriculum Approval Form

This form should serve as the cover and routing page for all curriculum approvals. In addition to this cover page, the Department Chair or initiator should attach all required forms and appendices.

Program/Discipline	
College	Department
Action <input type="checkbox"/> Course related <input type="checkbox"/> Program related <input type="checkbox"/> SACS <input type="checkbox"/> US	



Consolidation Committee
Final Report



Department Chair		
Name	Signature	Date
College Review Committee Chair		
Name	Signature	Date
Dean Approval		
Name	Signature	Date
Graduate or Undergraduate Programs Review Committee		
Name	Signature	Date
Faculty Senate Representative		
Name	Signature	Date
Provost/Vice President for Academic Affairs		
Signature	Date	
Date copy sent to Registrar for program changes		Date
Date copy sent from Registrar to Department/College after changes made		Date
<i>Revised 11/8/16 by Curriculum and New Programs Committee</i>		

Other/Final Comments (if any):

This proposed routing form has been presented to, and reviewed by the joint Faculty Senate, and a modified form was voted on and accepted by that body on January 18, 2017.



**Consolidation Committee
Final Report**

