**Georgia Perimeter College, Georgia State University**
**Consolidation Implementation Committee**

Minutes of the meeting held June 19, 2015
Centennial Hall, Georgia State University

Attendees: Dabney Dixon, Ingrid T. Sellers, George Rainbolt, Sally Robertson, John Millsap, Barbara Obrentz, John Clower, Jim Rasmus, Paul Hudson, Todd Hendricks, Scott Hardy, Jamie Fernandez, Diane Hickey, Bruce Spratt, Sara Weigle, Mary Beth Walker, Tammy Sugarman, Julius Whitaker, Linda Noble, Sara Cook, Bharath Parthasarathy, Darryl Holloman, Andrea Jones, Jonathan Gales, Gwen Benson, Rob Watts, Mark Becker, Randy Stuart, Peter Lyons, Sri Rajesakaran, Joan Cranford, Charles Gilbreath, Phil Ventimiglia, Shelley Nickel, Hoateng, Debra Denzer, Linda Nelson, Susan Finazzo, Dan O'Leary

**Approval of Minutes**

The minutes of June 4, 2015 were approved.

**Review of Committee Recommendations**

# Committee 23: Diversity and Inclusion Programs and Activities: (reviewed & supported by Linda Nelson):

With the exception of the following all Committee 23 recommendations were approved.

**1. Recommends that AA/EEO is engaged in all aspects of staff and faculty recruitment, hiring, and employment policies and processes:**

> This will help ensure fair and consistent recruitment and hiring processes as well as maintain internal equity. Recruitment, hiring, and employment policies and processes include, but are not limited to any measure, practice, or procedure use to reach an employment decision for all employees and applicants.

**Withdrawn from consideration not related to consolidation.**

**2. Recommends annual training and periodic meetings for employees with AA/EEO hiring responsibilities:**

> Continual training and collaborative efforts will help ensure the university maintains compliance with EEOC/OFCCP guidelines.

**Withdrawn from consideration not related to consolidation.**

**5.  Recommends the implementation and use of an online employment applicant tracking system as means of capturing faculty applicant data for AA/EEO purposes:**

> In support of AA/EEO mandates, GSU must provide applicant flow data, adverse impact analysis reports, and employee promotion, transfer, and termination data. Applicant flow data must include the name, race, gender, date of application, job title, interview status, selection or reason for non-selection for every employment applicant in all employment positions.  Manually collecting and tracking applicant data is cumbersome and can compromise the integrity of the data. Implementation and use of an online applicant tracking system for faculty positions will help ensure GSU is EEOC/OFCCP compliant.

**REASON FOR RETURN: Need to be considered in the future but not with regard to consolidation.**

**6.  Recommends the continued use of Georgia State University's existing online employment applicant tracking system as means of capturing staff applicant data for AA/EEO purposes:**

> GSU's current online employment applicant tracking system for staff positions is in alignment with EEOC/OFCCP guidelines.

**REASON FOR RETURN: Returned to committee for revision.**

**7.  Recommends developing a Diversity Strategic Plan (DSP) for the consolidated GSU.**

**Above minor rewrite of recommendation 7 was approved (here as reference).**

**8.  Recommends adding initiatives in support of Veterans to Goals 1-3 (Students, Faculty, and Staff) similar in the current GSU Diversity Strategic Plan, using language similar to GPC's Military Outreach Center's mission statement:**

> The recommendation is made to address issues of faculty, staff, and student veterans. In particular, establishing access to a Military Outreach Center on all campuses. These centers will be committed to serving active military, veterans, and their families and helping them build a solid foundation for their future. Further, the Outreach Centers will be dedicated to providing the support veterans need to achieve their educational and professional goals by providing them assistance. These centers will not serve a recruitment function for any branch of the armed forces. Draft language of the proposed initiative is available upon request.

**Withdrawn from consideration due to rewrite of recommendation # 7. No longer necessary.**

**9.  Recommends updating the demographics of the current GSU Diversity Strategic Plan to include GPC's demographics:**

> This new/updated language concerning demographics will be included in paragraph four of the GSU Diversity Strategic Plan introduction section. Paragraph four includes demographics data which will include GPC's information will be used to update this section of the Plan.

**Withdrawn from consideration due to rewrite of recommendation # 7. No longer necessary.**

**10.  Recommends updating the assessments in the GSU Diversity Strategic Plan to include GPC:**

> The Office of Institutional Effectiveness will use post consolidation data to update dashboards and other data collection tools used for Plan assessments. New metrics to track progress of new/revised initiatives will also be established as necessary with the assistance of the Office of Institutional Effectiveness.

**Withdrawn from consideration due to rewrite of recommendation # 7. No longer necessary.**

**11.  Recommends combining Diversity and Inclusion programming and services to reflect access, equity, and inclusion of the diverse student populations across the multi-campus locations of the institution:**

> Extend access to events, programs, and services through: technology; transportation; duplication across campuses; representation of cultural support services on each campus; development of multi-service resource centers on each GSU campus that aligns with diversity-related efforts (i.e. Challenging Socioeconomic Backgrounds, Disability, First Generation, Gender, International, LGBTQIQA, Multicultural Support, Religious Minority Communities, and Veterans); and an umbrella diversity/inclusion committee to include students, and faculty and staff that support student development.

**REASON FOR RETURN: Returned to committee for revision.**

**13.  Recommends that the responsibility of serving the newly consolidated University members be added to GSU's Office of the Ombudsperson Associate Ombudsperson's duties (planned hire for July 1, 2015):**

> GSU's Office of the Ombudsperson is increasing its capacity to serve more students, staff and faculty members. The GSU Ombuds Charter states that the University administration supports an independent Office of the Ombudsperson

and that this Office reports to the Senior Vice President for Academic Affairs and Provost of the University.

**15.  Recommends assessing the staffing and utilization of the Ombuds/ADR function for the newly consolidated University employees and students within six months of the organizational changes to determine if further changes are needed to ensure adequate service levels:**

Ensure sufficient resources are available to serve GSU/GPC members.

**REASON FOR RETURN: Recommendations 13 & 15 are concerned with personnel/structure and thus not purview of CIC.  Recommendations are withdrawn from consideration.**

**16.   Recommends conducting annual training and periodic meetings for employees with Title IX responsibilities, e.g., Title IX Coordinators, Deputy Title IX Coordinators, Title IX Investigators:**

The OCR's Revised Sexual Harassment Guidance of 2001 and The Dear College Letter of 2011 require training for employees designated to handle Title IX. Unification of the annual training and periodic meetings for the employees with Title IX responsibilities will provide consistency on each campus, a review of the policy and procedures, an opportunity to assess the campus climate, and necessary case reviews to track patterns and work to eliminate the hostile environment.

**17.   Recommends broadening Georgia State University's existing Student Sexual Misconduct Policy's Preamble,  Definitions, Educational Programming Statement, Options for Disclosure and Reporting, and Retaliation Definition to include faculty, staff, and students with specific procedures on how to  investigate and resolve reported incidents involving students, faculty, staff, and third parties:**

This recommendation is aligned with best practices to have a unified policy. According to ATIXA, "Unification allows consistent sanctions and responsive actions for the same types of misconduct, whether it is committed by a student, faculty or staff member. Unification fosters collaboration across the departments that are stakeholders, including HR, student conduct, and academic affairs while retaining their needed voice in the resolution process. Critically, a unified process can also be essential to the detection and tracking of patterns of misconduct, to limit the frequency of repeat offenses that vex campuses."

**18.   Recommends creating uniform training, education, prevention, and marketing resources that will be used on each campus:**

Unification of training, education, prevention, and marketing will not only ensure that each campus is compliant with federal regulations, but provide

assurance that the information disseminated is consistent. According to NACUA Notes, education and prevention efforts will allow "Campus community members to ensure that they understand what constitutes sexual harassment and assault and that those likely to witness or receive reports of sexual harassment or violence are prepared to assist complainants with understanding their rights and the resources available to them at the institution."

**RECOMMENDATIONS 16-18:**
**REASON FOR RETURN: Need to be considered in the future but not with regard to consolidation.**

## Committee 42-1: Competition Teams (Non-Sports): (reviewed & supported by Doug Covey):

With the exception of the following all Committee 42.1 recommendations were approved.

**1. Recommends continuing to use Georgia State University's definition, nomenclature and funding of "Academic Teams".**

**Above is a minor rewrite of original recommendation 1 which was approved (here as reference).**

**2.   Recommends continuing to use Georgia State University's definition of Academic Teams:**

> Georgia State University currently defines an Academic Team as a "chartered student organization or other student group affiliated with an academic/university department; team-based; competing on a regional, national, or international level; with the purpose of enhancing the academic experience."  Because Georgia Perimeter College has several similar student organizations but does not currently categorize them differently than any other GPC student organization, the committee recommends adopting the Georgia State University definition.

**Withdrawn from consideration due to rewrite of recommendation # 1. No longer necessary.**

**3.   Recommends continuing the current practice of funding Academic Teams (i.e., Teams are eligible to request Student Activity Fee Funding or funding through their sponsoring academic/ university department):**

> Both Georgia State University and Georgia Perimeter College currently fund Academic Teams in this manner.

**Withdrawn from consideration due to rewrite of recommendation # 1. No longer necessary.**

**4.   Recommends that any new Academic Teams that are formed continue to be required to adhere to the same processes required of existing Academic Teams (i.e., Academic Teams seeking the status of chartered student organizations will adhere to the university's student organization policies; Academic Teams affiliated with an academic/university department will adhere to all policies set forth by their home department):**

> All existing Academic Teams at both GSU and GPC currently follow the practices described above.  The committee does not believe any changes are necessary.

**This recommendation was withdrawn from CIC consideration as it is merely an admonition to adhere to policy and procedure.**


## Committee 42-4: Preserving Traditions and History: (reviewed & supported by Doug Covey):

With the exception of the following all Committee 42.4 recommendations were approved.


**2.   Recommends maintaining campus based programming traditions through the campus Spotlight Programs Board:**

> Campus specific programming traditions will be maintained by the individual campus programming boards and/or campus clubs and organizations.

**Withdrawn-concern with regard to the Spotlight Programs Board.**

**3.   Recommends that past issues of The Collegian be digitally archived within the Georgia State University Library system:**

> There are currently no digital archives of The Collegian at Georgia Perimeter College. It is important to preserve the history of The Collegian as it will no longer exist as a separate publication after the consolidation.

**Recommendation is to be sent to Committee 12 Library.  Need to address archiving ALL GPC materials.**

## Committee 42-5: Registered Student Organizations and Student Activities: (reviewed & supported by Doug Covey):

With the exception of the following all Committee 42.5 recommendations were approved.

**2.  Recommends that each student organization be required to have a faculty or staff advisor:**

> This policy is currently in place at both institutions and should continue after consolidation.

**Withdrawn - this is already current practice.**

**4.  Recommends that for a student organization to receive privileges on campus, they must follow the chartering process as outlined in the student organization handbook:**

> Georgia State University and Georgia Perimeter College require student organization to be chartered to receive privileges such as reserving space, advertising on campus, and requesting funding.

**Withdrawn - this is already current practice.**

**7.  Recommends creating joint retreats, conference travel, and leadership meetings between Spotlight Programs Boards, when possible:**

> Opportunities for block booking talent/products and other collaborative opportunities will be strongly encouraged among all Spotlight Programs Boards, when possible. Training for programming board members across both institutions will be implemented collaboratively, when possible.

**Withdrawn – this is an operational issue.**

**8.  Recommends creating uniform forms, funding criteria and processes including essential services for student activity fees that follow BoR policy.**

**Above is minor rewrite of recommendation 8 which was approved (here as reference).**

**9.  Recommends creating uniform forms and online submission process for student activity fees:**

> The request submission process should be uniform for all groups and submitted through an online platform. The forms associated with submission, processing, and budget hearings should be uniform across the university.

**Withdrawn from consideration due to rewrite of recommendation # 8. No longer necessary.**

**10. Recommends implementing a process for essential services funding for student activity fees:**

> Certain essential services and salary/benefit obligations must be met first. Both institutions currently have a process that recognizes essential services and fixed costs. A process will be implemented for identifying and determining essential services and costs that must be met before funding is distributed to any other parties.

**Withdrawn from consideration due to rewrite of recommendation # 8. No longer necessary.**

**12. Recommends maintaining a section of the publication (and a separate website) to appeal to the two-year program students and the organizations that would want to advertise to them:**

> Over 80% of the advertising revenue for The Collegian is from 4-year institutions informing 2-year students about their transfer opportunities.

**Withdrawn - this is an operational issue.**

**13. Recommends that there be one Editor in Chief with 2 Executive Editors and 2 Managing Web Editors for the combined operation of The Signal and The Collegian:**

> The Student Media Sub-subcommittee is unanimous in their recommendation of the structure above. There would be an Executive Editor and Managing Web Editor for the news focused towards the downtown campus students and an Executive Editor and Managing Web-Editor for the 2 year campuses, but the name of the publication would remain The Signal.

**Withdrawn – this is an operational issue.**

**14. Recommends that the Editor-in-Chief of The Signal continue to be selected by the members of the Committee on Student Communications and that the criteria for selection include that they must be able to demonstrate that they have familiarity with media law, Signal operations and newsroom experience:**

> The Student Media Subcommittee felt that utilizing the Committee on Student Communications to select the Editor-in-Chief of The Signal was the most effective way since all of the other media heads at Georgia State University are selected in this manner and it has produced generally excellent results.

**Withdrawn – this is an operational issue.**

## Committee 42-8: Counseling and Testing: (reviewed & supported by Doug Covey):

With the exception of the following all Committee 42.8 recommendations were approved.

**1. Recommends that utilization data for all services offered in testing units is regularly reviewed:**

> Data about testing services offered and utilized on all campuses will be useful in determining next steps in planning resource allocation and future services that should be offered on campuses.

**REASON FOR RETURN: Need to be considered in the future but not with regard to consolidation.**

**2. Recommends that each test site have standard operating equipment (cameras, lockers) to ensure test security and proctoring integrity:**

> Each test site does not currently have the standard operating equipment needed to ensure test security and proctoring integrity (cameras, lockers).  The provision of needed equipment would ensure that tests given on all campuses are given in a secure manner.

**REASON FOR RETURN: Need to discuss with Committee 17 Technology Enhanced Education and Testing Center.**

**7. Recommends that the current range offering of computer based and proctored testing services for students and the community continue to be offered on all campuses.   These services include:  Compass testing, CLEP, TOEFL, History & Constitution exams, TEAS, Praxis, proctored exams for distance learning and individual faculty, as well as Prometric testing for over 200 types of exams including: GRE, LSAT, and MCAT:**

> While all tests are not offered on all campuses, the recommendation is that the current offerings at each campus continue and that test services be evaluated for expansion to new campuses where need is indicated.

**REASON FOR RETURN: Need to discuss with Committee 17 Technology Enhanced Education and Testing Center.**

## Committee 43-1: Career Services: (reviewed & supported by Doug Covey):

3. **Recommends developing and implementing online/ digital career services:**

> Work with existing and new vendors to establish online services for all students. Broaden existing virtual career services to accommodate distance/ online leaners.

**Withdrawn – this is current practice.**

4. **Recommends centralizing the coordination of recruiting events:**

> Centralize all student affairs efforts in working with employment and higher education recruiters, creating a single point of contact for recruiters through University Career Services.  Establish University Career Services as the central career services office and central point of contact for GPC career needs and GSU undergraduate career needs, and appropriate graduate student populations.

**Withdrawn- request of Committee 43 Co-Chair Darryl Holloman.**

5. **Recommends consolidating and broadening assessment and outcome efforts:**

> Unify appropriate student/ employer/ community agencies/partner surveys and data collection to generate systematic reports.

**Withdrawn- request of Committee 43 Co-Chair Darryl Holloman.**


6. **Recommends integrating GPC community engagement and civic engagement activities and events with University Career Services' Civic Engagement programs at Georgia State University:**

> Unify all civic engagement and community service activities and events under University Career Services Civic Engagement administration.

**Withdrawn- request of Committee 43 Co-Chair Darryl Holloman.  To be rewritten.**

7. **Recommends integrating GPC Leadership Development Activities and Events with University Career Services Leadership Development:**

> Unify all leadership development activities and events under University Career Services Leadership Development administration.

**Withdrawn- request of Committee 43 Co-Chair Darryl Holloman.  To be rewritten.**

## Committee 43-2: Disability Services and Testing: (reviewed & supported by Doug Covey):

With the exception of the following all Committee 43.2 recommendations were approved.

**1. Recommends consolidating the internal processes and operations of disability services at GPC and Georgia State University.**

**Above is a minor rewrite of recommendation 1 which was approved (here as reference).**

**2. Recommends establishing comparable disability services and related resources:**

> Establish related resources that include but are not limited to the availability of staff and contract interpreters and captionist for campus events or other needs such as academic coaching, student programming, assistive technology equipment loans and temporary disability and housing accommodations.

**Withdrawn from consideration due to rewrite of recommendation # 1. No longer necessary.**

**3. Recommends identify and procuring a database management system:**

> Determine how each campus uses current database systems to include database functional capacity to run reports and other pertinent information.  Identity current and optimal needs for a database system e.g. BANNER export/ integration.  Research additional database systems to determine its functionality, specifically Simplicity and Clockwise.

**Withdrawn from consideration not related to consolidation.**

**4. Recommends developing and implementing accessibility standards for websites and online courses:**

> Establish a captioning policy that fully addresses access to media in courses both face to face and online as well as access to all media posted on the University's website.  Address access to all course materials and websites for screen readers.

**ADA issue so must be followed.**

**5. Recommends developing and providing professional development opportunities for disability services staff:**

> Unify campus sponsored and off campus professional development offerings for all staff across various campuses.

**Withdrawn –this is both current practice and an operational issue.**

Next Meeting: July 19, 2015, 10:00 to 12:00