



ACADEMIC AFFAIRS UPDATES FALL 2018

ACADEMIC AFFAIRS REORGANIZATIONS

New Colleges

The College of Humanities and Social Sciences

Dr. James LaPlant, Dean
Dr. Mark Smith, Associate Dean
Nevins Hall Suite 1060

The Departments of English, History, Modern and Classical Languages, Philosophy and Religious Studies, Political Science and Sociology, Anthropology and Criminal Justice, as well as the African American Studies, Women's and Gender Studies, Native American and Indigenous Studies, Interdisciplinary Studies, and Organizational Leadership programs.

The College of Science and Mathematics

Dr. James LaPlant, Interim Dean
Dr. Theresa Grove, Associate Dean
Bailey Science Center Suite 1036

The Departments of Biology, Chemistry, Computer Science, Mathematics, and Physics, Astronomy and Geosciences, as well as the Engineering Studies program, Air Force ROTC and Aerospace Studies programs.

Provost's Office (Powell Hall East Suite 2230)

Associate Provost for Graduate Studies and Research

Dr. Becky da Cruz

The Graduate School, OSPRA, International Programs, Off Campus Programs, and Continuing Education

Associate Provost for Academic Programs and Services

Dr. Sheri Gravett

Honors College, Undergraduate Studies, Institutional Effectiveness, and The Center for Excellence in Learning and Teaching (CELT)

CELT (Center for Excellence in Learning and Teaching)

The IDEA (Innovative Designs for Enhancing the Academy) Center is now CELT (Center for Excellence In Learning and Teaching) and is under the leadership of its new director, Dr. Jamie Landau. The Center for eLearning is now part of CELT. The two centers will work closely together now to help faculty and students. Check the website at <http://valdosta.edu/celt/> for more information on the diverse range of professional development programs and resources for faculty.

Department/Program Name Changes

- The Department of Early Childhood Education has now become the Department of Elementary Education
- The Minor in Native American Studies was renamed Native American and Indigenous Studies
- The BSED and MED in Early Childhood Education were renamed Elementary Education
- The MED in School Counseling was renamed Counselor Education
- The Student Success Center (SSC) is now The Academic Support Center (ASC)



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New and Updated Academic Programs/Curriculum

- New Degree Programs: BS in Health Sciences
- New degree concentration: MAT in Education with a Concentration in Health and Physical Education
- New Minors/certificates:
 - Certificate for Teaching College History
 - Minor in Recreation and Leisure
 - Minor in Forensic Accounting
 - Minor in Health Psychology
- New accelerated programs (an undergraduate-to graduate degree) were approved:
 - From a BA in French or Spanish to an MAT in ESOL (English to Speakers of Other Languages) or FLED (Foreign Language Education)
 - From BS to MS in Biology

New Services Available

- **Advising:** New college advising centers in The College of the Arts, The College of Honors and Exploratory Studies, The College of Humanities and Social Sciences, and The College of the Science and Mathematics now join the already existing college advising centers in the Langdale College of Business Administrative, the Dewar College of Education and Human Services, and the College of Nursing and Health Sciences. Each college now has an advising center director and professional advisors.
- **24/7 Tutoring** is now available through ThinkingStorm. This service is FREE for all VSU students. The link for this company is located in all Blazeview courses, under "Resources."

Location Changes

- While renovations are being completed in West Hall and Odum Library, the following offices have moved to **Powell Hall East Suite 2230:** The President's Office, the Provost's Office, the Vice President for Student Success Office, and Institutional Effectiveness. The Office of Legal Affairs has moved to Powell Hall West Suite 1100.
- **The main entrance to the Odum Library** is closed for renovation; patrons should use the entrance facing the Fine Arts Building.

Revised or Updated Policies and Procedures

- **Updated Attendance Guidelines:** The Faculty Senate has approved updated attendance guidelines. You can see these updated guidelines in our undergraduate online catalog at <http://catalog.valdosta.edu/undergraduate/academic-affairs/>.
- **Updated Process for a Late Medical or Hardship Withdrawal:** The withdrawal process and policy remains the same except for the following: If a student's medical or hardship appeal is validated through the Dean of Students Office, students will receive a "W" for those classes. The grade of "WF" will only be assigned in the case of an undergraduate student who has



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exceeded the five withdrawal limit or who has withdrawn to avoid an academic dishonesty penalty.

- **Updated Forms for Course and Curriculum Changes** are available at <https://www.valdosta.edu/academics/academic-affairs/guidelines-for-new-or-changed-courses-or-curriculum.php>.
- **Updated Banner Course Designators for Courses Using Low Cost or No Cost Course Materials:** In Fall 2018, University System of Georgia (USG) institutions will be required to prominently designate sections of courses whose course materials exclusively consist of no-cost (open or free textbooks) or low-cost course materials at the point of registration. In Banner, USG institutions will use 2 designations for courses with:
 - No-cost: \$0 required costs
 - Low-cost: \$40 or under required costs

Excluded from the cost caps are equipment (such as art supplies, calculators, or physical lab materials) and fees for test proctoring. For more information, see https://www.affordablelearninggeorgia.org/about/course_catalog_designators

- **Updates to Registration Availability:** Starting this fall, when students are advised for Spring 2019, they will also have the opportunity to be advised for Summer 2019, and registrations for both terms will occur in November 2018. As a result, those faculty scheduled to teach in summer 2019 should also submit their course materials and textbook orders by October 15.
- **Licenses & Membership:** Professional licenses and memberships must be in VSU's name if state funds are used to purchase. If an organization will not allow institutional membership, please provide the following to Financial Services: documentation from the organization on no institutional memberships and documentation of the benefit of the individual membership to the institution and its mission. Financial Services will then review with Internal Audit on a case by case basis.
- **Non-Overnight Travel:** Effective July 1, 2018, the USG does not provide meal per diem during non-overnight travel due to the IRS taxable compensation implications.
- **Employer Provided Clothing/Uniform:** Clothing provided to employees is considered taxable compensation per IRS regulations, meaning the employee will be taxed on the fair market value of the clothing/uniform provided. (This is still the case when it is a condition of employment, but the clothes are suitable for taking the place of regular clothing. The general rule of thumb is, clothing is taxable if it is adaptable for every day wear.) At VSU, taxability will be determine at the point of purchase, or in the case of Physical Plant, at the point of hire (assignment of clothing).
- **Moving Expenses:** Recent federal tax reforms eliminated moving expense deductions beginning January 1, 2018 through December 31, 2025; therefore, moving expenses paid to an employee will be treated as taxable compensation to the employee.

Travel Reminders:

- If you copy an expense report from a prior year, change the budget reference to 2019 to avoid delayed reimbursements.



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- [State Travel Policy](#) section 3.1 prohibits the use of private residence, therefore online private rental services such as Airbnb, VRBO and HomeAway are not allowed.
- Lodging no longer needs to be itemized on the expense report as long as it is itemized on the receipt. Any additional costs included on a lodging receipt such as parking, must be separately listed on the expense report.
- Standing Travel Authorizations within the State of Georgia do not carryover from year to year; please submit [approved requests for FY19](#) if you have not done so already
- Our direct billing account number for Enterprise/National car rental services has been revised and is no longer published on our webpage. Please contact Financial Services if you are utilizing this service.
- Visit the Travel page for the latest updates when preparing to travel (<https://www.valdosta.edu/administration/finance-admin/financial-services/travel/>)

Pilot Projects Underway

The Departments of English and Mathematics are collaborating this fall to pilot two courses--an ENGL 1102 (Composition II) and MATH 1101 (Introduction to Mathematical Modeling)--as project-based learning courses. Project-based learning is a [high impact practice](#) (HIP) that asks students to solve problems they recognize as authentic, relevant, and important.

eLearning Updates

- The Byte Survey: The Byte Survey is a collaborative survey solution for VSU students & their instructors. The Byte features high-quality survey review and survey delivery in order to assist the VSU community with data collection. For more information, see <https://www.valdosta.edu/academics/elearning/byte.php>.
- A new instructional design style guide is available for program and course development that meets nationally benchmarked standards. Contact eLearning for further information. <https://www.valdosta.edu/academics/elearning/>
- ProctorU is now available as a proctoring system for online testing. The interface of ProctorU is incredibly intuitive which gives our learners the confidence they need when scheduling or entering an exam. You can integrate ProctorU through BlazeVIEW. For more information, see <https://www.valdosta.edu/academics/elearning/proctoru.php>.

IT Updates

Available Now:

- Success Portal Upgrade
- Active Learning Spaces and Classroom Upgrades
- IT Project Management Office
- Transition to Cloud Storage Solution (OneDrive)
- Wireless Bandwidth Upgrade (150% increase)



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Upcoming in Fall:

- Experiential Learning Opportunities (IT Internships)
- New MyVSU
- Machine Learning (AI)
- Finish Classroom Upgrades and Innovations in all Academic Colleges

2018-2019 report will be available at <https://www.valdosta.edu/administration/it/innovation-technology/reports.php>

2016-2017 Annual Report:

<https://www.valdosta.edu/administration/it/about/documents/annualreport.pdf>

Student Affairs Updates

- The University now has a Death Protocol for student related deaths. This includes notifying key offices, providing support to the campus community and family. The family of the deceased student will receive a Certificate of Achievement or Posthumous Degree as appropriate.
- The Dean of Students provides absentee notifications to faculty when students are absent from class. However, this notification is not an excuse from class, but merely a courtesy to the student. The instructor determines whether to excuse the student from class.
- **Student Health:**
 - Hours of operation are Monday-Thursday, 8AM-5:30 PM and Friday, 8AM-3PM; students can use our “on call nurse” telephone triage service when we are closed. The phone number is (229) 259.2083.
 - For absence verification students can provide the bottom half of their patient statement, indicating the date and time they were seen at the SHC to show proof of visit.
 - Faculty and staff can use the telemedicine kiosk in the Health Center and be seen by a physician via telemedicine, insurance is accepted
 - Faculty and staff can use the retail pharmacy for prescriptions, as well as purchase over the counter medications
 - Flu shots are available to faculty and staff, look for the upcoming email regarding the available dates
- **Student Diversity & Inclusion**

Ms. Sandra Y. Jones is the new Director of [Student Diversity & Inclusion](#). The Student Diversity & Inclusion Office is located on the 3rd floor of the Student Union, room # 3118. The office telephone number is 229-253-4446.
- **Career Fair Calendar for 2018-2019**
 - Aug. 16th Part-time Job Fair, Student Union Ballrooms, 10AM-2PM
 - Oct. 25th Fall Career Expo, PE Complex, 10AM-2PM
 - Nov. 15th Fall Education Fair, University Center, 10AM-2PM



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- Feb 2nd Groundhog Shadow Day, University Center, TBA
 - Mar. 21st Spring Career Expo, Student Union Ballrooms, 10AM-2PM
 - Mar. 28th Spring Education Fair, University Center, 10AM-2PM
 - April 11th Healthcare Professionals Expo, University Center, TBA
- **Campus Recreation**
Faculty and Staff Student Recreation Center memberships are available for purchase. Please follow the link (https://www.valdosta.edu/student/rec-wellness/campus-recreation/memberships_fees/) for more information.
 - **Student Leadership & Volunteer Services**
 - **Leadership Certificate** - Starting this fall, students will be able to develop and enhance their leadership skills through participation in a two-tiered leadership certificate program. The certificate program is framed around four of the six *Student Learning and Development Outcomes* developed by the Council for the Advancement of Standards in Higher Education's, which endorses standards to enrich opportunities for student learning and development from higher education programs and services.

Students will benefit from the leadership certificate program in a variety of ways.

- Development of critical thinking and decision-making skills.
- Contextual leadership issues including cultural and diversity considerations.
- Role of ethics and values in leadership positions.
- Interpersonal competence and intrapersonal development.
- Practical application of concepts through experiential learning.

If you would like to learn more, then we would enjoy the opportunity to share a 20 minute presentation about the leadership certificate program with you and/or your staff. Please contact Niki Turley, Director for Student Leadership & Volunteer Services, at nwturley@valdosta.edu. *In your email, please share a few days and times that will work for your schedule.*

- **DROP-N-SHOP** – the redesigned Blazer Pantry. The Drop/Shop provides free food for any VSU student experiencing food insecurity. In partnership with Career Opportunities, the newest addition to the shop is free interview clothes for students in need. The new location for this resource is the first floor of the Student Union. The grand re-opening will take place early in the fall (emails will be sent announcing the opening).
- **Weekly Service Opportunities** – starting this fall, we will offer weekly service opportunities to students. If you would like to learn more please contact Niki Turley at nwturley@valdosta.edu.



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Announcements and Information

- **IRB (Institutional Review Board) Reminder:** If faculty or students are using human subjects in their research, be sure to follow the protocols for IRB review and approval. For more information, see <https://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programs-research-administration/institutional-review-board-irb-for-the-protection-of-human-research-participants.php>.
- **The Behavioral Intervention Team (BIT)** will be offering a training class at the end of September. Learning outcomes of this training are for attendees to gain awareness of what the BIT team is and does, how to identify concerning behavior, and how to report an incident to the BIT team. Register through Employee and Organizational Development <https://www.valdosta.edu/administration/finance-admin/employee-development/>
- **Blazer Creed:** For the past several years, all new students have signed VSU's Blazer Creed, which promotes civility, integrity, and citizenship. If you wish to discuss the creed with your students, it is available at <http://www.valdosta.edu/administration/student-affairs/the-blazer-creed.php>.
- **SOI Timeline for Fall 2018** is available at <https://www.valdosta.edu/academics/academic-affairs/sois/welcome.php>.
- **Textbook Sales:** Remember that USG policy does not permit faculty to sell complimentary copies of texts.
- **Program Review:** Eleven programs are scheduled for academic program review during 2018-2019 (see list at <http://www.valdosta.edu/administration/university-assessment-committee/documents/cprcycle.pdf>). An orientation session will be held in September 7, 2018, 9:30am, Odum Library Auditorium 1160, for these programs.
- **Resource Reminder:** The Handbook for Department Heads and Directors is available online at <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>

Upcoming Meetings and Conferences

- April 2019: **Undergraduate Research Symposium**
- April 2019: **Graduate Research Symposium**

Important Dates Fall 2018

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| August 13, 2018: | Fall 2018 first class day |
| August 13-September 3, 2018: | Upload course syllabi into Digital Measures (http://www.valdosta.edu/administration/sacs/faculty-credentials.php) |
| August 22, 2018: | Faculty submit P and T dossiers to departmental promotion and tenure committees (http://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf) |
| September 1, 2018: | "College Day" Football Game at 7 pm: Langdale College of Business Administration and College of Science and Mathematics |
| September 3, 2018: | Labor Day Holiday; university closed |
| September 10, 2018: | Academic Committee meets (October 15, November 12, December 3, January 14, February 11, March 11, April 8). Materials due to Registrar's |



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| | Office one week before meeting. To appear in the 2019-2020 catalog, all curriculum changes should be through Academic Committee by the February 2019 meeting. |
| September 12, 2018: | Departmental P and T Committees submit report to Department Heads |
| September 19-October 3: | Banner open for faculty to post Midterm/In-progress grades |
| September 21-23, 2018: | Parents' Weekend |
| September 22, 2018: | "College Day" Football Game at 7 pm: College of Nursing and Health Sciences and College of the Arts |
| October 1, 2018: | IERs and IEPs due to college/division assessment committees (http://www.valdosta.edu/administration/university-assessment-committee/program-review.php) |
| October 3, 2018: | Department Heads provide P and T recommendations to College P and T Committees |
| October 4, 2018: | In-progress grades available and midterm for full-term classes |
| October 6, 2018: | "College Day" Football Game at 1 pm: College of Humanities and Social Sciences |
| October 8-9, 2018: | Fall Break (no classes; university open) |
| October 11, 2018: | Last date for students to withdraw from full-term classes |
| October 15-20, 2018: | Homecoming Week activities https://www.valdosta.edu/student/student-life/our-services/special-events/homecoming.php |
| October 24, 2018: | College P and T Committees provide recommendations to Dean |
| October 30, 2018: | Early registration for Spring 2019 opens |
| November 3, 2018: | VSU Open House for Prospective Students and Families (February 2 and April 13, 2019) |
| November 10, 2018: | "College Day" Football Game at 7 pm: Dewar College of Education and Human Services |
| November 23, 2018: | Deans forward P and T recommendations to Academic Affairs |
| November 21-23, 2018: | Thanksgiving Holiday ; (No classes on November 21; university closed 22-23) |
| December 3, 2018: | Last class day |
| December 4-7, 2018: | Final Exams https://www.valdosta.edu/academics/registrar/documents/fall-2018-final-exam-schedule.pdf |
| December 7, 2018: | Graduate School Commencement |
| December 8, 2018: | Fall Commencement Ceremony for undergraduates |
| December 10, 2018: | Final grades must be posted in BANNER by 9 am |
| December 12, 2018: | P and T dossiers uploaded for university committee |
| December 18, 2018- | |
| January 1, 2019: | University closed |
| January 2, 2019: | University opens |
| January 14, 2019: | Spring 2019 first class day |



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New Faculty and Administrators

- VSU welcomes new full-time faculty members and administrators to campus; see the complete list at <https://www.valdosta.edu/academics/academic-affairs/welcome-new-faculty.php>