

Georgia Perimeter College, Georgia State University

Consolidation Implementation Committee

Meeting to be held September 4, 2015

Centennial Hall, Georgia State University

## 9-4-15 RECOMMENDATIONS (CONSENT AGENDA)

[Committee 14: Assessment of Institutional Effectiveness: \(reviewed & supported by Risa Palm\):](#)

**1. Recommends adopting the assessment system for “Assessment of Administrative Services” in use at GSU at the time of consolidation (1/1/16):**

GSU currently has a well-developed system for reporting administrative assessment annually as well as a more in-depth Administrative Services Unit Review (ASUR) every 7 years with an oversight structure based in the University Senate that will be extended to include units currently at GPC.

**2. Recommends adopting the oversight structure “Assessment of Administrative Services” in use at GSU at the time of consolidation (1/1/16), modified as necessary to include representation of units currently at GPC:**

GSU currently has a well-developed system for reporting administrative assessment annually as well as a more in-depth Administrative Services Unit Review (ASUR) every 7 years with an oversight structure based in the University Senate that will be extended to include units currently at GPC.

**3. Recommends adopting the electronic assessment system for “Mechanisms for Assessment of Student Learning” in use at GSU at the time of consolidation (1/1/16):**

GSU currently has a well-developed system for reporting assessment of student learning (WEAVEonline and SLOAP) and an oversight structure based in the University Senate that will be extended to include units currently at GPC as with many other senate functions.

**4. Recommends adopt the oversight structure “Mechanisms for Assessment of Student Learning” in use at GSU at the time of consolidation (1/1/16), modified as necessary to include representation of units currently at GPC:**

GSU currently has a well-developed system for reporting assessment of student learning (WEAVEonline and SLOAP) and an oversight structure based in the University Senate that will be extended to include units currently at GPC as with many other senate functions.

**5. Recommends that the consolidated institution should perform Academic Program Review for every academic program at least once every seven years, and that the review process should be differentiated as appropriate for two-year and four-year programs:**

BOR requires that the institution review the quality, viability, and productivity of all academic degree programs at least once every seven years. SACS requires demonstration of continuous quality improvement of all degree programs via program review. The exception is that programs dedicated solely to general education are not required to demonstrate continuous quality improvement, but to show that they have set and tracked appropriate student learning outcomes and expectations. Some parameters that are central to program review of bachelor's and graduate degrees are not relevant in the access context.

**6. Recommends that the GSU data warehouse will remain the authoritative source for institutional numbers for the consolidated GSU. Data from the GPC Banner system will be extracted and loaded into the data warehouse until the two Banner systems are merged:**

The new GSU will require a single authoritative data source. The current GSU Datawarehouse will be expanded to fulfill that role.

[Committee 20-1: Calendar and Schedule: \(reviewed & supported by Tim Renick\):](#)

**1. Recommends that GSU has a formal policy for the number of exams that can be scheduled in a 24 hour time period for a student (two). Two or more exams are considered cluster exams. GPC has a similar, but informal, policy for cluster exams and addressing conflicts. We recommend formalizing the policy for all campuses as stated in the GSU policy:**

Provides consistency.

**2. Recommends that the consolidated University will follow the same academic calendar with semester start and end dates aligned, common term breaks and common final exam periods:**

We felt it important to align the calendars so there is no confusion on when the semester starts and ends for all students, faculty and staff. The calendars are very similar and will allow 28/29 course meetings based on the meeting pattern of certain courses. This is aligned with current practices at both institutions.

- 3. Recommends that during fall and spring semesters there will be two parts of term within the full length semester meeting approximately 7 weeks each. This is consistent with current practice. For summer, we will maintain 3, 6 & 7 week parts of terms for the 4 year level undergraduate career students. For those admitted in the 2-year track, we will continue to schedule courses in the summer for 4, 4, and 8 week parts of term. When the consolidated University moves to one uniform schedule of classes with aligned start and end meeting time periods, we will align the parts of term for summer as appropriate:**

Research on having a proposed clock schedule to address course demand and better utilize resources is underway and will continue until a draft proposal is presented to the consolidated University to be vetted for approval. Until that time, we felt that it would be best to continue with current practice so it is less disruptive for students, faculty and staff to change the schedules now and then again several years out.

[Committee 20-2: Ceremonies: \(reviewed & supported by Tim Renick\):](#)

- 1. Recommends that the new University will host a general commencement ceremony as one large event with graduating students from all degree programs (except Ph.D. And J.D.) being recognized in large group format in the Georgia Dome setting in the Fall and Spring of each academic year. Colleges will have individual convocations (generally held the same day) in which certificate recipients may be recognized and names may be potentially called for all graduates. The exact format for the convocations is in the hands of the individual colleges in conjunction with the University Events Office:**

The location and expectation are consistent with practices of other institutions of similar size and mission. The importance of the experience and memory is still captured through this recommendation while being cognizant of time and space needs for the new University.

- 2. Recommends that candidates for summer degree conferral be allowed to participate in the commencement ceremony held the preceding spring in cases in which the student has registered for remaining degree requirements summer term:**

This is consistent with practices at other Universities. Currently GPC only hosts one commencement per year, so this will likely increase commencement participation from the two-year educational track students.

- 3. Recommends that diplomas remain the same in format and size:**

The diploma size is often based on level (Currently GPC diplomas are 8 ½ x 11. GSU diplomas are 11 x 17. The use of color and foils is consistent as well as the language that appears on the diplomas). This is common with other two year and four year institutions. Keeping the size different also coincides with the fees charged when students apply for graduation.

[Committee 20-3: Preparation of Merged Catalogues: \(reviewed & supported by Tim Renick\):](#)

- 1. Recommends that the new University will use a one academic year catalog format for publication. The timeline for adjustment and publication will begin in October and consist of departmental, college and administrative departmental review each year before final publication. Catalogs will be published for each student level with similar policy content, but separate course and procedural variations:**

GPC presently does a 2 academic year document which is published in August in PDF format as well as in HTML on the web. Updates are made to the HTML documents, but the PDF is static. Both GSU and GPC print only for internal departmental use. GSU does one year publication starting in October with departments reviewing sections they automatically have access to in the editing tool. Final checks for appropriate content are done through the Registrar's Office. Ultimately with a larger institution an annual publication makes more sense based on the ebb and flow of content changes required. Additionally, since there will be some variation in procedure and policy execution at the different academic levels it is advisable to decrease confusion and publish Associate, Baccalaureate and Graduate level catalogs.

- 2. Recommends that the new University will use the current GSU methodology for publication and edits of the University Catalog:**

The use of the completely automated tool to include approval pathways increases efficiency and decreases time to publication.

- 3. Recommends that the new University will use course descriptions as notated in Banner to publish for the catalog:**

The use of the Banner Course Description functionality for the new University will cut down on duplication of work efforts for current publication processes at GPC and decrease the potential for differentiation between the published web catalog documents and the Student Information System. This will also ensure that data loads sent to external parties for course marketing are accurately reflecting the appropriate catalog course descriptions.

- 4. Recommends aligning codes for course catalog and section scheduling associated with Banner (i.e. instructional methods, online course coding, etc.) for consistency and in compliance with BOR reporting. For the most part they are similar:**

Consistency in practices. Ability to report on course section data in a consistent manner.

Committee 20-4: Registration : (reviewed & supported by Tim Renick):

- 1. Recommends that a study be conducted of the DFW and persistence rates of students who are first admitted to enroll in the university during the second half of a given semester in order to determine the impact of the practice:**

This would allow enrollment for students to continue to be admitted for second half, rather than having admission deferred for the upcoming term. We would allow this for the 4 year track students as well. This may mean additional manual adjustments for financial aid. The committee did discuss this with financial aid and student account. They agreed to the recommendation if it assists with enrollment and retention efforts. Second half courses should be conducive to student success and progression.

- 2. Recommends that Time Tickets be assigned to all students based on priority registration for special population of students as in current GSU policy, i.e. honors college students, veterans, and then based on application to graduation and credit hours earned. Registration will open consistently the same time for each semester. Students not in special populations will have time tickets based on credit hours earned and level:**

With the sheer volume of registration we will need to continue to assign time tickets. While GPC has not in the past, it will help promote registration and allow for those with academic honors, and those restricted in what needs to be taken in a limited timeframe (i.e. those who are graduating and those using limited veteran's benefits, etc.) to have priority.

- 3. Recommends that to be certified as full time, students must carry a minimum of 12 semester hours. However, a course load of 30 semester hours per year is required in order for students to complete degree requirements at the associate level in 2 years and at the bachelor's level in 4 years. Half time course load is 6-11 semester hours. Exceptions for overload are based on academic standing. These will be aligned at the time of implementation:**

Align for standard practice for course load and exceptions.

- 4. Recommends that students can elect to audit a course by permission of the instructor or department chair during the regular registration time periods as outlined on the academic calendar with the exception of Learning Support courses:**

Policies are consistent with best practices at institutions.

- 5. Recommends that 2-year degree students not be allowed to participate in cross registration. Cross registration is based on agreements with the Atlanta Regional Consortium for Higher Education, ARCHE. (Georgia State is a partner with ARCHE. GPC has not been):**

Based on core requirements and minimal electives at the 2-year, associate level, it will not help progression to degree. Cross registration is restricted to courses not offered at the home institution.

**6. Recommends that students will be able to adjust their course schedule online through the end of the fifth day of the semester:**

This is common practice at research universities and at community colleges. This ensures that students can adjust their schedule to best meet their needs for school and life/work balance. Retention and success prevail when students are given the chance to make informed decisions (i.e. viewing syllabi, having interaction with faculty and advisors on their choices.) Reviewing data from a previous fall at GPC, students were continuing to request adjustments after the two-day deadline and having these processed at a high rate. If a student does happen to miss part of the first week, a faculty member or department chair can administratively drop a student based on pedagogical needs for the course.

One person on the committee did not provide consent and asked that it be noted.

**7. Recommends that once registration adjustments have concluded, faculty will be required to verify attendance for students through the automated process coordinated through the Registrar's Office. With high demand for courses, continuing students will incur charges if they hold a seat in which another student could have registered:**

Recommendation brings consistency of practice between the campuses. This recommendation refers to a once a semester verification of students attendance required by federal financial aid rules.

**8. Recommends that students are expected to attend class in order to gain command of concepts and materials of their courses of study. As such, the University does not mandate the number or percentage of absences that are acceptable but suggests a guideline of 15 percent for collegiate level and 10 percent for learning support and English as a second language for determining an excessive level of absence. Specific class attendance policies are at the discretion of the instructor in accordance with the policies of the department and college. Excused absences are recognized in the following cases: University sponsored events, legal obligations, and religious observances:**

Helps to ensure student learning and progression to degree. Aligns policies.

**9. Recommends that students be allowed to withdraw with a grade of W a maximum of six times in their undergraduate career at Georgia State. Students on a 2-year educational track will have a limit of 3 and will receive a notification once they have two withdrawals. Advising interventions will be put in place to educate and guide students on this policy:**

This brings better alignment between policies across the consolidated university and supports compliance with federal Satisfactory Academic Progress (SAP) policies. The limit does not apply for up to two semesters in which all courses are withdrawn prior to midpoint. Withdrawing from all courses a third semester results in grades of WF if the limit has been reached. Courses are awarded the W based on the date and time in which the withdrawals occurred. Students can make an appeal when the sixth withdrawal is reached to shift the last W to another course in which it would have been the 7th for 4-year track students and shift the 3rd for 2 year students. Emergency, military, withdrawals are not included in the six limit, nor are withdrawals from semesters prior to fall 2006 for those on the 4 year level track. Withdrawals from other institutions, withdrawals due to nonpayment or withdrawal grades of WF do not count in the limit. Withdrawals for students in the 2-year track prior to Fall 2016 will not be counted in the limit.

**10. Recommends that if a violation(s) of course policy occurs, a faculty member may request a student withdrawal. The withdrawal grade will be based on the policies governing withdrawal limits at the point in which the withdrawal is requested. The student has the right to appeal to the chair of the department for reinstatement:**

Assists with retention and degree progression. Formally aligns institutional practices.

**11. Recommends that in the judgment of the Dean of Students, a student may be withdrawn from the University for non-academic reasons when it is determined that the student has demonstrated behavior that a) poses a significant danger or threat of physical harm to the person or property of others; or b) interferes with the rights of other members of the university community or with the exercise of any proper activities or function of the university or its personnel. Except in situations in which the student is believed to be an imminent threat to others, as determined at the sole discretion of the University, a student shall, upon request, be accorded an appropriate hearing prior to the final decision. Students will be assigned grades of W or WF, depending on whether they have exceeded their maximum number of withdrawals allowed and when the withdrawal is being requested (prior to or after midpoint):**

Provides for a means to address disciplinary situations and ensure a secure environment for students, faculty and staff. Aligns institutional policies.

**12. Recommends that prospective students and accepted applicants who have questions regarding their residency status should contact the Office of Undergraduate Admissions:**

Aligns practices across the consolidated university.

**13. Recommends that students requesting a waiver of variance for add/drop withdrawal policy must do so within one academic year:**

Policies were generally consistent with the exception of the time-limit of one year. We feel a time-limit is necessary. Students should petition within the academic year on

registration activity that occurred within that year. If the academic year closes, most financial adjustments cannot be made. Also, it is difficult for most faculty to provide documentation for course attendance and participation from prior years. Having a time limit is also consistent with what is done with other appeals such as emergency withdrawals.

**14. Recommends that grade modes and symbols associated with grades be aligned:**

Certain symbols and codes such as #, GP (grade pending) and others are used similarly. These will be aligned within the new Banner student record system. Others like IP for in progress will be reinstated for 2 year level courses for consistency. Data shows the majority of faculty at GSU use standard grades without plus/minus. GPC has not used plus/minus since 1976. Implementing a more specific grade point scale may not be in the best interest of the students, particularly at the 2-year, associate level. At the very least the committee recommends eliminating the C-. Students cannot transfer with a C- nor does it meet prerequisites.

**15. Recommends that change of grade requests will be submitted through the online secured workflow process:**

Timeline is consistent with current practices. Automation will be an asset for 2 -year level grade changes that are currently done manually, allowing a secure means beyond paper to submit changes in a timely and efficient manner.

**16. Recommends that when a student passes away before completing all assignments in a course a grade of W will be posted. However, if the student has completed more than half the work required for the course and earned a grade of A or B in that work, the instructor may submit a change of grade to award the student a grade of A or a B:**

Align policies based on current practice. No formal policy existed at GPC.

**17. Recommends that students will have two semesters to remove an incomplete with a term extension by request:**

Currently GPC allows one. Providing the additional semester for the 2 year student helps them as they continue taking a full course load. We do not see this hindering progression to degree.

**18. Recommends that starting of Fall 2016, transfer credit grades will be included in the overall grade point average and a transfer credit grade point average will be reflected in Banner for 2-year students (as it is for 4-year students currently):**

Aligns policies in coordination of transfer articulation being entered within the student record system for advising and financial aid purposes. Aligns the transcript legend for overall grade point average. Currently GPC students receive transfer credits, but not transfer GPA. All prior course work is entered into Banner.

**19. Recommends that Dean’s and President’s Lists should apply to students in both 2-year and 4-year degree programs. Distinctions for Signature Experiences and recognitions for Global and City Scholars should apply only for 4-year students:**

Current recognition/distinctions are appropriate based on degree being pursued. GPC does not have a President’s List – and all students should be included when meeting the criteria.

**20. Recommends using a GPA of 2.0 to trigger Warning, Supervision, Probation, and Exclusion statuses for undergraduates:**

Probation at GPC currently starts at 1.75. We feel consistency is needed that all categories reflect below 2.0. Aligning policies provides for better tracking and intervention when any student falls below. We may need to “grandfather” some GPC students during the transition if the change in policy moves the student to exclusion, when they were formerly on probation.

**21. Recommends that a unified transcript legend be created that represents the various grading symbols through the history of both institutions:**

The transcript legend must include grading practices throughout the history of both institutions. Required notations follow the AACRAO (American Associate of Collegiate Registrar’s and Admissions Officers) guidelines and requirements for transcripts.

**22. Recommends using the current GSU model of having the first 5 transcripts free and all subsequent transcripts charged to the student:**

Aligns practices. Current charges are \$10 per transcript once the five free transcripts have been used.

**23. Recommends that students will have access to view and update their personal information through a secured portal within the student record system:**

Certain data changes such as social security number, name, etc., require legal documentation which must be submitted to an enrollment services center. Standard practice for maintenance, security and integrity of personal data.

**24. Recommends that students must request changes in major through academic advisement:**

Some programs/majors have special requirements for admission. Students should contact their academic advisor.

**25. Recommends that associate-level students be permitted to earn dual degrees only at the two different associate degree levels (i.e. AA, AS):**

Two year associate level students currently must take 18 additional credits regardless of degree. Progression to degree completion is hindered when students elect to take elective courses simply to earn a second identical degree (ie. two AA degrees). It is better to advise the students and transition them to pursuing a baccalaureate degree, as opposed to using limited financial aid for multiple associate degrees after two have already been earned.

**26. Recommends that no more than 12 semester hours of D grades can apply toward the degree requirements of a baccalaureate or associate program of study:**

There is currently no restriction on grades of D at the associate-level for graduation at GPC.. There are requirements that areas A (essential skills) and area F have minimum grades of C. This will provide explicit direction regarding D grades for associate-level graduation requirements and align practices across the consolidated university.

**27. Recommends that students must have an institutional grade point average of a minimum of 2.0 for degree conferral:**

This is standard practice at colleges and universities and ensures the integrity of the degree. A grade point average lower than a 2.0 hinders associate level students to directly transfer/articulate into a 4 year institutions.

**28. Recommends that all students will apply for graduation online using the automated process currently used at GSU:**

We will automate the process for all students for better student service and efficiency within the office. Fee differential must be discussed at implementation. The cost to apply is associated with the cost of the diplomas and associated mailing costs.

**29. Recommends that a review be conducted to ensure that timelines for graduation audits are aligned between the two institutions. Audits must be done prior to registration for the last semester in which a student will be required to enroll. Final audits will be done within the Registrar's Office:**

Aids in progression and helps to eliminate problems with students not being registered appropriately for their remaining courses. Aligns practices across the consolidated university.

**30. Recommends that University-level graduation honors as well as honors granted by the Honors College appear on the diploma for both baccalaureate- and associate-level degrees. Honors granted by other colleges and majors will appear on transcripts only:**

This will align with best practice standards nationally and bring uniformity across the consolidated university.

**31. Recommends that if a student has not graduated by the time his or her catalog edition is 10 years old, the student will be required to change catalog editions and satisfy degree requirements currently in place:**

Brings policies for the consolidated university into alignment.

[Committee 20-5: Clock, Course and Room Scheduling: \(reviewed & supported by Tim Renick\):](#)

**1. Recommends that a production schedule and process coordination similar to that in place at GSU presently be followed to ensure that scheduling is done in a timely manner each semester:**

Access to update actual course data within the student record system will be limited to assigned college schedulers with college schedulers meeting on a regular basis to ensure university-wide coordination. The schedule for each upcoming term will be created by using the previous like term data as a base.

**2. Recommends that until a unified clock schedule is proposed, keeping “Common Meeting Patterns and Start and End Times for Course Scheduling” as they are currently:**

The start and end times of courses along with meeting patterns differ. Research is underway to create a new clock schedule that provides for better utilization of space resources and helps better facilitate student course scheduling and course demand.

A new clock schedule will be proposed and vetted as a consolidated University. The committee feels it is best to wait until then to align meeting patterns and start and end times. We felt a change now and another in 1-2 years would be too disruptive to students, faculty and staff.

**3. Recommends maintaining clock schedules for 1-6 credits:**

GSU has used clock schedules for 1-6 credits. GPC does not have a 5 credit option. We recommend consistency in practices.

**4. Recommends that until a unified schedule is created, use of space on each campus will reflect the clock schedule for the campus as is its current practice:**

If mixed use is needed, course sections will be scheduled as space is available.

[Committee 29: Auxiliary Services: \(reviewed & supported by Jerry Rackliffe\):](#)

**1. Recommends parking enforcement be administered by Auxiliary Services for all campuses:**

1. Downtown campus is gate controlled and has sufficient staff (1.0 FTE) to monitor parking issues;
2. GPC campuses parking is not gate controlled and is currently enforced by the Office of Public Safety on each campus;
3. Auxiliary Services will provide personnel to augment existing GPC Public Safety staff in monitoring parking concerns for the GPC campus locations.

**2. Recommends that courier packages (FedEx, UPS, any shipping & receiving) be received at the individual department desk top:**

1. Efficiencies of resources;
2. Consistency in delivery expectations and tracking services;
3. Encourages the use of the state contract.

**3. Recommends continuing the current operations of the mail pick-up and delivery services for the GSU and GPC campuses with the addition of a route linking the Downtown hub to the Clarkston hub:**

1. Centralized USPS mail services for downtown GSU campus will continue;
2. Clarkston campus will continue as the hub for the current GPC campuses with routes connecting each campus daily;
3. Additional daily route to be created between Downtown and Clarkston campus;
4. Services will include US mail, interoffice mail, library exchanges, and print shop deliveries.

**4. Recommends that executing one RFP for retail dining services for July 2016 with services for all resident halls remaining as an Insourced Dining operation:**

1. Will provide consistency in service and pricing for each location in the new GSU;
2. May provide efficiencies by reducing redundancy in the management of the contracts;
3. Pouring rights will continue to be administered by the Athletic Association for all campus locations.

**5. Recommends integration and continuation of participation in Student Health Insurance Program (SHIP) through the University System of Georgia:**

1. Consistency of services and SHIP waiver dates and processes within the new GSU;
2. The current SHIP contract is with United Healthcare and globally administrated through the University System of Georgia. United Healthcare will need to consolidate

GSU and GPC information for the new GSU for monitoring of the consistency of services and service dates.

**6. Recommends consolidation to a single card system for declining balance transactions. Also referred to as "closed loop" or "stored value" accounts these include: PantherCash (GSU), JBucks (GPC), Panther Prints (GSU), Paw Prints (GPC), Bookstore voucher (GPC), departmental billing (GPC) and all other accounts associated with transactions made exclusively to an on-campus card system:**

1. Provides access of funds across all campus locations;
2. Consolidates processes, reduces dependency on multiple systems, and establishes a common ledger for these transactions;
3. Reduces confusion for students/employees.

**7. Recommends consolidation of Safety & Risk management functions for Department of Administrative Services (DOAS) programs and financial accounting to include Building, Land, Lease, Inventory Program” (BLLIP) which is a state-wide database utilized by all State agencies, Property, Liability, Workers Compensation, ADA, Auto Liability and Auto:**

1. Ease of merging real properties, values and assets;
2. Consistency in accountability for incidents with more centralized controls.

**8. Recommends consolidation of copy/print operations for new GSU campuses:**

1. Provide efficiency in operations;
2. Additional volume may decrease “click” rate from vendor;
3. Services at all campuses provides a convenient and economical option for students, faculty and staff printing needs.

[Committee 30: Budget: \(reviewed & supported by Jerry Rackliffe\):](#)

**1. Recommends addressing speedtypes, speedcharts: Georgia State University will create necessary speedtypes and speedcharts within its financial system based on structure of new college:**

The Office of Budget & Planning at Georgia State University will work with the administration of the newly formed college for Georgia Perimeter to determine what new speedtypes and speedcharts are needed in PeopleSoft and will add the identified speedtypes and speedcharts. This recommendation is consistent with current operating procedures at Georgia State University.

**2. Recommends addressing non-standard chartfields – dept, account, project, et al: Georgia State University will create necessary non-standard chartfields within its financial system based on structure of new college:**

The Office of Budget & Planning at Georgia State University will work with the administration of the newly formed college for Georgia Perimeter to determine what new non-standard chartfields are needed in PeopleSoft and will add the identified chartfields. This recommendation is consistent with current operating procedures at Georgia State University.

**3. Recommends determining changes to PeopleSoft trees: Georgia State University will update PeopleSoft trees within its financial system based on structure of new college:**

The Office of Budget & Planning at Georgia State University will work with the administration of the newly formed college for Georgia Perimeter to determine what, if any, updates will need to be made to the PeopleSoft trees and will make those changes as necessary. This recommendation is consistent with current operating procedures at Georgia State University.

[Committee 32: Procurement: \(reviewed & supported by Jerry Rackliffe\):](#)

**Recommends use of GSU Procurement Policies and Procedures:**

Procurement policies and procedures are similar at each institution and both follow BOR and DOAS guidelines. GSU policies and procedures are consistent with current financial systems and workflow.

[Committee 34-1: Campus Master Planning: \(reviewed & supported by Jerry Rackliffe\):](#)

**1. Recommends preparing and releasing the RFQ for a new and comprehensive Campus Master Plan to meet the mission of the consolidated GSU after the approval of consolidation by Board of Regents in January 2016:**

GSU has updated its Campus Master Plan in 2012 to meet the University Strategic Plan with emphasis on research, student housing and improved instructional spaces. GPC last Master Plan update was in 2000. The new Campus Master Plan is to advance the mission of consolidated university. After collecting and compiling current space, infrastructure and other relevant data and with the information from all stakeholders and constituent groups regarding future growth it is expected to provide development guidelines for the physical growth of downtown and all other campus locations. It should assist in generating of future capital plans of the university.

**2. Recommends starting the planning and designing process to change existing GPC entrance signs at all campus locations so that they can be in place by January 2016:**

After the approval of merger in January 2016 a consistent campus signage system is critical for information, wayfinding, and the image of the consolidated institution. First

priority is to change the campus entrance signs at Clarkston, Decatur, Dunwoody, Alpharetta and Newton locations followed by building exterior and interior signs.

[Committee 34-2: Physical Plant: \(reviewed & supported by Jerry Rackliffe\):](#)

**Recommends consolidating space data, work order and preventive maintenance systems at both institutions by retaining and expanding existing GSU Archibus FM system:**

Both institutions are utilizing two different platforms for Computerized Maintenance Management System. GSU is currently using Archibus FM system to initiate daily work order and preventive maintenance tasks. It is also used for space data tracking, analysis and reporting. GPC was working with Maximo but was not updated in last two years and is considered to be non-operational. Maximo cannot interface directly with Archibus. To meet the BOR space data reporting guidelines and operate efficiently it is imperative to migrate to a single system. As GSU's Archibus system is current on its upgrades and is capable of accommodating the integration it is recommended to utilize it and expand as required. Additional financial and staff resources are required for system expansion and to review, confirm and validate existing data and to make necessary programmatic changes to the software system and format.

[Committee 37-2: Emergency Planning and Communication: \(reviewed & supported by Jerry Rackliffe\):](#)

**1. Recommends that all faculty, staff and students will be notified using Georgia State's Mass Communication Systems that is currently contracted with Blackboard:**

All faculty, staff and students will be programmed in to Georgia State's database for records beginning Fall Semester 2016.

**2. Recommends consolidating the Georgia Perimeter College (GPC) and Georgia State University (GSU) Emergency Operations Plan into one document. Also, consolidate the emergency coordinator program:**

Currently Georgia State has approved policies and procedures in place and has approximately 250 individually trained volunteer personnel for the program.