



EAST GEORGIA COLLEGE

UNIVERSITY SYSTEM OF GEORGIA

131 COLLEGE CIRCLE

SWAINSBORO, GEORGIA 30401-2699

PHONE (478) 289-2031 FAX (478) 289-2137

Office of Academic Affairs

orient

09 2850 enrollment
08 2555
07 1987

MEMORANDUM

To: All EGC Faculty
From: Dr. Goodman *[Signature]*
Date: July 1, 2009
Re: 2009 Fall Work Conference

SBORO center
contract 1.8 miles
311 lights hand
BY pass side
Mon or April

Enclosed please find a tentative schedule for East Georgia College's Fall Work Conference to be held August 3-7.

All the activities listed for August 4th and August 5th are required of all faculty. An additional orientation session for new faculty is scheduled for 8:30 a.m. - 4:00 p.m. on Monday, August 3rd. Veteran faculty are also welcome to attend this session, either as a refresher or to serve as unofficial mentors for the new folks.

Please note the various morning sessions scheduled for August 6th. Training for the ADP (new payroll system) is a required session if you were not previously trained during summer session. All faculty are expected to participate in the afternoon registration process. As you build your work schedules for Thursday and Friday, please remain available and open to adjustments and additions. If our new student enrollment justifies an additional orientation/registration session, Friday could be used for that purpose.

We look forward to your participation in these events.

TG/dc

Burke counts } instructor
Waynesboro } center

Faculty handbook
student handbook
catalog

no merger

we teach more than anybody in the system

volunteer for lunch

Fall 2009 Work Conference (TENTATIVE)

August 3-August 7, 2009

Monday, August 3

NEW FACULTY ORIENTATION

- 8:30 a.m.** Welcome – John Black
8:45 a.m. A Typical Semester – Tim Goodman
9:15 a.m. Technology at EGC – Mike Rountree
10:00 a.m. Discrepancies and Grade Reports – Donald Avery
10:30 a.m. Benefits – Tracy Woods
Room B112-Student Services Complex
- 11:00 a.m. - 12:00 p.m.** Division Breakout - Procedures and Policies –
David Bartram, Bob Brown, Carmine Palumbo
Division Conference Rooms
- 12:00 p.m. – 1:30 p.m.** LUNCH ON YOUR OWN
- 1:30 p.m. - 4:00 p.m.** Basic Advisement Training – Tim Goodman and Division Chairs
Room B111-Student Services Complex
- 5:00 p.m. - 7:00 p.m.** PART-TIME FACULTY ORIENTATION –SWAINSBORO
Tim Goodman, David Bartram, Bob Brown, Carmine Palumbo,
Donald Avery, Caroline McMillan
Room B112-Student Services Complex

Tuesday, August 4

- *8:30 a.m. - 9:00 a.m.** CONTINENTAL BREAKFAST
Student Services Complex
- *9:00 a.m. - 9:45 a.m.** THE PRESIDENT'S SESSION
RLB Room - Student Services Complex
- *9:45 a.m. – 10:00 a.m.** Development and Alumni Department/EGC Foundation—Elizabeth Gilmer
- *10:00 a.m.-10:30 a.m.** Behavioral Intervention Team; Alcohol & Drug Policy; ADA Updates
Anna Marie Reich, Tori Kearns
- 11:00 a.m. - 12:00 p.m.** SACS UPDATE #1
David Gribbin, Tim Goodman, Bob Brown
RLB Room - Student Services Complex
- 12:00 p.m. - 1:30 p.m.** LUNCH ON YOUR OWN
- 1:30 p.m. - 2:30 p.m.** Advisement Update – Tim Goodman and Division Chairs
RLB Room – Student Services Complex
- 2:30 p.m.- 4:00 p.m..** UNIT MEETINGS
Humanities Division – Humanities Conference Room
Social Science Division – Social Science Conference Room
Math/Science Division – Math/Science Conference Room
Student Services Staff – Student Services Conference Room
Fiscal Affairs and Physical Plant Staffs – President's Conference Room

Wednesday, August 5

***8:30 a.m. - 9:00 a.m.**
Lobby - P. E. Complex

CONTINENTAL BREAKFAST

***9:00 a.m. - 10:30 a.m.**

FACULTY AND STAFF MEETING

- General Information – Mary Smith
- Sexual Harassment Policy – Mary Smith
- Emergency Action Plan – Mary Smith
- Conflict Management – Carol Bray
- Campus Master Plan – Susan Wagner-Craven
- Business Office Procedures Update – Becky Foskey
- Human Resources Updates – Tracy Woods

Room D146 - P. E. Complex

10:30-10:45 a.m.

Break

***10:45 a.m. – 11:45 a.m.**

Information on NEW Board of Regents Model Retirement Plan – Tracy Woods

Room D146 – P. E. Complex

*7/15 - 9/17 talk
8/15*

11:45 a.m. – 1:00 p.m.

LUNCH ON YOUR OWN

1:00 p.m. – 2:00 p.m.

Faculty Meeting

- Vista and IT – Mike Rountree
- Statutes Approval – Tim Goodman
- Faculty Handbook Approval – Tim Goodman
- Academic Policies Approval – Tim Goodman
- Committee Appointments – Tim Goodman
- QEP Update – Bob Brown

RLB Room – Student Services Complex

2:00 p.m. – 2:15 p.m.

Standing Committees Meetings

- Auxiliary Enterprises Committee (B112)
- Institutional Effectiveness Committee (B234 - PDR)
- Library Committee (B113)
- Publications Committee (B123)
- Student and Enrollment Services Committee (B115)

Various Rooms – Student Services Complex

2:30 p.m. – 3:30 p.m.

USG Faculty & Staff Resource Website – Tim Goodman

Room B111 – Student Services Complex

3:30 p.m. – 4:00 p.m.

Club Advisors Meeting—Vicki Sherrod

Room B111 – P. E. Complex

5:00 p.m. – 7:00 p.m.

PART-TIME FACULTY ORIENTATION – STATESBORO

Tim Goodman, David Bartram, Bob Brown, Carmine Palumbo,
Donald Avery, Caroline McMillan

EGCS Center – Statesboro

Thursday, August 6

10:00 a.m. – 10:45 a.m.

Developing a Tenure/Promotion Portfolio – Faculty Panel

Room D122 – P. E. Complex

11:00p.m. - 12:00 p.m.

ADP Training (for all faculty who have not been trained) – Tracy Woods

Room D127 – P. E. Complex

1:00 p.m. – 5:00 p.m.

Orientation and Registration of New Students

Friday, August 7

Faculty Presence on Campus

***ALL EGC FACULTY AND STAFF**

Post-Parent

1-478-494-2592
Bob Cell

Math & Science Division

Unit Meeting – August 4, 2009

- ✓ 1. Introduction of new instructors
- ✓ 2. Fall 2009 Semester
- ✓ 3. Pre/Post Test Updates
Team leaders send in final version with links to SLOs by August 11
- ✓ 4. Faculty Performance Plans – Due Thursday August 20
- ✓ 5. Faculty Evaluations
 - I. Teaching Excellence (including assessments)
 - II. Service to the Institution (including SACs & assessments)
 - III. Academic Achievement
 - IV. Professional Growth & Development
- ✓ 6. Assessment – Will become a larger part of overall evaluation
 - How to improve instruction
 - How to improve student success
 - Getting feedback on what works
 - Put it in WEAVE ONLINE
- ✓ 7. Standing Committees

DRAFT
**EAST GEORGIA COLLEGE
STANDING COMMITTEES
2008-2009**

ACADEMIC POLICIES COMMITTEE

Chairman:	Dr. Tim Goodman (Statutes)	Vice President for Academic Affairs
	Mr. Donald Avery	VP for Enrollment/Student Services
	Mrs. Carol Bray	Librarian
	Dr. Carmine Palumbo	Chair, Humanities Division
	Dr. David Bartram	Chair, Social Science Div
	Dr. Bob Brown	Interim Chair, Science/Math Division
	Mr. Mark Dallas	Director of Learning Support
	Dr. Dana Nevil	Humanities Division
	* Dr. Paul Cerpovicz	Science/Mathematics Division
	Dr. Walt Mason	Social Science Division

ADMISSIONS AND RECORDS COMMITTEE

	(Chair to be Elected by Committee)	
	Mr. Donald Avery	VP for Enrollment/Student Services
	Dr. Tim Goodman	Vice President for Academic Affairs
	Mrs. Anna Marie Reich	Counselor
	Mr. Ken Homer	Humanities Division
	* Mr. Robert Marsh	Science/Mathematics Division
	Mr. David Strickland	Social Science Division

AUXILIARY ENTERPRISES COMMITTEE

Chairman:	Mrs. Adriance Galloway (Statutes)	Vice President for Fiscal Affairs
	Ms. Jessica Todd	Humanities Division
	* Ms. Aditi Mitra	Science/Mathematics Division
	Mr. Randy Carter	Social Science Division
	TBA	SGA member appointed by SGA
	TBA	SGA member appointed by SGA
	TBA	SGA member appointed by SGA

Conflict Resolution Committee

(Three individuals appointed by President on an annual basis.)

Financial Aid Appeals Committee

	(Chair to be Elected by Committee)	
	Mrs. Barbara Green	Director of Financial Aid
	Mrs. Adriance Galloway	Vice President for Fiscal Affairs
	???????	President Appointed Faculty
	TBA	Financial Aid Recipient appointed by Director of Financial Aid

GRIEVANCE COMMITTEE (CARRIED FORWARD FROM LAST YEAR)

2008-2009 Standing Committees

INSTITUTIONAL EFFECTIVENESS COMMITTEE

(Chair to be Elected by Committee)

Dr. Tim Goodman
Mrs. Adriance Galloway
Mr. David Gribbin

Dr. Alan Brasher
Dr. Tori Kearns

• Mr. John Smoyer

Vice President for Academic Affairs
Vice President for Fiscal Affairs
Director of Institutional Research
Humanities Division
Social Science Division
Science/Mathematics Division

Institutional Research Evaluation Committee

Mr. David Gribbin
Dr. Tim Goodman
Mrs. Adriance Galloway
Ms. Linda VonBergen

• Ms. Mina Vora
Mr. Larry Braddy

Director of Institutional Research
Vice President for Academic Affairs
Vice President for Fiscal Affairs
Humanities Division
Science/Mathematics Division
Social Science Division

LIBRARY COMMITTEE

(Chair to be Elected by Committee)

Mrs. Carol Bray
Mr. Desmal Purcell
Mr. Sebastian Verdis, Jr.
Dr. Reid Derr
Dr. Dee McKinney

• Mr. John Blackburn
• Dr. Jimmy Wedincamp

TBA
TBA

Librarian
Humanities Division
Humanities Division
Social Science Division
Social Science Division
Science/Mathematics Division
Science/Mathematics Division
Student Appointed by SGA
Student Appointed by SGA

PUBLICATIONS COMMITTEE

(Chair to be Elected by Committee)

Mr. Gerald D. Hooks
Dr. Tim Goodman
Mrs. Adriance Galloway
TBA
TBA
TBA

• Ms. Kathy Whitaker
Mr. Thomas Thibeault
• Dr. Carolyn Broucek
Dr. Thomas Upchurch

Director of Public Information
Vice President for Academic Affairs
Vice President for Fiscal Affairs
Hoopee Bird Editor
Wiregrass Editor
SGA President
Humanities Division
Humanities Division
Science/Mathematics Division
Social Science Division

STUDENT SERVICES COMMITTEE

Chairman: Mr. Donald Avery (Statutes)
Dr. Tom Caiazzo
Dr. Sandra Sharman
• Ms. Christine Xie
TBA
TBA
TBA

VP for Enrollment/Student Services
Social Science Division
Humanities Division
Science/Mathematics Division
Student appointed by SGA
Student appointed by SGA
Student appointed by SGA

EAST GEORGIA COLLEGE
University System of Georgia
Swainsboro, Georgia 30401

SPRING SEMESTER 2009 GENERAL FACULTY MEETING
Friday, May 1, 2009
Vice President Tim Goodman, Presiding

The Spring Semester 2009 General Faculty Meeting began promptly at 2 p.m. in the science classroom at the East Georgia College site in Statesboro.

Vice President Tim Goodman

Dr. Goodman began by welcoming everyone to the spring faculty meeting. He moved next to the faculty minutes from the previous semester general faculty meeting. The faculty voted to accept the minutes as circulated.

He welcomed Mike Rountree, director of technical support, to the podium. Mr. Rountree discussed pc security issues with the faculty. He concluded by acknowledging new laptop security software to be installed this summer.

Next David Gribbin, director of institutional research, gave an update on assessment at the college. He discussed the planning and key dates for the upcoming SACS visit. He acknowledged the new mission statement. He concluded by answering any questions on the self study from the faculty.

Dr. Dee McKinney spoke briefly on access of the students at the end of the semester to a course online. She also spoke briefly on VISTA 8 with the faculty.

Mary Smith, vice president for legal and external affairs, spoke briefly with the faculty on copyright policies. She concluded by speaking on guidelines for electronic reserves.

Donald Avery, vice president of enrollment and student services, distributed the list of candidates of graduation for spring semester. The faculty approved all the candidates.

Dr. Goodman discussed the items from the academic policies committee to be voted on by the faculty. The new course proposal form was discussed and approved by the faculty. The next item, a new course in creative writing that will be placed in Area F for English, was discussed and approved. The next item, art history I and II placed in Area C and F, was discussed and approved. The next item was to require completion of English 1101 before taking Education 2110, 2120, or 2130 courses. This item was discussed and approved. This next item, military science I and II as taught by Georgia Southern University to be taken in the proper order, was discussed and approved. The next item, changes in exercise and health science in Area F, was discussed and approved. The next item, changes in psychology, was discussed and approved by the faculty. The last item, changes in computer application course, was discussed and approved.

Dr. Goodman congratulated Dr. Tom Caiazzo and Mr. Ron Ellison on being granted tenure this year. Ms. Jenny Dart was congratulated on being promoted from instructor to assistant professor. Dr. Tommy Upchurch was also congratulated on being promoted from assistant professor to associate professor.

In closing, Dr. Goodman discussed cell phones and the need for some policies concerning these phones. He continued with the new core curriculum.

The faculty meeting adjourned at 3:04 p.m.

Respectfully submitted,

Gerald D. Hooks, Jr., - Recording Secretary

Dr. Tim Goodman, Vice President for Academic Affairs

EAST GEORGIA COLLEGE
A unit of the University System of Georgia
131 College Circle
Swainsboro, Georgia 30401-2699
Phone Number

Semester / Year
Course Prefix & Number: Course Name
(e.g. ENGL1101: Composition I)
CRN #
Meeting Day(s), Location(s) and Time(s)

*Students are responsible for their own academic progress and must make themselves familiar with EGC Learning Support policies. Decisions regarding fulfillment of College Preparatory Curriculum (CPC) deficiencies should be made with the help of an academic advisor. EGC Learning Support policies can be found at
<http://www.ega.edu/academicpp/LearningSupportPolicies.pdf>.

****SPECIAL NOTE: To be placed at the beginning of all syllabi for learning support classes only.***

- I. Instructor
- II. Office information: Location, Phone, E-Mail, Office Hours
- III. Course Description from EGC Catalog
(<http://www.ega.edu/registrar/catalog/Catalog0809.pdf>)
- IV. Prerequisites
- V. Textbooks: Author, Title, Publisher, and ISBN #
- VI. Course Learning Outcomes with linkages to General Education Student Learning Outcomes
- VII. Evaluation (i.e. description of how Student Learning Outcomes will be evaluated)
- VIII. Grading (i.e. how grades will be assessed, including percent of total grade for each major assignment)
- IX. Attendance Policy
- X. Make-up Policy
- XI. Plagiarism & Academic Dishonesty (please see EGC Student Handbook
http://www.ega.edu/counseling_center/handbook2008.pdf)
- XII. ADA Statement (can be found at
http://www.ega.edu/counseling_center/disabilityaccommodations.htm)
- XIII. Course Withdrawal Policy Statement: Students are responsible for their own academic progress. Decisions regarding withdrawal from courses should only be made after consultation with an academic advisor. Before withdrawing from a course, students must meet with a Financial Aid representative to discuss their personal financial aid situation. More information regarding withdrawal from

courses can be found in the EGC catalog at
<http://www.ega.edu/registrar/catalog/Catalog0809.pdf>

XIV. Campus Emergency Policy:

- a. In the event the fire alarm is sounded, everyone must evacuate the building at once and in a calm and orderly fashion, using the nearest exit. In the event of a severe weather warning everyone must proceed immediately to the nearest designated shelter area which are marked by a small tornado symbol. All severe weather shelter locations are posted on the EGC website. Each student should, on the first day of class, determine the location of the nearest exit and the nearest designated shelter area for each of his or her classrooms. If you have difficulties locating either ask your instructor to assist you.
- b. The **Connect-ED** system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.) With **Connect-ED**, East Georgia College students can be reached and provided with vital instructions anywhere, anytime, through their cell phones, home phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices. (<http://www.ega.edu/connected.pdf>)
- c. EGCS students should make themselves familiar with Georgia Southern University's Emergency Response Plan
<http://services.georgiasouthern.edu/ess/Emergency%20Response%20Plan.pdf>
In the event of an emergency, EGCS students should follow the instructions of EGCS faculty and staff members and GSU campus officials.

XV. Additional Course Requirements

XVI. Daily Course Schedule

XVII. ^{additional}~~Optional~~ Policies

- a. Cell Phones & Electronic Devices
- b. Recording (e.g. audio, video, cell phone pictures)
- c. Classroom Behavior
- d. Any additional course objectives

East Georgia College Learning Support Policies and Procedures:

1. All students must exit or exempt Learning Support Reading, Learning Support English, and/or Learning Support Mathematics to take credit courses as prescribed in the attached listing of East Georgia College courses open to learning support students.
2. During each semester of enrollment, a student must first register for all required Learning Support courses before registering for other courses. This policy also applies to part-time students. A student with two or more learning support classes may be granted an exception but must be enrolled in at least one Learning Support course and other courses as allowed by East Georgia College (see attached list) instead of one of the required Learning Support courses.
3. Students who have accumulated 20 semester hours of college-level credit and have not successfully completed required Learning Support courses are limited to Learning Support courses only until requirements are successfully completed.
4. Students with Learning Support requirements who are enrolled in both Learning Support courses and credit courses may not withdraw from the required Learning Support courses with a "W" unless they also withdraw from all credit courses.
5. To exit a Learning Support area, students must complete the exit level Learning Support course in that area and attain at least the University System minimum score on the appropriate part of the COMPASS. Students are allowed to retest on the COMPASS exit exam based on the East Georgia College Compass Retesting Guidelines.
6. Students who are not required to take Learning Support courses in a disciplinary area may elect to enroll in Learning Support courses in the non-required area for institutional credit or on an audit basis. Such students are limited to a maximum of three attempts in each area but are not required to retake the COMPASS exam if they have previously made an exemption or exit score.
7. All Learning Support programs are designed so that students can complete all requirements in an area in two semesters. A maximum of three attempts may be taken in any learning support area (English, reading, and/or mathematics). For example, a student placing in Math 0097 has a maximum of three attempts to complete both Math 0097 and Math 0099, not three attempts at each course.
8. If a student does not complete requirements for an area in three attempts, the student will be suspended. The student may appeal for up to two additional attempts in a learning support area. For each additional attempt, the student will be individually evaluated and a determination will be made as to the student's chance of success in the area. For the fifth attempt, the student must be in an exit-level course and have reached the limit in only one Learning Support area.
9. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support (subject to the 20-hour limit on the number of credit hours a student may earn before exiting Learning Support and the outcome of the Admissions and Records Committee deliberations). If granted the appeal for the second additional attempt, the student may enroll in only the Learning Support course.
10. Students who have been suspended from the institution without completing Learning Support requirements may not be exempted from their Learning Support requirements through transfer of course

credit unless they are eligible for transfer admission under the institution's regular transfer admission policies.

11. Students who have not taken any college work in the University System for three years may be retested with the COMPASS in any unsatisfied area and readmitted without a Learning Support requirement if they meet the exemption score. Students who do not exempt on the retest may be considered for readmission. If an individual evaluation indicates that the student has a reasonable chance of success, the student may be readmitted for up to three additional attempts per Learning Support area. Students readmitted under this provision are subject to the 20-hour limit on college-level coursework and may not take credit work if they had earned 20 credit hours during their previous period(s) of enrollment.

12. Students with learning disorders who are required to enroll in Learning Support must fulfill all stated requirements, including the COMPASS requirements. These students will be provided with appropriate course accommodations supported by the student's diagnosis. Students must see the ADA Coordinator for any accommodations granted for learning support classes.

East Georgia College COMPASS Retesting Guidelines:

If a student does not pass an exit exam, he or she will be allowed one retest during the scheduled retesting times. Students, in most cases, should take the retest before the end of the testing period for that semester. Students able to show hardships with retesting before the end of the testing period must complete retesting before the beginning of the next semester. Students who are in their fourth or fifth attempt in a particular learning support area and have a score within 3 points of exit may be allowed a second retest based upon the recommendation of the learning support course instructor and the approval of the Vice President for Academic Affairs.

East Georgia College Courses Open to Learning Support Students (Revised 4/28/06)

1. Courses open to all learning support students –
all ART classes; COMM 1110 Public Speaking (3); EGAC 1010 Basic Computer Skills (1); EGAC 1100 Student Success (1); ENGL 0097 Learning Support English (4) (below 30 on English COMPASS); ENGL 0099 Learning Support English (4) (30-59 on English COMPASS); FREN 1001 Elementary French I (3); HLTH 2181 First Aid (1); MATH 0097 Learning Support Mathematics I (4) (below 25 on Math COMPASS); MATH 0099 Learning Support Mathematics II (4) (25 –36 on Math COMPASS); MUSC 1101 Introduction to Music (3); PHED XXXX All physical education activity courses; READ 0098 Learning Support Reading (4) (below 55 on Reading COMPASS); READ 0099 Learning Support Reading (4) (55 – 73 on Reading COMPASS); SERV 1001 Service Learning (1); SPAN 1001 Elementary Spanish I (3)
2. Courses open to students who fail only the math COMPASS –
all courses except anatomy and physiology, biology, geology, chemistry, physics, math, and microbiology
3. Courses open to students who fail only the English COMPASS –
any math or science courses; HLTH 2051 Health (2); any classes listed under number 1 (above)
4. Courses open to students who fail only the reading COMPASS –
math classes; any classes listed under number 1 (above)

Agenda
Fall 2009 East Georgia College
Faculty Association Meeting
August 5, 2009

1. Welcome
2. Introduction of new faculty
3. Review of the Faculty Association:
 - a) Background and goals
 - b) Introduction of past officers and new officers
 - c) History
4. Approval of the Spring 2009 Faculty Association Meeting minutes
5. Procedure for the submission of formal proposals
6. Review of currently approved proposals
7. Discussion of new proposals
8. Report from the Treasurer
9. New business?
10. Adjournment

EAST GEORGIA COLLEGE

**FACULTY ASSOCIATION
REGISTRATION FORM
2009-2010**

2
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9
10
11
12
13
14
15
16
17

NAME: _____

Enclosed is my \$5.00 for dues

OPTIONAL INFORMATION FOR DIRECTORY

<i>OK to publish in Faculty Association Directory?</i>		<i>INFORMATION</i>	<i>PLEASE PRINT YOUR INFORMATION HERE</i>
<i>YES</i>	<i>NO</i>		
		Date of Birth	
		Campus Phone	
		Home Phone	
		Cell Phone	
		Home Address	
		Office Address	
		Rank/Title	
		Department	
		Primary Campus (Swainsboro/ Statesboro) Affiliation	

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**Minutes of the
Spring 2009 East Georgia College
Faculty Association Meeting
May 1, 2009**

- I. The East Georgia College Faculty Association (EGAFA) meeting was called to order at 1:00 pm by David Strickland, President. Minutes of the August 6, 2008 Fall meeting were presented and approved.
- II. USG Faculty Council (see handouts 1 & 2).
 - a. EGCFA voted to approve the USG Faculty Council by-laws via GeorgiaView Vista. A ratification of that vote was proposed and carried.
 - b. A formal letter indicating EGCFA approval and participation will be sent to the USG Faculty Council. The Chief Academic Officer and President will be asked to sign off on this letter.
 - c. A proposal was made that the EGCFA Representative would be the president or someone appointed by the EGCFA Executive Committee. The representative would serve for two years to allow for continuity. Motion was approved.
 - d. The first representative is Bob Marsh.
- III. Tough Choices for Tough Times (TCTT) Merger Proposal (see handouts 3 & 4).
 - a. A draft of the TCTT proposal was posted. A majority of the EGCFA opposed the proposed draft of the merger, and a letter was sent outlining the opposition.
 - b. In the final report the wording was changed, but the merger is still a possibility. Do we want a new response to the final proposal? The issue was held for the new board to decide, or to appoint a person to follow and report on the issue. Individual voices are most beneficial.
 - c. Discussion: The issue is still of concern. Response has been evasive. Proposal could have been eliminated, but was not. A letter from Dr. Beth Jensen of Georgia Perimeter College, outlining opposition to the merger, was posted for information. A recommendation was made that this issue continue to be of immediate concern to the EGCFA.
- IV. Spring 2009 proposals. A series of proposals were discussed and voted on via GeorgiaView Vista. Proposals 1 – 4 were approved through campus email vote, and are presented here for further discussion and ratification. (see handout 5 for complete text of each proposal.)
 - a. Proposal 1: Creation of a 4-year articulation exploratory committee. Campus Mail Vote: 32 Yes, 1 No. Proposal passed as written.
 - b. Proposal 2: Overload Clarification. Campus Mail Vote: 29 Yes, 4 No. Further Discussion: Current policy calls for overloads only in great need, and as much as possible overloads will be offered to full time faculty before offering to part

time. Faculty with concerns should go first to their Division Chair, then to Dr. Goodman with concerns if they feel that they are not being treated fairly. East Georgia College leads the system in overloads, and this may be a SACS concern. There was a specific discussion of summer offerings. According to the Regents' policy, nine hours is considered full time in the summer, but not being treated as such. Suggestion: split into two issues, making summer a separate issue. Nine summer hours policy is in place, but changed to six for budget issues. Full time are paid part time rate. Originally proposed Spring 2007. Not under contract for two months in summer – participation is choice of the individual. For the most part operated in good faith, but won't be approved in writing because of contradictions to Regents' policy. Suggestion to discuss with Division Chairs. Motion passed to revisit and rewrite it before presenting.

- c. Proposal 3: Opposition to furloughs for faculty. Campus Mail Vote: 33 Yes, 1 No. Proposal passed as written.
- d. Proposal 4: Discussion of tenure and promotion. Campus Mail Vote: 34 Yes, 0 No. Proposal passed as written.


The Association voted to approve and send forward Proposals 1, 3, and 4, and take them straight to the President.

- V. Fall 2008 proposals. Several proposals posted on GeorgiaView Vista but not voted on were presented. Not available as handout – see appendix for full text.
 - a. Fall 2008 Proposal 1: Proposal to develop a waiting list for classes. Class size limits should be maintained. Proposal language changed “I” to “We” and proposal passed.
 - b. Fall 2008 Proposal 2: Proposal that the number of students in a class should not exceed the number of physical seats available. This had been discussed in an earlier meeting, and the Association was informed that this was not intentional and efforts were being taken to fix this problem. Proposal passed.
 - c. Fall 2008 Proposal 3: Proposal addresses concerns regarding perceived inequity of duties with regard to Dr. Stracher. Dr. Goodman asked that if the proposal is approved that Dr. Stracher's name be removed. He has no opposition to the proposal if the name is removed. Discussion: Are Division Chairs required to give reasons? There are false assumptions that all faculty have the same schedule/contract. Proposal was dropped with a suggestion that the Faculty Association consider defining contracts and equity.
- VI. Two motions related to the forums on GeorgiaView Vista were presented:
 - a. Vista Motion 1: A motion was made to leave faculty with administrative duties who are not supervisors on the forum. Motion passed.
 - b. Vista Motion 2: A motion was made to remove the Anonymous Forum. Motion did not pass.
- VII. Faculty were asked to complete the Faculty Association Registration Form and return it and their \$5 dues to Dana Nevil (see handout 6).

VIII. Election of new officers: Ballots were distributed and a vote was taken for the 2009 – 2010 Officers. The incoming officers are:

President:	Paul Cerpovicz
Vice-President:	Tori Kearns
Secretary:	Bob Marsh
Treasurer:	John Neighbors

IX. The meeting was adjourned by the incoming president Paul Cerpovicz at 2:05 pm.

	<p style="text-align: center;">ADMINISTRATIVE POLICY</p> <p style="text-align: center;">SHARED SICK LEAVE PROGRAM</p>	<p>Policy Number: HR (tba)</p> <p>Origination Date: 2006</p> <p>Revised Date: 07/01/09</p> <p style="text-align: right;">Page 1 of 2</p>
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ENTITIES TO WHICH THIS POLICY APPLIES:

East Georgia College
East Georgia College Statesboro

PURPOSE:

The purpose of the Shared Sick Leave Program is to provide a means for East Georgia College employees to donate paid sick leave to a leave pool to be used by fellow employees who are eligible for and require leave while experiencing a life-threatening or emergency medical condition as defined, and which has caused, or is likely to cause, the employee to take leave without pay.

POLICY:

Employees will be given the opportunity to donate a specified number of hours of sick leave from their sick leave accounts to East Georgia College's leave pool during the annual open enrollment period for other benefits. The following provisions shall apply:

- Only regular benefits eligible employees who have been employed in a benefits eligible position and has completed the East Georgia College provisional period upon enrollment shall be eligible to participate as either a contributor or recipient.
- To contribute or receive leave under this program, an employee shall be required to enroll in the pool during the annual open enrollment period established by the Board of Regents.
- Any unused shared sick leave not used by a recipient for the catastrophic illness or injury will be forfeited to the Shared Leave pool.

- East Georgia College will designate a Shared Leave Administrator and appoint a committee to review and respond to requests for use of leave from the pool.
- A recipient cannot receive shared sick leave with other benefits. (SSI, Disability, Workers Compensation, etc.)
- Eligibility for participation shall end upon termination of employment.
- Funding limitations may impact eligibility and participation.
- Participation in shared leave is voluntary.
- East Georgia College will consider flexibility in this policy in rare and exceptional circumstances involving pandemic emergencies.

This program shall be subject to an annual review and confirmation of continuation.

Donation of Leave

Employees will be given the opportunity to donate a specified number of hours of sick leave (in eight (8) hour increments) from their sick leave accounts to the Shared Leave pool during the annual open enrollment period for other benefits by completing a *Donor Transfer Certification form*. The Shared Leave will be transferred to the Shared Leave pool at the same time other benefit elections are effective (normally January 1). An employee who donates leave must retain a combined total of forty (40) hours of leave in his/her own annual and sick leave accounts (pro-rated for part-time employees).

Enrollment in the sick leave pool shall only be allowed during the open enrollment periods conducted during the months of October and November of each year. No employee shall be denied membership in the sick leave pool if the membership criteria are met. A participating employee shall not be allowed to donate to the pool any unused or unpaid sick leave from the employee's personal account at the time of separation from the University System of Georgia, including retirement.

The employee will continue to accrue sick leave during their absence as long as they are paid at least one half of a monthly salary.

Eligibility for Benefit:

In order to be eligible to receive Shared Leave, the employee must:

- be a member of the leave pool, and
- have completed the initial provisional period of employment, and
- provide certification from a licensed physician of a life-threatening or emergency medical condition, and
- have exhausted all sick and annual leave (or provide credible medical evidence that he or she will have exhausted all sick and annual leave before the medical condition is resolved).

Termination of Membership:

An employee may withdraw from the pool at any time by sending a written request for withdrawal to the Human Resources Officer. Any leave contributed to the pool prior to withdrawal shall be forfeited. When a participating employee withdraws the maximum number of hours for which he/she is eligible, his/her membership in the pool will automatically terminate. The maximum withdrawal amount during a calendar year is 480 hours (12 weeks). To re-enroll, the employee will be subject to the initial enrollment requirements for membership. When a sick leave pool member is eligible for workers' compensation, unemployment, disability or retirement benefits, etc., he/she shall **not** be granted sick leave pool credits.

Shared Sick Leave Committee:

The committee will consist of one staff member from Human Resources, one faculty member, and one staff member from a work unit other than Human Resources.

Application of Benefits:

An eligible employee may request donated leave by completing the Donated Leave Request Form, obtaining a completed Physician's Certification Form and submitting these documents to the Donated Leave Certification Committee in care of Human Resources. If the employee is not capable of making application on his or her own behalf, a personal representative, having documented power of attorney for the employee, may make written application on behalf of the employee by completing the Donated Leave Request Form, obtaining a completed

Physician's Certification Form and submitting these documents to the Donated Leave Certification Committee in care of Human Resources.

A potential leave recipient may request up to 160 hours of Shared Leave at one time, and may make up to two additional requests for Shared Leave within a calendar year, for a maximum total of 480 hours per year within a five (5) year period. The requests may be consecutive.

Confidentiality:

Any medical information provided to the Shared Leave Certification Committee, will remain confidential and will not be shared except with employees in Human Resources on a need-to-know basis. *Potential leave recipients, their representatives and Shared leave committee members must refrain from using institutional e-mail to solicit leave by revealing a medical condition, as e-mailing of medical information may violate HIPAA privacy guidelines. (Added from UGA)*

Approval Process:

Each request will be reviewed by the Shared Leave Certification Committee. The Chief Human Resources Officer, or his or her designee, will appoint these committee members for a renewable term of one (1) year. The committee member from Human Resources or his or her designee will carry out the administrative functions of the committee. If any member of the Shared Leave Certification Committee is from the potential leave recipient's department, that committee member will be replaced by an alternate, designated by the Chief Human Resources Officer.

If any committee member(s) is unavailable to perform the functions of the committee due to illness, vacation, or other reason, or is unable provide a timely decision for any given applicant, the Chief Human Resources Officer, or his or her designee(s), will serve as substitute ad hoc member(s) of the committee. The committee's decision to approve or disapprove a request for Shared Leave will be by simple majority vote and may be the result of communication by email, telephone, or other means in lieu of meeting together in one location.

If the request is approved, the Shared Leave Committee will notify the Shared Leave Coordinator (a designated employee within the Human Resources Department). The Shared Leave Coordinator will notify the applicant (or the personal representative who applied on behalf of the employee) within five (5) working days after the date

the completed request for Shared Leave is received by the committee (or the date that the institution makes changes to these policies or procedures, if that date is later) that:

- the request has been approved; and
- the employee may begin drawing leave from the pool, and
- if the employee has entered the status of leave without pay, the approved Shared Leave may be substituted retroactively to cover the period of leave without pay.
- Or the request has been denied; and the reason for the denial

Appeal

Requests which have been denied may be appealed in writing to the Vice President of Fiscal Affairs.

East Georgia College follows the policy statement as passed by the Board of Regents, University System of Georgia (Shared Sick Leave Program located in the Human Resource Administrative Practice Manual).

802.20 UNIVERSITY SYSTEM OF GEORGIA ETHICS POLICY

Fall Workshop August 5, 2009

A. Introduction

The University System of Georgia (USG) is committed to the highest ethical and professional standards of conduct in pursuit of its mission to create a more educated Georgia. Accomplishing this mission demands integrity, good judgment and dedication to public service from all members of the USG community. While the USG affirms each person's accountability for individual actions, it also recognizes that the shared mission and the shared enterprise of its institutions require a shared set of core values and ethical conduct to which each member of the USG community must be held accountable. Furthermore, the USG acknowledges that an organizational culture grounded in trust is essential to supporting these core values and ethical conduct. The following Statement of Core Values and Code of Conduct are intended to build, maintain and protect that trust, recognizing that each member of the USG community is responsible for doing his/her part by upholding the highest standards of competence and character.

B. Applicability

The Statement of Core Values and the Code of Conduct comprise the USG Ethics Policy. The USG Ethics Policy applies to all members of the USG community. The USG community includes all members of the Board of Regents, all individuals employed by or acting on behalf of the USG or one of the USG institutions including volunteers, vendors, contractors, members of the governing boards and employees of all cooperative organizations affiliated with the USG or one of its institutions. Violations of the USG Ethics Policy may result in disciplinary action including dismissal or termination.

Members of the Board of Regents and all individuals employed by the USG or one of its institutions in any capacity shall participate in USG Ethics Policy training and shall certify compliance with the USG Ethics Policy on a periodic basis as provided in the USG Business Procedures Manual. Cooperative organizations, vendors and contractors shall certify compliance with the USG Ethics Policy by written agreement as provided in the USG Business Procedures Manual. The USG Ethics Policy governs only official conduct performed by or on behalf of the USG.

C. Statement of Core Values

- I. **Integrity** – We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the USG.
- II. **Excellence** – We will perform our duties to foster a culture of excellence and high quality in everything we do.
- III. **Accountability** – We firmly believe that education in the form of scholarship, research, teaching, service and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical and fiscal resources given to our care.
- IV. **Respect** – We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion and decency.

D. Purpose of the Code of Conduct

Every member of the USG community is required to adhere to the USG Statement of Core Values – Integrity • Excellence • Accountability • Respect – that form and guide the daily work of the organization. The USG recognizes that each member of the USG community attempts to live by his or her own values, beliefs and ethical decision-making processes. The purpose of the Code of Conduct is to guide members of the USG community in applying the underlying USG Statement of Core Values to the decisions and choices that are made in the course of everyday endeavors. Each USG institution must ensure that its institutional ethics policies are consistent with this USG Ethics policy.

E. Code of Conduct

We will:

- I. **Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.**
- II. **Act as good stewards of the resources and information entrusted to our care.**
- III. **Perform assigned duties and professional responsibilities in such a manner so as to further the USG mission.**
- IV. **Treat fellow employees, students and the public with dignity and respect.**
- V. **Refrain from discriminating against, harassing or threatening others.**
- VI. **Comply with all applicable laws, rules, regulations and professional standards.**
- VII. **Respect the intellectual property rights of others.**
- VIII. **Avoid improper political activities as defined in law and Board of Regents Policy.**
- IX. **Protect human health and safety and the environment in all USG operations and activities.**
- X. **Report wrongdoing to the proper authorities; refrain from retaliating against those who do report violations; and cooperate fully with authorized investigations.**
- XI. **Disclose and avoid improper conflicts of interest.**
- XII. **Refrain from accepting any gift or thing of value in those instances prohibited by law or Board of Regents policy.**
- XIII. **Not use our position or authority improperly to advance the interests of a friend or relative.**

F. Interpretation and Sources

The Statement of Core Values and Code of Conduct do not address every conceivable situation or ethical dilemma that may be faced by members of the USG community. Members of the USG community are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules and regulations. Specific questions pertaining to the Statement of Core Values or Code of Conduct should be directed to a supervisor or other competent authority at the University System Office or at the institution's office of Legal Affairs, Internal Audit, Compliance, Human Resources, Academic Affairs or other appropriate office. There are also multiple sources of authority that address specific questions or situations. Examples include:

- Board of Regents Policy Manual
- Board of Regents Business Procedures Manual
- Board of Regents Human Resources Administrative Practice Manual
- Institutional policies, handbooks and procedures
- State Laws and Regulations
- Federal Laws and Regulations
-

Further specific explanatory notes and references may be found on the USG's website at www.usg.edu/compliance/ethics/ or its successor reference. (BR Minutes, November 2008)

Source: Board of Regents Policy Manual, approved November 10, 2008

EAST GEORGIA COLLEGE SEXUAL HARASSMENT POLICY

Fall Workshop August 5, 2009

6.5 Sexual Harassment

Sexual harassment is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

6.5.1 Policy Statement

East Georgia College follows the policy statement as passed by the Board of Regents, University System of Georgia (Section 802.18 of the Policy Manual). That statement reads as follows:

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of any employee on the basis of sex violates this federal law.

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- C. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

6.5.2 Definition of Sexual Harassment

Sexual harassment is a form of illegal sex discrimination as defined by Title VII of the Civil Rights Act of 1964, as amended, and a violation of the Education Amendment of 1972.

The United States Supreme Court defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic standing; or

2. submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting such student; or

3. such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive academic environment.

6.5.3 Examples of Sexually Harassing Behavior

Sexual harassment may occur in any segment of the college community, including the administration, faculty, staff, and students, and encompasses a wide range of behaviors including, but not limited to,

Verbal Harassment--sexual remarks, jokes, teasing

Physical Harassment--unnecessary physical contact

Bribery--requesting sexual favors accompanied by implied or overt threats concerning such things as one's job, promotion, grades, etc.

Physical Assault--use of physical force

6.5.4 Procedures for Handling Complaints of Sexual Harassment

Students who consider themselves to be victims of sexual harassment should file a formal complaint with the director of student services.

Faculty members should file their report with the Vice President for Academic Affairs.

Classified employees should file their report with the Vice President for Fiscal Affairs.

Complaints involving the **administrators** of the college should be filed with the President.

Verbal notice should be immediately followed by a written formal complaint. The formal complaint should include, but is not limited to, the following:

1. Date(s) of occurrence(s)
2. Place(s) of occurrence(s)
3. Time(s) of occurrence(s)
4. Specific description of occurrence(s)
5. Familiar or overly familiar gestures of accused
6. Reaction description of both parties according to accuser
7. Witness(es), if any, to collaborate statement
8. Secure signature of accuser on his/her statement in the presence of a notary public and secure notarized signature and seal.

An investigation into the incident will be conducted by the Vice President for Student and Enrollment Services, the Vice President for Academic Affairs, the Vice President for Fiscal Affairs, or the President. Appropriate action will be taken. Any appeal as a result of the investigation shall be made to the President of the college. Any appeal of a decision of the President shall be made to the Board of Regents.

6.5.5 Plan for Educating the Institutional Community to Prevent Sexual Harassment

The East Georgia College Sexual Harassment Plan will be distributed and discussed as appropriate at the fall term general faculty workshop. The plan will also be distributed to each member of the classified staff. The plan also will be incorporated into the *Student Handbook* and *Faculty Handbook*.

Source: EGC Faculty Handbook

Advisement Update

2009-2010

2008-2009 Assessments

- Pull 10% Assessment
- Quality Enhancement Survey
- Advisement Survey

Pull 10% Assessment

- CEVAV Analysis
- Budget 243 Students
- 133 Admin/Co-20 Admin - 160 Students
- Good - 210 - 83%
- Bad - 8
- Ugly - 23
- 20% - 14%
- Registration Tracking

Good, Bad and Ugly

- Good
 - 21 - Admin/Co-20 Admin/Co-20
 - 133 - Admin/Co-20 Admin/Co-20
 - 160 - Admin/Co-20 Admin/Co-20
- Bad
 - 8 - Admin/Co-20 Admin/Co-20
 - 8 - Admin/Co-20 Admin/Co-20
- Ugly
 - 23 - Admin/Co-20 Admin/Co-20
 - 23 - Admin/Co-20 Admin/Co-20

Good, Bad and Ugly Cont.

- Ugly
 - 8 - Bad CEVAV cases - 81 - 8, MB - 2*
 - 1 - CEVAV Class Issues - 6
 - 15 - 13 Math, 3 - Engl, 4 - Read
 - 10 - Misc. N/A New Semester - 10
 - 2 - Wrong LS - 2
 - 8 - Took 23 of MB Classes w/o LS Pre - 8
 - 7 - Unsuccessful in class - 7
 - 1 - Pre-Registered - 1
 - 7 - Closed Class Issues - 7

Good, Bad and Ugly Cont.

- Ugly Cont.
 - Missing CEVAV - 110 - 2*
 - Repeated Class - 1*
 - Missing Form/Advt - 1*
 - Extremely Unsuccessful - 2
 - Wrong Advisor or Major - 6*

Office Memorandum

To: [Name]
 From: [Name]
 Subject: [Subject]

Office Memorandum

To: [Name]
 From: [Name]
 Subject: [Subject]

Office Memorandum - 2009-2010

To: [Name]
 From: [Name]
 Subject: [Subject]

EGC WEAVEonline Assessment Posting Summary
Full-Time Faculty - July 2009

Assessment Legend						
Goals (G), Outcomes (O), Measures & Findings (M), Measurement Type: Qualitative (L), Quantitative (N)						
Faculty Member	Div.	Disciplines	Mission/ Purpose	2006-07 Assessments	2007-08 Assessments	2008-09 Assessments
Simmons, John R. (Dr.)	M/S	Math	2006-07	N/A	N/A	
Smith, Christopher M. (Dr.)	M/S	Math	2006-07	N/A	N/A	N/A
Smoyer, John	M/S	Biology				
Stracher, Glenn B. (Dr.)	M/S	Geology	2007-08		G, O, M-L	
Stracher, Glenn B. (Dr.)	M/S	Physics	2008-09			G, O, M-N
Vora, Mina	M/S	Math	2006-07	N/A		
Wedincamp Jr., Jimmy (Dr.)	M/S	Biology	2006-07			
Xie, Fang "Christine"	M/S	Math	2006-07	N/A		
Bartram, David M. (Dr.)	SS	Business Adm. & Econ.	2006-07			
Braddy, Larry	SS	Psychology	2008-09			
Caiazzo, Tom (Dr.)	SS	Political Science	2008-09			G
Carter, Randy	SS	Political Science	2008-09			
Connors, Laura Christine	SS	Psychology	2008-09	N/A	N/A	G, O, M-N
Derden, John K. (Dr.)	SS	History	2006-07			
Derr, Reid S. (Dr.)	SS	History	2006-07			
Edgens, Jefferson (Dr.)	SS	Political Science	2008-09	N/A	N/A	N/A
Goodman, Timothy D. (Dr.)	SS	Service Learning				
Gribbin, David G.	SS	Business Adm. & Econ.	2006-07	O, M-L	O, M-L	
Howell, Jeffery	SS	History	2006-07	N/A	N/A	N/A
Joiner, Courtney	SS	History	2006-07	N/A	O, M-N	O, M-N
Jordon, Catina L.	SS	Sociology		N/A	N/A	N/A
Kearns, Tori (Dr.)	SS	Psychology	2008-09			
Lee, Deborah	SS	Psychology	2008-09	N/A	N/A	N/A
Mancil, Daniel	SS	Political Science	2008-09	N/A	N/A	G, O, M-N
Mason, Walter C. (Dr.)	SS	Physical Ed				
McKinney, Deena (Dr.)	SS	History	2006-07	G, O, M-N	G, O, M-N	G, O, M-N
McKinney, Deena (Dr.)	SS	Education	2006-07	G, O	G, O	G, O
Strickland, David L.	SS	Sociology				
Upchurch, Thomas (Dr.)	SS	History	2006-07		G, O, M-N	G, O, M-N
Ware, Johnna	SS	Physical Ed				
Whirl, Jermaine	SS	Business Adm. & Econ.	2006-07	N/A	N/A	G, O, M-L

EGC WEAVEonline Assessment Posting Summary
Full-Time Faculty - July 2009

Assessment Legend						
Goals (G), Outcomes (O), Measures & Findings (M); Measurement Type: Qualitative (L), Quantitative (N)						
Faculty Member	Div.	Disciplines	Mission/ Purpose	2006-07 Assessments	2007-08 Assessments	2008-09 Assessments
Brasher, Alan D. (Dr.)	HUM	English	2007-08			
Czerny, Val (Dr.)	HUM	English	2007-08	N/A	N/A	N/A
Dallas, William M.	HUM	LS English				
Dart, Jeniba J.	HUM	Spanish				
Ellison, Ronald	HUM	Speech/Theater				
Gibson, Dara	HUM	English	2007-08	N/A	N/A	N/A
Homer, Kenneth	HUM	English	2007-08			G, O, M-N
Lavender, Steve	HUM	English	2007-08	N/A	N/A	G, O,
Neighbors, John	HUM	LS English		N/A	N/A	
Nevil, Dana A. (Dr.)	HUM	English	2007-08		O, M-N	O
Palumbo, Carmine (Dr.)	HUM	English	2007-08	N/A		
Purcell, Desmal	HUM	Art				O, M-L
Sasser, Marvin Tyler	HUM	English	2007-08	N/A	N/A	
Sharman, Sandra J. (Dr.)	HUM	LS Reading	2008-09			
Thibeault, Thomas	HUM	English	2007-08			
Thomas, Carolyn	HUM	English	2007-08	N/A		
Todd, Jessica A.	HUM	Spanish/English		N/A		
Verdis, Jr., Sebastian V.	HUM	Speech/Theater		N/A		
VonBergen, Linda Sue	HUM	English	2007-08			
Whitaker, Mary K.	HUM	English	2007-08	N/A		
Yeakley, Jay	HUM	LS English	2007-08		G, O, M-N	
Barrs, Keith	M/S	Math	2006-07			
Blackburn, John T.	M/S	Math	2006-07			
Broucek, Carolyn B. (Dr.)	M/S	Biology		N/A	N/A	
Brown, Bob (Dr.)	M/S	Math	2006-07		G, O, M-N	
Cerpovicz, Paul (Dr.)	M/S	Chemistry				
Cerpovicz, Paul (Dr.)	M/S	Integrated Science				
Goodman, Timothy D. (Dr.)	M/S	Chemistry		N/A	N/A	N/A
Goodman, Timothy D. (Dr.)	M/S	Integrated Science				
Marsh, Robert	M/S	Math	2006-07	O, M-N		
Mitra, Aditi	M/S	Math	2006-07			
Simmons, Breana (Dr.)	M/S	Biology		N/A	N/A	N/A

Fall Faculty Workshop QEP Update
August 5, 2009

QEP Committee Definition:

Critical thinking involves questioning, discussing, debating, critiquing, and analyzing data to develop sound conclusions.

Comments about the Definition of Critical Thinking:

In what types of assignments or class activities could the development of critical thinking skills be incorporated?

portfolios per class
"real life" logic

journaling - opinion pieces

chemistry of food products - nutrition
natural depts / papers

Contact Information:

East Georgia College Counseling and Disability Services
Anna Marie Reich, Swainsboro Campus (478) 289-2039 or areich@ega.edu
Dr. Tori Kearns, Statesboro Campus (912) 688-6912 or tkearns@ega.edu

Common Warning Signs of Student Distress

- Uncharacteristically poor performance or preparation for that student
- Disruptive classroom behavior
- Excessive absence or tardiness
- Avoiding or dominating discussions
- References to suicide or homicide in verbal statements or writing
- Asking instructor for help with personal problems
- Inability to get along with others
- Complaints from other students
- Change in personal hygiene
- Dramatic weight gain or loss
- Frequently falling asleep in class
- Irritability
- Impaired speech
- Tearfulness
- Intense emotion
- Inappropriate responses
- Physically harming self

Suggestions for Intervention

- Speak to the student privately to minimize embarrassment and defensiveness
- Avoid making promises to keep shared information confidential
- Discuss your observations and perceptions of the situation directly and honestly with the student
- Express your concern in a non-judgmental way; respect the individual's value system
- Be honest with students about the limits of your ability to help them and let them know that you can help them get to someone who can help address their concerns
- If the student appears to be in imminent danger of harming himself or others, contact the counseling center or campus security (478-455-0125) immediately. Statesboro faculty should contact GSU campus security at (912) 478-5234.

How to Make a Referral to the Counseling Center

- Contact the counseling center on either campus
- Provide counseling center staff with the individual's name, date of incident, and a description of the incident that has caused concern

Textbooks! Textbooks! Textbooks!

If you would like to know the textbooks that will be used for your classes, go to East Georgia College website at www.ega.edu and click on Textbook Information located on the scrolling section of the web page. You can locate the textbook by using the course number and the instructor. You should be able to get enough information from the listing to acquire a textbook at the best possible cost. Please note the columns labeled "Req.," which means a required text or item and "Rec.," which means a recommended text or item. Since we do not have the information about "Suggested Retail," you can go to the EGC Bookstore website www.cbamatthews.com/eastga/ and use the ISBN number to find the retail price for the books they have in stock.