



## ACADEMIC AFFAIRS UPDATES FALL 2019

### ACADEMIC AFFAIRS REORGANIZATIONS

#### Departments and Programs

- The Interdisciplinary Studies program is now housed in the Department of Philosophy and Religious Studies in the College of Humanities and Social Sciences.
- The Department of Elementary Education has combined with the Department of Middle Grades, Secondary, Reading and Deaf Education, forming a new Department of Initial Teacher Preparation and Service. Dr. Barbara Radcliffe is serving as the Department Head for the new department.
- The Department of Psychology, Counseling and Family Therapy has split into a new Department of Psychology, housed in the College of Humanities and Social Sciences and a Department of Human Services, which remains in the Dewar College of Education and Human Services and includes Counseling, Marriage and Family Therapy, Educational Psychology and Social Work. Dr. Mark Smith is serving as the interim Head of Psychology, and Dr. Heather Kelley is serving as interim Head of Human Services.

#### New and Updated Academic Programs/Curriculum

- New Degree Programs: AS in Engineering Studies (starting Fall 2019)  
BS in Engineering Technology (starting Fall 2020)
- Degree Reactivation: BSED in Secondary Education
- New Dual Degree Options BA in English/BSED in Secondary Education  
BA in History/BSED in Secondary Education
- Degree Name Changes: MAT with a major in Education and concentrations in English for Speakers of Other Languages (ESOL), Foreign Language Education (FLED), Health and Physical Education, and Agricultural Education has been split into four different majors--  
MAT with a Major in ESOL  
MAT with a Major in FLED  
MAT with a Major in Health and Physical Education  
MAT with a Major in Agricultural Education
- New Minors/certificates:
  - Minor in Applied Statistics
  - Certificate in Teaching College Communication and Media
  - Basic Certificate in Data Science
  - Minor in FinTech and Digital Analytics (Financial Technology)
  - Certificate in FinTech
- New accelerated programs (an undergraduate-to-graduate degree) were approved:
  - From a BBA in Accounting, Economics, Finance, Healthcare Administration, International Business, Management, and Marketing to MBA or MACC
- Core Curriculum Updates
  - In Area D2b, the lecture and lab sections of BIOL 1107K and BIOL 1108K are now divided into two separate courses: BIOL 1107 and BIOL 1107L and BIOL 1108 and BIOL 1108L



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- In Area D, MATH 2620 (Statistical Methods) is now MATH 1401 (Introduction to Statistics). Additionally, as a pilot this fall, one section of MATH 1401 is being offered as course in Area A2 without requiring the current pre-requisites.
- MATH 1001 (Quantitative Reasoning) is a new course that will be added to Area A2 in Spring 2020.

### New Services Available

- **SmartEvals:** VSU now has a new platform for SOIs—SmartEvals. This system was piloted in Spring 2019 and fully implemented during the summer. Information about SOIs and about SmartEvals including an Instructor Guide and schedule of training classes is available at <https://www.valdosta.edu/academics/academic-affairs/sois/>.
- **APL nextED:** APL nextED is VSU's new faculty activity tracking platform. Replacing Digital Measures, faculty will use APL to record their professional activities, upload course syllabi, complete their annual performance evaluations, and more. New instructional guides and training schedules are posted at <https://www.valdosta.edu/administration/sacs/faculty-credentials.php>
- **Radius:** Radius, the online application system for graduate programs, to be launched August 2019 for Spring 2020 applicants.
- **VSU Day 1:** VSU Day1 is a textbook savings program that will provide students with electronic versions of their course materials on the first day of class at a reduced cost. All charges associated with the program will appear on their VSU Student Account, which allows students to easily utilize financial aid to cover the cost if they choose to do so. You can read more about the program at [www.valdosta.edu/Day1](http://www.valdosta.edu/Day1).
- **AMP:** Adult & Military Programs (AMP), located on the first floor of Pound Hall along with the Military Outreach & Veteran Services office, has re-opened to provide support and services to adult learners, active military, transfer students, veterans and military affiliated students. Chris Melody is the Director, Nathan Metzner, the Assistant Director, and Denisha Allen is the Military Outreach and Veteran Education Services (MOVES) Coordinator.

### Location Changes

- **Aerospace Studies (AFROTC)** has returned to Barrow Hall after its recent renovation.
- **Financial Services** has relocated to University Center Entrance #7 in the space formerly occupied by University Advising and Student Transitions.
- **The Office of Human Resources and Employee and Organizational Development** has now relocated to the former Financial Services Office location. It is still located in University Center Entrance #5 across the hall from its previous location.
- **The Office of Testing** has moved from Powell Hall to University Center Entrance #5, the former location of the Office of Human Resources.
- **The College of Arts Advising Center, the College of Science and Mathematics Advising Center, and the Office of First Year Programs** have all moved to Converse Hall Suite 3200.



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- **The Honors College and Exploratory Advising Center** has moved to the Honors House.
- **The Office of Communications and Marketing** (including Communications and Media Relations, Creative Services, Social and Digital Media, and Marketing and Branding) are all located on the second floor of the Continuing Education Building at 903 N. Patterson Street. The photography and video units of Creative Services are located at 901 N. Patterson Street, which formerly housed the video studio.
- **The Office of Legal Affairs** is now located in Langdale Hall (former location of the Academic Support Center).

### Revised or Updated Policies and Procedures

- **Faculty Emeritus:** The process and recommendation for Emeritus/a Status are now available at <https://www.valdosta.edu/academics/academic-affairs/emeritus-status.php>
- **Repeated Course GPA Calculation Policy:** A revised GPA calculation policy went into effect in Spring 2019. The policy and FAQs are available at <https://www.valdosta.edu/academics/registrar/repeated-course-gpa-calculation-policy--faqs.php>
- **Outside Consulting/Employment:** The Board of Regents updated its policy on Conflicts of Interest and Conflicts of Commitment. As a result, VSU updated its “Request to Engage in Outside Employment/Activity” form and process. Both are available at <https://www.valdosta.edu/academics/academic-affairs/outside-activities.php>. Please note that faculty and staff must now obtain permission before engaging in any outside activity for which there is compensation.
- **Faculty Workload:** The new university Faculty Workload Policy is available at <https://www.valdosta.edu/academics/academic-affairs/documents/faculty-workload-policy-2019.pdf>
- **Employer-Provided Clothing:** The value of clothing provided to an employee must generally be included in the employee’s taxable income, with some exceptions. The University System of Georgia (USG) recently updated its Business Procedures Manual, section 5.3.17.1.1 Clothing/Uniforms. Clothing items or merchandise credits of \$75 or less cumulative per the calendar year may also be excluded from taxation as a de minimis fringe benefit as long as it is provided no more than two times per the calendar year. For example, an employee that receives two polo shirts with a total value of \$50 will not be taxed on the \$50, but an employee that receives two polo shirts with a total value of \$76 will be taxed on \$76. There must be a specific business purpose for all clothing purchases such as job requirement, safety, etc. and consideration must be given to the fund used to pay for the clothing with fund 10000 being rare to never.
- **Travel Reminder:** If you copy an expense report from a prior year, change the budget reference field to the current fiscal year to avoid delayed reimbursement



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### Announcements and Information

#### Academic Affairs

- **Center for Excellence in Learning & Teaching (CELT):** Open Classroom Days for Fall 2019 will occur during the two weeks of Sept. 23-27 and Sept. 30-Oct. 4. This fall, Open Classroom Days will have an "Experiential Learning" theme and include additional campus-wide events, such as a guest speaker who is an expert on experiential learning.  
CELT is rolling out VSU's first-ever university-wide Peer Faculty Mentoring Program this fall and plans to run a Faculty Renewal Retreat for post-tenure faculty next summer.  
Faculty are also encouraged to participate in CELT's many Faculty Learning Communities, on a range of topics such as inclusive pedagogy, teaching online, and contemplative practices, for faculty writers, and for cohorts such as new faculty and department heads.  
More information is available at <https://www.valdosta.edu/celt/>.
- **Center for eLearning:** The Center for eLearning has a new Associate Director, Ms. Marsha Dukes who is now the administrative leader for all eLearning-related initiatives at VSU and will work in collaboration with CELT.  
eLearning continues to offer one-on-one consultants and group training in D2L/BlazeVIEW and other educational technologies (e.g. BlazeVIEW 101, Gradebook, Blackboard Collaborate Ultra) for faculty and students  
An Open House for the Center for eLearning is coming soon!  
More information is available at <https://www.valdosta.edu/academics/elearning/>.
- **Drops Vs. Withdrawals:** As we start a new semester, please remember the difference between a drop and a withdrawal. The add/drop period is generally the first few days of a class. During this period, students may drop or add a class online. If students drop during this period, no record remains of a student having been in the class. Once this period is over, students must withdraw from a class, and a record of their attendance will exist. After the drop/add period is over, student who want to "drop" a class must complete the process by paperwork. The drop form should be reserved for those students who either never attended the class or only attended the first few days. If they have attended, students should be referred to the withdrawal process. See <https://www.valdosta.edu/academics/academic-affairs/dropping-vs-withdrawing-from-classes.php> for more information.
- **Referral Guide for Student Support:** To assist faculty working with students, the Center for Excellence in Learning and Teaching (CELT) has prepared a new referral guide with a number of services on campus for students. Consult <https://www.valdosta.edu/celt/referral-guide-for-student-support.php> for further information.
- **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>.
- **Program Review:** Ten programs are scheduled for academic program review during 2019-2020 (see list at <http://www.valdosta.edu/administration/university-assessment-committee/documents/cprcycle.pdf>). An orientation session will be held in September 6, 2019, 9:30am, West Hall 1002, for these programs.



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- **Resource Reminder:** The Handbook for Department Heads and Directors is available online at <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>
- **SACSCOC Reaffirmation:** VSU is preparing the self-study for our decennial review in 2019-20 and will develop a new Quality Enhancement Plan (QEP). Updates will be posted to <https://www.valdosta.edu/administration/sacs/>

### Student Affairs

- **Absentee Notification:** 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
- **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/](https://www.valdosta.edu/student/rec-wellness/campus-recreation/memberships_fees/)) for more information.
- **DROP-N-SHOP:** The Drop/Shop is the redesigned Blazer Pantry providing free canned 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.
- **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 <https://www.valdosta.edu/administration/student-affairs/the-blazer-creed.php>
- **Career Opportunities:** This office offers a variety of events for VSU students this fall. Check the website at <https://www.valdosta.edu/student/student-services/career-services/> as well as emails for events such as the Part-Time Job Fair on August 22 from 11 am-2pm in the Student Union Ballroom; the Service and Internship Fair on August 27 from 11-3 pm in Palms Quad; the Fall Career Expo on October 31 from 10-2 in the Student Union Ballrooms, and the Fall Education Fair on November 14 from 10-2 in the UC Cypress and Magnolia Rooms.



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### IT

#### Available Now:

- Banner 9 Upgrade
- Event Management System (EMS) for room reservations
- MyVSU Update
- Solid-state drives for instructor stations
- Student Opinion of Instruction (SOI) Smart Evals
- Virtual reality lab

#### Upcoming in Fall:

- Banner/Visual Schedule Builder Integration
- ePortfolio solution
- Remote support pilot
- Two-factor authentication to protect student accounts
- Machine Learning (AI) – Phase 2
- Wireless Smart Classroom Upgrade – Phase 2

2019-2020 report will be available at:

<https://www.valdosta.edu/administration/it/innovationtechnology/reports.php>

2017-2018 Annual Report:

<https://www.valdosta.edu/administration/it/innovation-technology/documents/2018-it-annual-report.pdf>

### Upcoming Meetings and Conferences

- September 30, 2019: **Dr. Andrew Potter, Director of Experiential Learning at UGA**, will give a public talk at 2 pm. Location TBA
- April 6-10, 2020: **Undergraduate Research Symposium**
- April 2020: **Graduate Research Symposium**

### Important Dates Fall 2019

- August 19, 2019: **Fall 2019 first class day**
- August 22, 2019: **Graduate Executive Committee** meets (September 26, October 24, November 14)  
**Registration** for Fall 2019 ends (11:59)
- August 19-September 3, 2019: **Upload course syllabi** into APL, formerly Digital Measures  
(<https://www.valdosta.edu/administration/sacs/documents/course-syllabi-upload.pdf>)
- August 26-30, 2019: **Attendance Verification** for VSU courses that began on August 19. All attendance verifications are due by 9 am on August 30.



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August 28, 2019:	<b>Faculty submit P and T</b> dossiers to departmental promotion and tenure committees ( <a href="http://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf">http://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf</a> )
September 2, 2019:	<b>Labor Day Holiday</b> ; university closed; no classes meet
September 9, 2019:	<b>Academic Committee</b> meets (October 14, November 11, December 9, January 13, February 10, March 9, April 13). Materials due to Registrar's Office one week before meeting. To appear in the 2020-2021 catalog, all curriculum changes should be through Academic Committee by the February 2019 meeting.
September 11, 2019:	<b>Departmental P and T Committees</b> submit report to Department Heads
September 19-October 3:	Banner open for <b>faculty to post Midterm/In-progress grades</b>
September 20-21, 2019:	<b>Family Weekend</b> <a href="https://www.valdosta.edu/student/student-life/special-events/family-weekend.php">https://www.valdosta.edu/student/student-life/special-events/family-weekend.php</a>
Sept, 25-October 9, 2019:	<b>In-Progress Grade Entry</b> for full-term VSU courses. In-progress grades due by 5 pm on October 9.
September 30, 2019:	<b>IERs and IEPs due</b> to University Assessment Committee. Note: Administrative IERs/IEPs are also due Sept. 30. ( <a href="http://www.valdosta.edu/administration/university-assessment-committee/program-review.php">http://www.valdosta.edu/administration/university-assessment-committee/program-review.php</a> )
October 2, 2019:	<b>Department Heads provide P and T recommendations</b> to College P and T Committees
October 7-8, 2019:	<b>Fall Break</b> (no classes; university open)
October 10, 2019:	In-progress grades available and <b>midterm for full-term classes</b>
October 17, 2019:	<b>Last date for students to withdraw</b> from full-term classes
October 18-19, 2019:	<b>Homecoming</b> <a href="https://www.valdosta.edu/student/student-life/our-services/special-events/homecoming.php">https://www.valdosta.edu/student/student-life/our-services/special-events/homecoming.php</a>
October 23, 2019:	<b>College P and T Committees</b> provide recommendations to Dean
October 28, 2019:	<b>Registration</b> opens for Spring and Summer 2020 classes
November 2, 2019:	<b>VSU Open House</b> for Prospective Students and Families (February 1 and April 4 2020)
November 22, 2019:	<b>Deans forward P and T recommendations</b> to Academic Affairs
November 27-29, 2019:	<b>Thanksgiving Holiday</b> ; (no classes meet; university closed)
December 9, 2019:	<b>Last class day</b>
December 10-13, 2019:	<b>Final Exams</b> <a href="https://www.valdosta.edu/academics/registrar/documents/fall-2018-final-exam-schedule.pdf">https://www.valdosta.edu/academics/registrar/documents/fall-2018-final-exam-schedule.pdf</a>
December 11, 2019:	<b>P and T dossiers uploaded</b> for university committee
December 13, 2019:	<b>Graduate School Commencement</b>
December 14, 2019:	<b>Fall Commencement</b> Ceremony for undergraduates
December 16, 2019:	<b>Final grades</b> must be posted in BANNER by 9 am
December 19, 2019-	
January 1, 2020:	<b>University closed</b>
January 2, 2020:	<b>University opens</b>
January 13, 2020:	Spring 2020 <b>first class day</b>





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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>
- Dr. Keith Walters, Dean, College of Science and Mathematics
- Dr. LaGary Carter, Interim Dean, College of Nursing and Health Sciences
- Dr. Mark Kasper, Interim Associate Dean, College of Nursing and Health Sciences
- Dr. Kate Warner, Interim Associate Dean, Dewar College of Education and Human Services
- Lt. Col. Adam Lee, Commander and Professor, Department of Aerospace Studies
- Dr. Shaun Ault, Department Head, Department of Mathematics
- Dr. Leisa Flynn, Department Head, Marketing and International Business
- Dr. Bruce Mackh, Department Head, Art and Design
- Dr. Ofelia Nikolova, Department Head, Modern and Classical Languages
- Dr. Eugene Asola, Interim Head, Department of Kinesiology
- Dr. Heather Kelley, Interim Head, Department of Human Services
- Dr. Jay Rickman, Interim Department Head, Department of History
- Dr. Mark Smith, Interim Head, Department of Psychology