

August 29, 2003

Dr. W. Donald Crump
Associate Executive Director
Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Crump:

As requested in your letter of May 19, 2003, enclosed please find five copies of Dalton State College's Institutional Response to the Report of the Reaffirmation Committee arising from the reaffirmation committee visit on March 31-April 3, 2003.

We appreciate your ongoing support for DSC and the leadership you continue to provide as the college strives to successfully complete its reaffirmation of accreditation.

Should you have questions or need clarification regarding the content of this report, please let me know.

Sincerely,



James A. Burran
President

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Enclosures

**DALTON STATE COLLEGE
213 N. COLLEGE DRIVE
DALTON, GEORGIA**

**REAFFIRMATION COMMITTEE VISIT
MARCH 31 - APRIL 3, 2003**

**RESPONSE TO THE REPORT OF THE
REAFFIRMATION COMMITTEE**

**RESPONSE PREPARED BY
James A. Burran
President
Dalton State College**

INTRODUCTION

During a two year period, from early 2001 through 2002, Dalton State College completed a comprehensive Self-Study as a part of its decennial reaffirmation by the Southern Association of Colleges and Schools. Completed in December 2002, the Self-Study was then forwarded to the Reaffirmation Committee in preparation for its visit to the DSC campus. The Committee subsequently met at DSC from March 31 through April 3, 2003.

The report of the Reaffirmation Committee contained three recommendations and thirteen suggestions. While the College has taken the suggestions under careful advisement, it has chosen not to respond to the suggestions in this Response Report. Instead, this document will concentrate exclusively upon the three recommendations issued by the Reaffirmation Committee. The content of these recommendations, together with the College's responses, are contained in the following sections.

Dalton State College appreciates the professional and collegial approach that the Reaffirmation Committee employed in conducting its review of the Self-Study and its visit to the DSC campus.

RECOMMENDATION 1

4.2.2. UNDERGRADUATE COMPLETION REQUIREMENTS

The Committee recommends that the College include at least one course from humanities/fine arts in the core curriculum of general education for all associate degree programs.

Description of the Visiting Committee's Concerns:

The Committee found that the Associate of Applied Science degree lacks the requirements of a humanities/fine arts course. Currently, general education courses required are Fundamentals of Speech, English Composition, United States History, College Algebra, and American Government. The University System of Georgia's core general education curriculum (published in the DSC Catalog) defines history as a social science. The Committee concluded that there is no required humanities/fine arts course in the core curriculum of all Associate of Applied Science and Associate of Science in Nursing degrees.

Institutional Response:

At its July 18, 2003 meeting, Dalton State College's Academic Council (curriculum committee) addressed this recommendation by changing the curricula of all AAS degrees and the ASN degree to require one 3 semester hour course in humanities or fine arts. This action was ratified by the faculty in session at its August 14, 2003 meeting. The new degree requirements became effective with the fall semester 2003 for all first-time entering students and for all former students who have been out of school two years or longer. The agenda item and the minutes of the Academic Council are included in the appendix to this section.

The following group of courses has been added to the AAS and ASN general education core by means of the curriculum changes described above:

Choose one of the following:

ENGL 1102: English Composition II (3 hours)

Presents a literature-based composition course that develops writing skills beyond the levels of proficiency required by ENGL 1101, that emphasizes interpretation and evaluation, and that incorporates a variety of more advanced research methods, including capability in the electronic resources and documentation.

OR

CINM 1101: Introduction to Film as Literature (3 hours)

Presents an introduction to film which incorporates humanistic, philosophic, and historical analyses of film from the silent period through modern times. Examines and analyzes selected films through lectures, readings, viewings, and written analyses.

OR

FNAR 1102: Fine Arts Appreciation (3 hours)

Presents an historical study of aesthetic expression through painting, sculpture, music, dance, and architecture as those forms reflect the values and the culture of the societies that produced them. Begins with instruction in the common principles governing all the arts.

Each of these courses requires ENGL 1101 as a prerequisite. This grouping is identical to the humanities/fine arts requirements of the transfer associate degrees (AA and AS) and the bachelor's degrees offered at Dalton State College.

These curriculum changes were achieved by substituting the 3 hour humanities/fine arts course in place of one 3 hour general education elective, chiefly in the social sciences, so that the AAS and ASN programs remained at their current semester hour totals. An information sheet given to all first-time entering freshmen for fall 2003, and sample catalog pages showing the curriculum changes to be included in the 2004-2005 DSC *Catalog* are included in the appendix to this section. These changes have already been made in the web-based version of the 2003-2004 DSC *Catalog* and can be viewed at www.daltonstate.edu.

MEMORANDUM

TO: Members of Academic Council

FROM: Dr. Robert Weathersby

DATE: June 16, 2003

RE: Proposal to Fix SACS Recommendation 4.2.2

As you will recall, one of the three SACS recommendations was 4.2.2, Undergraduate Completion Requirements, which read "that the college include at least one course from humanities/fine arts in the core curriculum of general education for all associate degree programs." Be sure you understand this recommendation was targeted at the ASN and all AAS majors.

Our contention that Communications 1110 was a humanities course was not accepted. Speech could stay, but then something else needed to be added.

To avoid the presumption that each major needs to add another class requirement to the total needed for graduation, we in Humanities propose the following action.

Check the current ASN major and a current AAS major. Notice that the last six hours of both degree programs offer selections only from social science electives. Cancel Sociology 1101—Introduction to Sociology—for the ASN, and require that the student choose instead one of the following: English 1102, Cinema 1101, and Fine Arts 1102. For AAS majors, simply require that 1 of the two electives come from the Humanities courses mentioned in the previous sentence. This proposal would take effect Fall, 2003, for all new, entering students; the requirement would also affect those who have been out of school for two years or longer.

This fix will add no hours to the major, and the fix will now show requirements of 9 hours in Humanities courses and 9 hours in Social Science classes rather than 6 hours in Humanities and 12 in Social Science. A small flaw appears in that we have canceled the Fine Arts 1102 classes for the next academic year, but Humanities will remedy that deficiency in some way by Fall, 2004. And keep in mind that virtually no students will be taking the new electives during Fall, 2003, since the rule would go into effect for entering students only and for those who have been out of school for two years or longer. Several students might choose one of the new electives in Spring, 2004, but the bulk of students who need the electives will be ready to take them Fall, 2004, when an additional choice or choices will be in place.

I hope this idea makes sense and that you will support it. I will be glad to answer any questions you have before or during the upcoming Academic Council meeting.

Thank you for considering this proposal.

**MINUTES
ACADEMIC COUNCIL
JULY 18, 2003**

John Hutcheson called the meeting to order at 1:00 p.m. in the Eddie Miller Room. Members present: Liz Bagley, Mike D'Itri, Cheryl Grayson, John Hutcheson, Jodi Johnson, Vince Postell, Tom Sommer, Cordia Starling, Bob Weathersby, and Tricia White.

Guest: Jim Burran

Dr. Hutcheson advised that a quorum was present.

The Minutes from the April 18, 2003, meeting were approved as circulated.

Humanities

A motion was made to approve the circulated proposal from Humanities regarding a SACS recommendation to include at least one course from humanities/fine arts in the core curriculum of general education for all associate degree programs. To correct the ASN in Nursing, SOCI 1101 will be dropped and students will choose instead one of the following: ENGL 1102, CINM 1101, or FNAR 1102. For AAS majors, one of the two electives will come from the Humanities courses previously listed for Nursing. The motion carried. (Weathersby/Sommer) Tom Sommer introduced a friendly amendment addressing the lack of six semester hours of general education electives in four AAS programs. To correct these programs the following is proposed: In Industrial Electrical and Electronics Technology the current electives will be deleted and replaced with a Humanities elective; in Law Enforcement PSYC 1101 or SOCI 1101 will be taken and the three Humanities electives will be added; in Medical Laboratory Technology the major field electives will be replaced with the three Humanities electives; and finally, in Manufacturing Technology the three Humanities electives will be added to General Education and the Major Field Option requirements will be reduced from 21 to 18 semester hours. The motion for the amendment carried. Effective Fall 2003 (Sommer/White)

Natural Science and Mathematics

A motion was made to approve the circulated proposal from Natural Sciences/Mathematics to change the prerequisite for MATH 2256 from MATH 2255 to MATH 2253 with a co-requisite of MATH 2254. The motion carried. Effective Fall 2003 (White/Weathersby)

A motion was made to approve the circulated proposal to remove the BIOL 1108 prerequisite for BIOL 1224. The motion carried. Effective Fall 2003 (White/Postell)

Technical Education

A motion was made to approve the circulated proposal changing the Certificate in Emergency Medical Technology to a Mini-Certificate, adding two new courses to the curriculum, EMST

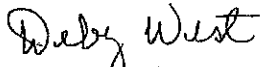
1000 and EMST 1001 and deleting EMST 1100, EMST 1101, and EMST 1102. After discussion of course titles, it was agreed to approve the proposal with revised titles to be chosen at a later date. Also, the total program hours will be 22 which is above the norm for a mini-certificate. Dr. Sommer agreed that BIOL 1100 will be deleted from the program if the hours must be reduced. The motion carried. Effective Fall 2003 (Sommer/D'Itri)

A motion was made to approve the circulated proposal on the AAS in Paraprofessional Education. Dr. Sommer circulated a revised version with two items. Item 1. asks for the revision of the Paraprofessional Education core curriculum to comply with SACS recommendations. The motion carried. Effective with BOR approval (Sommer/D'Itri)

Item 2. requests a new course, CHDV 1115-Classroom Management, as an alternate to CHDV 1109-CDA Preparation and Assessment. CHDV 1109 will be changed from a required course to an alternate course. The motion carried. Effective with program approval. (Sommer/Weathersby)

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,



Deby West
Recording Secretary

A leader in academic quality



University System of Georgia

Curriculum Changes for Fall 2003 Entering Freshmen in AAS and ASN Degrees

Please be advised that following curriculum changes are effective for all entering freshmen enrolled in Associate of Applied Science (AAS) programs (regardless of field of study*) and the Associate of Science in Nursing program beginning Fall Semester 2003:

Associate of Applied Science (AAS) (All fields of study)

General Education Curriculum Prior to Fall 2003:

COMM 1101	Fundamentals of Speech	3
ENGL 1101	English Composition	3
HIST 2111 or 2112	U.S. History	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
Electives:		
ECON 1101,		
HIST 1111, 1112, 2111, 2112,		
PSYC 1101, SOCI 1101		6

Associate of Applied Science (AAS) (All fields of study*)

General Education Curriculum for Entering Freshmen Effective Fall 2003:

COMM 1110	Fundamentals of Speech	3
ENGL 1101	English Composition	3
HIST 2111 or 2112	U.S. History	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
*Electives:		
ECON 1101, HIST 1111, 1112, 2111, 2112,		
PSYC 1101, SOCI 1101		3
-and-		
*Electives:		
CINM 1101, ENGL 1102, FNAR 1102		3

Associate of Applied Science in Nursing

General Education Curriculum Prior to Fall 2003:

BIOL 2212	Anatomy & Physiology I	4
BIOL 2213	Anatomy & Physiology II	4
BIOL 2215	Microbiology	4
COMM 1110	Fundamentals of Speech	3
ENGL 1101	English Composition I	3
HIST 2111 or 2112	U.S. History	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
PSYC 1101	Intro to Psychology	3
SOCI 1101	Intro to Sociology	3

Associate of Applied Science in Nursing

General Education Curriculum for Entering Freshmen Effective Fall 2003:

BIOL 2212	Anatomy & Physiology I	4
BIOL 2213	Anatomy & Physiology II	4
BIOL 2215	Microbiology	4
COMM 1110	Fundamentals of Speech	3
ENGL 1101	English Composition I	3
HIST 2111 or 2112	U.S. History	3
MATH 1111	College Algebra	3
POLS 1101	American Government	3
PSYC 1101	Intro to Psychology	3
Electives:		
CINM 1101, ENGL 1102, FNAR 1102		3

Bold lettering denotes areas of change.

*Additional changes apply to: Industrial Electrical/Electronics Technology, Law Enforcement, Medical Laboratory Technology, and Manufacturing Technology. Please see your faculty advisor.

For additional information, please contact:

Enrollment Services

706-272-4436 or 1-800-829-4436

www.daltonstate.edu

An Equal Opportunity/Affirmative Action Program Institution

BUSINESS, GENERAL**Associate of Applied Science in Business**

Provides students an opportunity to select courses from more than one business or vocational area as appropriate to their career interests and needs. This AAS degree meets the requirement for admission to the Dalton State College Bachelor of Applied Science in Technology Management.

Course	Number		Credit Hours
GENERAL EDUCATION			
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
Elective		ECON 1101, HIST 1111, 1112, 2111, 2112, PSYC 1101, SOCI 1101	3
AND			
Elective		CINM 1101, ENGL 1102, FNAR 1102	3
MAJOR FIELD COURSES			
ACCT	2101	Principles of Accounting I or	
OADM	1101	Office Accounting Procedures	3
ACCT	2102	Principles of Accounting II or	
OADM	1102	Intermediate Accounting Procedures	3
CISM	2201	Fundamentals of Computer Applications or	
CAPS	1101	Introduction to Computers	3
Business Electives		BUSA 1105, 2105, 2106, ECON 2105, 2106 MGMT 2201, 2205, 2210, 2203, 2207 MRKT 2210, 2211, 2214, 2218	9-27
Electives		Courses appropriate to the academic goals of the student	0-18
PHYSICAL EDUCATION			
PHED	1000	First Aid/CPR	1
Activity Electives			<u>0-3</u>
Total			61- 64

NURSING
Associate of Science in Nursing

Prepares students for licensure as a Registered Nurse. This degree requires passing the Regents' Testing Program.

Course	Number		Credit Hours
GENERAL EDUCATION			
BIOL	2212	Anatomy and Physiology I	4
BIOL	2213	Anatomy and Physiology II	4
BIOL	2215	Microbiology	4
COMM	1110	Fundamentals of Speech	3
ENGL	1101	English Composition I*	3
HIST	2111 or 2112	United States History	3
MATH	1111	College Algebra	3
POLS	1101	American Government	3
PSYC	1101	Introduction to Psychology	3
Elective		CINM 1101, ENGL 1102, FNAR 1102	3
MAJOR FIELD COURSES			
NURS	1101	Fundamentals of Nursing I	3
NURS	1102	Pharmacology	2
NURS	1103	Fundamentals of Nursing II	4
NURS	1104	Nutrition	1
NURS	1105	Maternal-Infant Care	4
NURS	1106	Mental Health	4
NURS	2201	Health and Illness I	9
NURS	2202	Health and Illness II	9
NURS	2203	Nursing Issues	1
		Total	<u>70</u>

*Following completion of ENGL 1101, students will be required to satisfy the Regents' Test requirement.

RECOMMENDATION 2

4.2.5. ACADEMIC ADVISING OF UNDERGRADUATE STUDENTS

The Committee recommends that the college ensure that the number of advisees assigned to faculty or professional staff is reasonable.

Description of the Visiting Committee's Concerns:

Students are assigned advisors based on their indicated major; however, the current system for assignment results in a disparity in the advising load among the advisors. As reported in July 2002, in divisions with a higher number of majors, such as Business and Technology and Technical Education, the average number of advisees per faculty was over 70, and several faculty members had maintained responsibility for more than 100 advisees. Strategies are being discussed to insure that students will begin to be more evenly distributed among the faculty, and in several divisions the number of advisees per faculty member has dropped to more reasonable levels. However, these strategies are still being developed and have yet to be fully implemented to address the cases where faculty members still advise more than a reasonable number of student advisees.

Institutional Response:

During May and June of 2003, the College's Office of Academic Affairs conducted a comprehensive analysis of advisee loads, using Spring Semester 2003 as the baseline.

Disproportionate loads were discovered in the Division of Social Sciences, the Division of Business Administration, and the Division of Technical Education.

In the Division of Social Sciences, one advisor, responsible for advising students in the Associate of Science in Criminal Justice and Certificate in Law Enforcement programs, had nearly twice the average number of advisees for members of that Division; this was corrected by

reassigning the Criminal Justice advisees to other members of the Division's faculty. Also, the advisor responsible for students in the Social Work program had an unusually heavy load, which was adjusted by assigning half of his advisees to a new member of the Social Work faculty.

In the Division of Business Administration, students in the A.S. in Business Administration program were transferred from faculty members with excessive loads to two members of the Division of Humanities, who were relieved of their advising responsibilities to Humanities students and assigned exclusively to the Business students. This enabled a reduction in the average number of advisees assigned to members of the Business faculty. It also provided for a more nearly equalized assignment of advisees among Humanities faculty.

In the Division of Technical Education, problems lay in the program leading to the A.A.S. in General Technology, where two advisors had high numbers, and in the program leading to the Mini-Certificate in Management, where three advisors had excessive loads. As with the Business Division, these advisees could not be redistributed within the Technical Division without unduly burdening other members of the Divisional faculty, so faculty members from outside the Division who had lighter loads were assigned groups of advisees from these two programs. Students in the A.A.S. in General Technology program were reassigned to seven advisors in the Division of Humanities, and students working toward the Mini-Certificate in Management were reassigned to one advisor from the Department of Health and Physical Education and five advisors from the Division of Natural Sciences and Mathematics.

A summary of College-wide advisee redistribution is included in the appendix to this section. Training sessions for the new advisors were provided by appropriate members of the faculty prior to the beginning of fall semester 2003. Examples of that training correspondence are included in the appendix to this section.

All students affected by these adjustments received letters notifying them of the names, office locations, and telephone numbers of their new advisors, and students who preferred to remain with their previous advisors were allowed to do so. A sample copy of the student letter is included in the appendix to this section.

As a result of the redistribution of advising loads, the average number of advisees per advisor stands at 42, and no faculty advisor now has more than 68 advisees.

SUMMARY OF ADVISEE REDISTRIBUTION

Division of Social Sciences

36 students in Criminal Justice have been reassigned from Dennis Cook, who previously had 72 advisees. They have been assigned to the following members of the Social Sciences faculty, each of whom received 2 to 4 new advisees

Don Davis
Tom Deaton
Ken Ellinger
Hassan Elnajjar
Baogang Guo
Michael Hoff
Tom Mullen
Norm Presse
Christy Price
Jim Stevenson
Jack Waskey

30 students in Social Work have been reassigned from David Boyle, previously advisor to 68 students as the only full-time Social Work faculty member, to Robin Cleeland, a new member of the Social Work faculty.

Division of Business Administration

34 students in A.S. Business programs have been reassigned from Don Bowen
17 students in A.S. Business programs have been reassigned from Mike D'Itri
12 students in A.S. Business programs have been reassigned from Marilyn Helms
3 students in A.S. Business programs have been reassigned from Donna Mayo

These 66 students were equally divided between Marsha Matthews and Keith Perry in the Division of Humanities.

Division of Technical Education

A.A.S. General Technology

- 43 students have been reassigned from Carolyn Jensen
- 40 students have been reassigned from Michael Jordan
- 9 students have been reassigned from Tom Sommer
- 4 students have been reassigned from Kent Earley
- 1 student has been reassigned from Milton Brown
- 1 student has been reassigned from David Cochran
- 1 student has been reassigned from Lawrence Zicherman
- 2 students have been reassigned from Linda LaChapelle
- 1 student has been reassigned from Deborah Gilbert

These students have been evenly distributed between the following members of the Division of Humanities, each of whom received 14 or 15 new advisees:

- Nick Carty
- Wes Davis
- Cecile de Rocher
- Kent Harrelson
- Jane Parks
- Lydia Postell
- Lorena Sins

Mini-Certificate - Management

- 206 students have been reassigned from Michael Doyle
- 49 students have been reassigned from Linda LaChapelle
- 33 students have been reassigned from Ann Taylor

These students have been evenly distributed between the following members of the Department of Health and Physical Education and the Division of Natural Sciences and Mathematics, each of whom received 46 or 47 new advisees:

- Sally Addis
- Wyatt Cooper
- Randall Griffus
- Jim Head
- Barry Peyton
- Geoff Poor

>From dwest Mon Jul 14 10:09:41 2003

X-Sender: dwest@em.daltonstate.edu

X-Mailer: QUALCOMM Windows Eudora Version 5.1

Date: Tue, 15 Jul 2003 10:10:30 -0400

To: wdavis@em.daltonstate.edu, kharrelson@em.daltonstate.edu,
lpostell@em.daltonstate.edu, jparks@em.daltonstate.edu,
shixon@em.daltonstate.edu

From: Deby West <dwest@em.daltonstate.edu>

Subject: SACS Recommendation

Cc: bweathersby@em.daltonstate.edu, tsommer@em.daltonstate.edu,
cjensen@em.daltonstate.edu

Good Morning!

As I'm sure you are aware, one of the Recommendations we received from our Self-Study involved advising loads. In an effort to correct the problem some technical advisees are being transferred to advisors in other departments. You have been chosen to have A.A.S.-General Studies advisees added to your advisement load. You will have no more than 12-13 additional advisees with this shift. The students will be notified by mail of the change and will be given your name, office number, and telephone number.

There will be an advisement training session this Wednesday, July 16 at 1:30 p.m. in Liberal Arts 206 to bring you up to speed on advising for this program and to answer any questions you may have.

Please make every effort to attend this training session. Your cooperation is appreciated.

Thanks,
Deby

Deby West
Academic Affairs

706-272-4420
FAX 706-272-2670

Outgoing mail is certified Virus Free.
Checked by AVG anti-virus system (<http://www.grisoft.com>).
Version: 6.0.498 / Virus Database: 297 - Release Date: 7/8/2003

>From: cjensen Wed Jul 16 15:10:37 2003
X-Sender: cjensen@em.daltonstate.edu
X-Mailer: QUALCOMM Windows Eudora Version 5.1
Date: Wed, 16 Jul 2003 15:23:17 -0400
To: "Dr. John Hutcheson" <jhutcheson@em.daltonstate.edu>
From: "Dr. Carolyn Jensen" <cjensen@em.daltonstate.edu>
Subject: AAS Advisors Workshop
Cc: Mike Jordan <mjordan@em.daltonstate.edu>, "Dr. Thomas Sommer" <tsommer@em.daltonstate.edu>

At 1:30 pm on July 16, Wes Davis, Kent Harrelson, Sharon Hixon, Jane Parks, and Lydia Postell met with Mike Jordan and Carolyn Jensen to discuss advisement for AAS, General Studies students. The discussion included:

- 1) How the career ladder works in technical education
- 2) Financial aid - Hope Scholarship vs Hope Grant
- 3) Reasons for choosing AAS, General Studies
 - a) New classification - limited admissions
 - b) Old classification - Tech Prep Seal
 - c) Those unsure about career
 - d) Those transferring Certificate credit hours into non-specific degree / no degree available
 - e) Those wanting a mixture of courses
- 4) Course choices / combinations
- 5) Regents Test Requirement
- 6) Possible difficulties
- 7) Q & A

Faculty were urged to call Mr. Jordan or Dr. Jensen, if they had questions during advisement.

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Checked by AVG anti-virus system (<http://www.grisoft.com>).
Version: 6.0.497 / Virus Database: 296 - Release Date: 7/4/03

July 18, 2003

Mr. Benjamin T Burran
311 Nob North Drive
Cohutta GA 30710

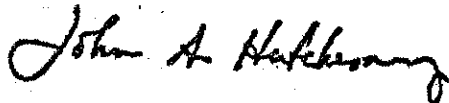
Dear Mr. Burran:

The recent reaccreditation visit to Dalton State College by representatives of the Southern Association of Colleges and Schools revealed a need to rectify imbalances in the advisement loads carried by members of the College's faculty. Doing so requires reassignment of students from faculty members who have unduly large numbers of advisees to others whose loads have been lighter. As a student in the program leading to the Associate of Applied Science in Technology, General Studies, you are one of those affected by this change.

Effective August 1, 2003, your new advisor will be Ms. Lydia Postell, whose office is in Liberal Arts 234 and whose telephone is 706-272-2584. All advisors receiving new advisees because of these changes have been specially trained to familiarize them with the programs in which they will now be advising, and you may be assured that this transfer will not diminish the quality of academic advising provided to you at Dalton State College.

We hope this change will not inconvenience you in any way. If you have questions, please do not hesitate to call me at 272-4420, or e-mail me at jhutcheson@em.daltonstate.edu. I wish you every success as you continue your studies with us.

Yours sincerely,



John A. Hutcheson, jr.
Acting Vice President
Academic Affairs

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RECOMMENDATION 3

4.8.2.2. BACCALAUREATE

The Committee recommends that DSC document that all faculty teaching in associate and baccalaureate degree programs have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.

Description of the Visiting Committee's Concerns:

Reviews of faculty credentials confirm that the majority of full-time and part-time faculty teaching in the baccalaureate degree programs, with the exceptions discussed below, have at least a master's degree and 18 graduate hours in the discipline. Faculty files of three faculty in the Division of Business Administration contain written, reasonable justifications based on professional experience and contributions to the teaching discipline. The justifications are college evaluations as well as recommendations from other higher education institutions and professional affiliations. One faculty member teaching in the Bachelor of Social Work degree program also teaches Spanish courses including Spanish 1001 Elementary Spanish I, as well as Spanish 3001 and Spanish 3002 Advanced Spanish I and II. While the college has written justification in the faculty member's file relating to professional experience, the Committee feels the justification is not adequate.

Institutional Response:

The faculty member whose academic qualifications prompted this particular recommendation is Dr. David Boyle, Associate Professor of Social Work. In addition to a Ph.D. in Social Work, Dr. Boyle also has 12 graduate semester hours in Spanish and 6 graduate

semester hours in Linguistics. At the time of the Reaffirmation Committee's visit, Dr. Boyle was teaching one Spanish course per semester in addition to his teaching Social Work.

On April 21, 2003, Dr. Boyle was officially notified that he would no longer teach Spanish. The fall 2003 course schedule confirms that his entire teaching load now resides in Social Work. Dr. Boyle will be permitted to teach Spanish in the future only upon satisfactory completion of 6 additional graduate semester hours in Spanish.

The April 21 letter to Dr. Boyle and copies of the appropriate sections of the fall semester 2003 class schedule are included in the appendix to this section of the report.

April 21, 2003

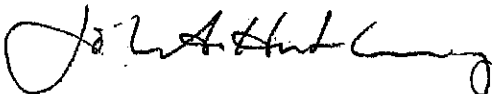
Dr. David P. Boyle
Director of Studies in Social Work
Social Sciences Division
Dalton State College
213 N. College Dr.
Dalton, GA 30720

Dear Dr. Boyle:

As you know, the SACS Visiting Committee has determined that your academic credentials in Spanish are not sufficient for you to continue teaching Spanish. Accordingly, it will be necessary for us to revise your fall semester 2003 teaching schedule so that you will be exclusively assigned to Social Work courses. Dr. Mason and Ms. Mears will cover the Spanish course you were originally assigned.

Should you wish to teach Spanish in the future, it will be necessary for you to complete an additional six graduate semester hours in Spanish. Please let me know if you wish to proceed in this direction at some point in the future.

Sincerely,



John A. Hutcheson
Chair, Division of Social Sciences

xc: Dr. Weathersby

DALTON STATE COLLEGE SCHEDULE OF CLASSES

Fall 2003

07/07/03

ACADEMIC CALENDAR - FALL SEMESTER 2003

- JULY 21 Last day to complete application for admission
- AUG 18-19 Day and Evening Registration
- AUG 20 First day of Classes for A Session and B Session Classes
- AUG 20-25 Late Registration
- AUG 25 Last day to add classes for A and B Sessions
- SEP 1 Labor Day Holiday
- SEP 22 Last day to Drop or Withdraw from B Session
- OCT 10 Last Day of Classes for B Session
- OCT 13-14 Fall Break
- OCT 15 Final Exams for B Session Classes
- OCT 16 Registration for C Session Classes
- OCT 16 First Day of Classes for C Session Classes
- OCT 29 Late Registration for C Session Classes
- NOV 3 Last day to Drop or Withdraw from A Session
- NOV 3 Regents Testing Program Exam - 6:00 p.m.
- NOV 4 Regents Testing Program Exam - 9:00 a.m.
- NOV 21 Last day to Drop or Withdraw from C Session
- NOV 26 Classes End at 4:45 p.m.
- NOV 27-29 Thanksgiving Holidays
- DEC 9 Last day of Classes for A Session and C Session
- DEC 10-16 Final Exams for A and C Session Classes
- DEC 16 End of Semester
- DEC 17 Grades Due in Registrar's Office by 12:00 p.m.
- DEC 22-26 College Closed for Christmas Holidays
- DEC 31 College Closed

BUILDING CODES

- ATC Appalachian Technical College
- CAG Creative Arts Guild
- CC Caloosa Center
- GYM Bandy Gymnasium
- LIA Loberbaum Liberal Arts Building
- MEM Gignilliat Memorial Hall
- POPE Pope Student Center-Ace Center
- SEQ Sequoyia Hall
- TBA To Be Announced
- TECH Technical Building

TERM CODES

A Session --- Full Term Classes
(August 20 - December 16)

B Session --- 1st ½ Part-Term Classes
(August 20 - October 15)

C Session --- 2nd ½ Part-Term Classes
(October 16 - December 16)

Spring Semester Web Registration begins November 1
Spring Semester Advisement and Advance Registration
November 17 - 20

CRN	ABB	NUM	SE	HR	TITLE	TIME	DAYS	BLDG	RM	INSTR	BEGIN	END	DROP
80570	COLL	1101	01*	1	Academic Success	08:30	09:20	MW	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80571	COLL	1101	02*	1	Academic Success	09:30	10:20	MW	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80572	COLL	1101	03	1	Academic Success	11:30	12:20	MW	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80573	COLL	1101	04	1	Academic Success	10:30	11:20	TR	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80574	COLL	1101	05	1	Academic Success	11:55	12:45	TR	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80575	COLL	1101	06	1	Academic Success	13:55	14:45	TR	LIA	0109	20-AUG-03	15-OCT-03	22-SEP-03
80577	COLL	1101	07	1	Academic Success	08:30	09:20	MW	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80578	COLL	1101	08	1	Academic Success	10:30	11:20	MW	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80579	COLL	1101	09*	1	Academic Success	11:30	12:20	MW	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80580	COLL	1101	10	1	Academic Success	13:55	14:45	MW	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80582	COLL	1101	11	1	Academic Success	08:55	09:45	TR	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80583	COLL	1101	12	1	Academic Success	10:30	11:20	TR	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80584	COLL	1101	13*	1	Academic Success	11:55	12:45	TR	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80585	COLL	1101	14	1	Academic Success	13:55	14:45	TR	LIA	0110	20-AUG-03	15-OCT-03	22-SEP-03
80586	COLL	1101	15	1	Academic Success	11:30	12:45	MW	LIA	0107	20-AUG-03	15-OCT-03	22-SEP-03
80587	COLL	1101	16	1	Academic Success	13:55	14:45	MW	LIA	0237	20-AUG-03	15-OCT-03	22-SEP-03
80588	COLL	1101	17	1	Academic Success	08:55	09:45	TR	LIA	0237	20-AUG-03	15-OCT-03	22-SEP-03

ACADEMIC SUCCESS COURSES

80570	COLL	1101	01*	1	Academic Success
80571	COLL	1101	02*	1	Academic Success
80572	COLL	1101	03	1	Academic Success
80573	COLL	1101	04	1	Academic Success
80574	COLL	1101	05	1	Academic Success
80575	COLL	1101	06	1	Academic Success
80577	COLL	1101	07	1	Academic Success
80578	COLL	1101	08	1	Academic Success
80579	COLL	1101	09*	1	Academic Success
80580	COLL	1101	10	1	Academic Success
80582	COLL	1101	11	1	Academic Success
80583	COLL	1101	12	1	Academic Success
80584	COLL	1101	13*	1	Academic Success
80585	COLL	1101	14	1	Academic Success
80586	COLL	1101	15	1	Academic Success
80587	COLL	1101	16	1	Academic Success
80588	COLL	1101	17	1	Academic Success

CRN	SB	NUM	SE	HR	TITLE	TIME	DAY	BLDG	RM	INSTR	BEGIN	END	DROP
80078	READ	0098	04	4	Learning Support Reading	10:30	MTWRF	LIA	0311	Postell, Lydia	20-AUG-03	14-NOV-03	29-OCT-03
80079	READ	0098	05	4	Learning Support Reading	16:00	MTWRF	LIA	0311	Postell, Lydia	20-AUG-03	14-NOV-03	29-OCT-03
80080	READ	0098	30	4	Learning Support Reading	18:10	MW	LIA	0311	Chesser, Betty	20-AUG-03	14-NOV-03	29-OCT-03
80081	READ	1095	01	2	Regents' Testing Program	10:30	TR	LIA	0313	Hixon, Sharon	20-AUG-03	30-OCT-03	29-OCT-03
80082	READ	1095	30	2	Regents' Testing Program	19:35	MW	LIA	0103	Hixon, Sharon	20-AUG-03	29-OCT-03	29-OCT-03
80083	READ	1100	01	3	Reading Skills	07:30	MWF	LIA	0301	Hixon, Sharon	20-AUG-03	16-DEC-03	29-OCT-03
80084	READ	1100	02	3	Reading Skills	07:30	TR	LIA	0301	Hixon, Sharon	20-AUG-03	16-DEC-03	29-OCT-03
80085	READ	1100	03	3	Reading Skills	08:30	MWF	LIA	0301	Nielsen, Mary	20-AUG-03	16-DEC-03	29-OCT-03
80086	READ	1100	04	3	Reading Skills	11:55	TR	LIA	0204	Staff	20-AUG-03	16-DEC-03	29-OCT-03
80087	READ	1100	30	3	Reading Skills	18:10	MW	LIA	0103	Hixon, Sharon	20-AUG-03	16-DEC-03	29-OCT-03
80088	READ	1100	31	3	Reading Skills	19:35	TR	LIA	0103	Nielsen, Mary	20-AUG-03	16-DEC-03	29-OCT-03
REGENTS EXAM - Administered November 3, 2003, Monday													
November 4, 2003, Tuesday													
80100	RTPE	0999	L1	0	Regents Testing Program	18:00	M	MEM	0123	Gregg, Lisa	03-NOV-03	03-NOV-03	29-OCT-03
80101	RTPR	0998	L2	0	Regents Testing Program	19:21	M	MEM	0123	Gregg, Lisa	03-NOV-03	03-NOV-03	29-OCT-03
80102	RTPE	0999	L3	0	Regents Testing Program	09:00	T	MEM	0123	Gregg, Lisa	04-NOV-03	04-NOV-03	29-OCT-03
80103	RTPR	0998	L4	0	Regents Testing Program	10:21	T	MEM	0123	Gregg, Lisa	04-NOV-03	04-NOV-03	29-OCT-03
SPANISH													
80089	SPAN	1001	01	3	Elementary Spanish I	08:30	MWF	MEM	0119	Mears, Roschelle	20-AUG-03	16-DEC-03	29-OCT-03
80090	SPAN	1001	02	3	Elementary Spanish I	11:30	MWF	MEM	0119	Mason, Nancy	20-AUG-03	16-DEC-03	29-OCT-03
80091	SPAN	1001	03	3	Elementary Spanish I	10:30	TR	MEM	0107	Mears, Roschelle	20-AUG-03	16-DEC-03	29-OCT-03
80092	SPAN	1001	04	3	Elementary Spanish I	09:30	MWF	LIA	0205	Mears, Roschelle	20-AUG-03	16-DEC-03	29-OCT-03
80093	SPAN	1001	30	3	Elementary Spanish I	18:10	TR	LIA	0204	Mason, Nancy	20-AUG-03	16-DEC-03	29-OCT-03
80094	SPAN	1001	31	3	Elementary Spanish I	19:35	TR	LIA	0204	Mason, Nancy	20-AUG-03	16-DEC-03	29-OCT-03
80095	SPAN	1002	01	3	Elementary Spanish II	10:30	MWF	MEM	0119	Mason, Nancy	20-AUG-03	16-DEC-03	29-OCT-03
80097	SPAN	2001	01	3	Intermediate Spanish I	11:30	MWF	LIA	0301	Mears, Roschelle	20-AUG-03	16-DEC-03	29-OCT-03
80098	SPAN	3001	01	3	Advanced Spanish I	10:30	TR	LIA	0301	Mason, Nancy	20-AUG-03	16-DEC-03	29-OCT-03
***** DIVISION OF SCIENCES AND MATHEMATICS													
ASTRONOMY													
80099	ASTR	1101	01	3	Introduction to Astronomy	11:30	MWF	SEQ	0136	Wycheley, David	20-AUG-03	16-DEC-03	29-OCT-03
BIOLOGY													
80104	BIOL	1100	01	3	Human Biology	08:55	TR	SEQ	0155	Davis, Lynda	20-AUG-03	16-DEC-03	29-OCT-03
80105	BIOL	1100	02	3	Human Biology	11:30	MWF	SEQ	0155	Humphrey, Celeste	20-AUG-03	16-DEC-03	29-OCT-03
80106	BIOL	1100	30	3	Human Biology	16:45	MW	SEQ	0155	Humphrey, Celeste	20-AUG-03	16-DEC-03	29-OCT-03
80107	BIOL	1105K	01	4	Environmental Studies	13:30	TR	SEQ	0142	Lughart, John	20-AUG-03	16-DEC-03	29-OCT-03
80108	BIOL	1107K	01	4	Principles of Biology I	14:55	T	SEQ	0213				
80109	BIOL	1107K	02	4	Principles of Biology I	07:30	MWF	SEQ	0236	Dunbar, Kerry	20-AUG-03	16-DEC-03	29-OCT-03
80110	BIOL	1107K	03	4	Principles of Biology I	07:30	R	SEQ	0236	Dunbar, Kerry	20-AUG-03	16-DEC-03	29-OCT-03
80111	BIOL	1107K	04	4	Principles of Biology I	09:30	MWF	SEQ	0236	White, Patricia	20-AUG-03	16-DEC-03	29-OCT-03
						13:30	T	SEQ	0209				
						09:30	MWF	SEQ	0236				
						13:30	T	SEQ	0209				
						09:30	MWF	SEQ	0236				
						08:30	T	SEQ	0209				

