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**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

October 4, 2023

Presidents
University System of Georgia
sent via email

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on October 3 – 4, 2023 on the campus of Abraham Baldwin Agricultural College in Tifton, Georgia. During this meeting, the following BOR policies were revised:

Academic Affairs

- **Board Policy 3.3.1 Core Curriculum**

Campus Affairs

- **Board Policy 6.10 Tobacco and Smoke-Free Campuses**

Personnel

- **Board Policy 8.2.7 Leave**

Attached as an Exhibit is a document that provides background information on the policy revisions, the effective date of the policy revisions, and also shows the language added / removed from the policy sections. Questions regarding revisions to BOR 3.3.1 Core Curriculum, should be directed to Dr. Dana Nichols, Vice Chancellor for Academic Affairs. Dr. Nichols may be reached at dana.nichols@usg.edu or (404) 962-3070. Questions regarding revisions to the other BOR policies should be directed to Ms. Karin Elliott, Interim Vice Chancellor for Human Resources. Ms. Elliott may be reached at Karin.elliott@usg.edu or (404) 962-3248.

Please share widely with the appropriate offices at your institution to include Veterans Affairs, Student Affairs, Human Resources, Academic Affairs, Facilities, Business and Finance, Legal Affairs, Audit, and Compliance.

Sincerely,

Sonny Perdue
Chancellor

Enclosure

cc: Tracey Cook, Chief Fiscal Officer
Teresa MacCartney, Chief Operating Officer
Dr. Ashwani Monga, Executive Vice Chancellor for Academic Affairs
Ashley Jones May, Chief of Staff and Vice Chancellor for External Affairs
Dr. Angela Bell, Vice Chancellor of Research and Policy Analysis
Dr. Timothy Chester, Interim Chief Information Officer
Jeff Davis, Vice Chancellor for Fiscal Affairs
Karin Elliott, Interim Vice Chancellor for Human Resources
Dr. Scot Lingrell, Vice Chancellor for Enrollment Management and Student Affairs
Chris McGraw, Vice Chancellor of Legal Affairs and Secretary to the Board
Sandra Neuse, Vice Chancellor for Real Estate and Facilities
Dr. Dana Nichols, Vice Chancellor for Academic Affairs and Student Success
Jenna Wiese, Vice Chancellor for Internal Audit, Chief Audit Officer
Sherma Francis, Compensation Program Director
Wesley Horne, AVC Compliance, Chief Ethics Officer
Institutional Chief Business Officers
Institutional Provosts
Institutional Chief Human Resource Officers
Institutional Legal Officers
Institutional Audit Directors

Exhibit
BOARD OF REGENTS POLICY MANUAL
Revised Policies with Markup
Meeting of October 3 - 4, 2023

I. Revision to Board of Regents Policy Manual, Section 3.3.1, Core Curriculum

Background:

The current Board policy 3.3.1 provides guidance on foundational areas that form the core curriculum. Some of the proposed changes pertain to the nomenclature. Highlighting “IMPACTS” as an acronym (instead of the current A-F structure) will be more memorable to students, reinforcing how the core curriculum “impacts” their learning and their readiness for their chosen career path. The changes in nomenclature will be coupled with specific steps to heighten the positive impact of the core curriculum. One major modification will be to have system-wide learning outcomes, so that students are assured of a certain level of learning from each course that they take as part of the core curriculum. Having system-wide learning outcomes will also assure consistency between institutions, which will aid the process for students who choose to transfer between the institutions of the University System of Georgia. Another major modification will be to have career-ready competencies in each area of the core curriculum to assure that students have broad-ranging skills that will be helpful in whichever careers they pursue after graduation.

The key amendments relate to changing the nomenclature of core curriculum areas and including system-wide learning outcomes and career-ready competencies.

Effective Date:

The effective date of this policy revision is October 4, 2023, with full implementation by fall 2024.

Former Policy Language: 3.3.1 Core Curriculum

3.3.1 Core Curriculum

The USG core curriculum was developed with the goals of assuring institutional accountability for learning, incorporating learning requirements in global perspectives and critical thinking, allowing institutions some flexibility in tailoring courses to their institutional mission, while ensuring that core curriculum courses completed at one USG institution or through eCore, the USG’s designated online core curriculum, are fully transferable to another USG institution. All core curriculum requirements must be completed as part of the associate of arts, associate of science, bachelor of arts and bachelor of science degree programs.

Each institution's core curriculum shall consist of 42 semester credit hours, with minimum credit hours in each area of the core as follows:

| Area | Name | Hours |
|---|---|----------------------------|
| Area A1 | Communication Skills | At least 6 semester hours |
| Area A2 | Quantitative Skills | At least 3 semester hours |
| Area B | Institutional Options | At least 3 semester hours |
| Area C | Humanities/Fine Arts, and Ethics | At least 6 semester hours |
| Area D | Natural Sciences, Mathematics, and Technology At least 4 of these hours must be in a lab science course. | At least 7 semester hours* |
| <p>*Given the importance of the STEM disciplines, any institution that wishes to drop Area D below 10 hours must make a compelling intellectual case that its core proposal will not lead to students knowing less about the natural sciences, math, and technology. [An example of such a compelling case might be if the institution proposed to put 3 or more hours of math in Area B and 7 hours of natural science in Area D.]</p> | | |
| Area E | Social Sciences | At least 6 semester hours |

The specific learning outcomes for areas A through E of an institution's core curriculum are approved by the Council on General Education.

Students completing any core curriculum course at one USG institution or through eCore will receive full credit for that course upon transfer to another USG institution within the same major, even if a core area is not completed and even if it means giving transfer credit across areas (e.g., credit of a math course in Area C).

Assessment of the core curriculum by each institution is required as part of their accreditation by the Southern Association of Colleges and Schools and by the USG Comprehensive Program Review process.

(BoR Minutes, October 2009, October 2014, October 2015; March 2016)

Revised Language in Change Tracker: 3.3.1 Core Curriculum

3.3.1 Core Curriculum: Core IMPACTS

The USG core curriculum, Core IMPACTS, is designed to ensure that students acquire essential knowledge in foundational academic areas and develop career-ready competencies. There are seven Core IMPACTS areas. As presented in the table below, IMPACTS is a mnemonic for students to appreciate the impact of the overall core curriculum. ~~was developed with the goals of assuring institutional accountability for learning, incorporating learning requirements in global perspectives and critical thinking, allowing institutions some flexibility in tailoring courses to their institutional mission, while ensuring that core curriculum courses completed at one USG institution or through eCore, the USG's designated online core curriculum, are fully transferable to another USG institution. All core curriculum requirements must be completed as part of the associate of arts, associate of science, bachelor of arts and bachelor of science degree programs.~~

Students at all institutions must meet the Core IMPACTS requirements in all specified areas. However, institutions have considerable flexibility to tailor courses that meet these requirements to their institutional missions. Students must complete all Core IMPACTS requirements in order to earn associate of arts, associate of science, nexus, bachelor of arts, or bachelor of science degrees.

The Core IMPACTS framework establishes common system-wide Learning Outcomes and Career-Ready Competencies for each area, ensuring that courses completed in an area at one institution or through eCore are fully transferable to the same area at any other USG institution. Students do not have to complete all of the requirements for a Core IMPACTS area to transfer credit within that area. In some cases, a student may transfer from a sending institution that has a higher amount of credit in a core area than the receiving institution to which the student is transferring. In those cases, students should still get full credit for courses at the receiving institution, with the excess credit being applied to another core area.

System-wide Learning Outcomes and Career-Ready Competencies have been established for each Core IMPACTS area. To be included in a Core IMPACTS area, courses must address the approved Learning Outcomes and Career-Ready Competencies for that area. More details are available in the Academic and Student Affairs Handbook.

Each institution's ~~core curriculum~~ Core IMPACTS requirements must add up to ~~shall consist of~~ 42 semester credit hours, with minimum credit hours in each area ~~of the core~~ as follows:

| Core IMPACTS | Area Shorthand | Credit Hours |
|------------------------|-----------------------|-------------------------|
| Institutional Priority | Institution | At least 3 credit hours |

| | | |
|-------------------------------------|-----------------|--------------------------|
| Mathematics & Quantitative Skills | Mathematics | At least 3 credit hours |
| Political Science and U.S. History | Citizenship | At least 3 credit hours |
| Arts, Humanities & Ethics | Humanities | At least 6 credit hours |
| Communicating in Writing | Writing | At least 6 credit hours |
| Technology, Mathematics & Sciences* | STEM | At least 7 credit hours* |
| Social Sciences | Social Sciences | At least 3 credit hours |

*At least 4 of the STEM credit hours must be in a lab science course. Given the importance of the STEM disciplines, any institution that wishes to drop STEM below 10 hours must make a compelling intellectual case that its core proposal will not lead to students knowing less about STEM. [An example of such a compelling case might be if the institution proposed to put 3 or more hours of math in the Institution area and 7 hours of natural science in the STEM area.]

| Area | Name | Hours |
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| Area A1 | Communication Skills | At least 6 semester hours |
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~~Area E Social Sciences~~

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semester
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Students at all institutions must meet the Core IMPACTS requirements in all specified areas. However, institutions have considerable flexibility to tailor courses that meet these requirements to their institutional missions. Students must complete all Core IMPACTS requirements in order to earn associate of arts, associate of science, nexus, bachelor of arts, or bachelor of science degrees.

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Each institution’s Core IMPACTS requirements must add up to 42 semester credit hours, with minimum credit hours in each area as follows:

| Core IMPACTS | Area Shorthand | Credit Hours |
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| Institutional Priority | Institution | At least 3 credit hours |
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II. Revisions to Board of Regents Policy 6.10.1 Tobacco and Smoke-Free Campuses

Background:

The 2023 amendment to the Georgia Smokefree Air Act modified the definition of “smoking” to include the use of any electronic smoking device that creates an aerosol or vapor, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking under the Act and enacts a ban on vaping in the workplace. Revisions were required to update the BOR policy definition of Tobacco Products to reflect the changes to Georgia law.

Effective Date:

The effective date of these policy revisions is October 4, 2023.

Former Policy Language:

6.10 Tobacco and Smoke-Free Campuses

The University System of Georgia (USG) is committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting USG campuses. This policy applies to all persons who enter USG Properties. Violation of this policy may result in corrective action under student conduct or human resource policies and visitors refusing to comply may be asked to leave campus. Signage to help inform the campus communities and visitors of these prohibitions should be placed throughout campus.

6.10.1 Definitions

“USG Properties” is defined as property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates, including all areas indoors and outdoors, buildings, and parking lots.

“Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

6.10.2 Prohibition of Tobacco Products

In accordance with the Georgia Smoke Free Air Act of 2005, the use of all forms of Tobacco Products on USG Properties is expressly prohibited. Further, the advertising, sale, or free sampling of Tobacco Products on USG Properties is prohibited unless specifically stated for research purposes. All events hosted by a USG entity and by outside groups on behalf of the USG shall be tobacco-free.

6.10.3 Exceptions

The President of each institution may define any exceptions to this policy, but exceptions should be limited and reflect the intent for USG campuses to be tobacco and smoke free unless needed for educational purposes or the advancement of research.

6.10.4 Resources for Tobacco Cessation

Resources to assist individuals with tobacco cessation, educational materials, and other wellness information will be provided by the USG. Such effort does not limit the amount of resources that a USG institution may provide for tobacco cessation and the positive enforcement of this policy.

Revised Policy Language in Change Tracker

6.10 Tobacco and Smoke-Free Campuses

The University System of Georgia (USG) is committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting USG campuses. This policy applies to all persons who enter USG Properties. Violation of this policy may result in corrective action under student conduct or human resource policies and visitors refusing to comply may be asked to leave campus. Signage to help inform the campus communities and visitors of these prohibitions should be placed throughout campus.

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6.10.2 Prohibition of Tobacco Products

In accordance with the Georgia Smoke Free Air Act of 2005, the use of all forms of Tobacco Products on USG Properties is expressly prohibited. Further, the advertising, sale, or free sampling of Tobacco Products on USG Properties is prohibited unless specifically stated for research purposes. All events hosted by a USG entity and by outside groups on behalf of the USG shall be tobacco-free.

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New Policy Language:

6.10 Tobacco and Smoke-Free Campuses

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III. Revisions to Board of Regents Policy 8.2.7 Leave

Background:

In 2023, legislation was passed (Senate Bill 129-Section 3) amending Georgia state law regarding time off from work for voting for employees in the state of Georgia to include the following:

- The law was modified to permit employees to take leave either on the day of the election or on days that are designated for advance in-person voting.
- The law no longer bases an employee's entitlement to leave on the employee's working hours on the date of the election.
- No changes were made to the 2-hour maximum voting leave allowance.

The recommended change to this policy will state that the USG policy will provide Voting Leave to employees in accordance with Georgia state law. The Human Resources policy manual will be updated with the details necessary for implementation.

In addition to the recommendations for changes to the Voting leave section of this policy, revisions are also recommended to the FLSA section to update the legal reference to federal law and modify the section title and criteria for clarification purposes.

Effective Date:

The effective date of these policy revisions is October 4, 2023.

Former Policy Language:

8.2.7.7 Other Leave

Education Support Leave

To supplement work-life balance options for University System of Georgia (USG) employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or rollover and is not paid-out upon change of employment status. (BoR Minutes, May 2015)

Fair Labor Standards Act (FLSA)

When an exempt employee is absent from work for less than one (1) scheduled workday and their accumulated leave is insufficient to cover the partial day of absence, the employer will:

1. Deduct the cost for such leave in hourly increments from an exempt employee's salary; or,
2. Place the exempt employee on leave without pay, if so requested by the exempt employee.

Such action by the employer will not disqualify the exempt status of the employee's position (29 CFR § 541.5d).

Court Duty

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Voting

USG employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed. (BoR Minutes, April 2002)

Military Physical Examination

Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Personal Leave

At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one (1) year may be approved when such leave is deemed in the best interest of the institution. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

Organ and Bone Marrow Donation Leave

As authorized by O.C.G.A. § 45-20-31, each University System of Georgia (USG) employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) calendar days; and

Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of seven (7) calendar days.

Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation. (BoR Minutes, August 2002). Organ and Bone Marrow Donation Leave may qualify as a serious health condition under the Family and Medical Leave Act (FMLA). If FMLA applies to the absence, the leave must run concurrently with FMLA.

Blood or Blood Platelet Donation Leave

As authorized by O.C.G.A. § 45-20-30, USG employees are eligible to request the following:

1. Up to two (2) hours of paid leave for the purpose of donating blood up to four (4) times each calendar year, or
2. Up to four (4) hours of leave for the purpose of donating blood platelets or granulocytes through the plasmapheresis process up to four (4) times each calendar year.

An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

Inclement Weather or Emergency

In the event of inclement weather or any emergency that requires leaves of absence of employees, the president of a USG institution may declare leave with or without pay. (BoR Minutes, 1992-93, p. 135)

Revised Policy Language in Change Tracker

8.2.7.7 Other Leave

Education Support Leave

To supplement work-life balance options for University System of Georgia (USG) employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) hours of paid leave per calendar year for the purpose of promoting education in this state as authorized by O.C.G.A. § 45-20-32. Only activities directly related to student achievement and academic support will qualify for education support leave. Education support leave is not charged against any other leave. Education support leave does not accumulate or rollover and is not paid-out upon change of employment status. (BoR Minutes, May 2015)

Unpaid Leave – FLSA Exempt Employee

When an exempt employee is absent from work for less than one (1) scheduled workday and their accumulated leave is insufficient to cover the partial day of absence, the employer will:

1. Deduct the cost for such leave ~~in hourly increments~~ from an exempt employee's salary; or,
2. Place the exempt employee on leave without pay, ~~if so requested by the exempt employee.~~

Such action by the employer will not disqualify the exempt status of the employee's position (29 CFR § 541.5d); **710 Employees of public agencies.**

Court Duty

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Voting Leave

USG will provide voting leave to employees as provided by Georgia law. ~~USG employees are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, In compliance with state law, an employee who is qualified and registered to vote sufficient leave time must be granted sufficient leave time, up to a maximum of two (2) hours, to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote. USG provides that such leave shall be paid for eligible employees', voting leave is not cumulative, and an employee who does not use the entire time allowed at the time of each occurrence does not accrue any right to any subsequent paid or unpaid leave. (BoR Minutes, April 2002)~~

Military Physical Examination

Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Personal Leave

At the discretion of the president of an institution personal leave of absence without pay for periods not to exceed one (1) year may be approved when such leave is deemed in the best interest of the institution. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits. The employee must pay the full cost for any coverage continued under this provision.

Organ and Bone Marrow Donation Leave

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Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay, of seven (7) calendar days.

Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in

computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation. (BoR Minutes, August 2002). Organ and Bone Marrow Donation Leave may qualify as a serious health condition under the Family and Medical Leave Act (FMLA). If FMLA applies to the absence, the leave must run concurrently with FMLA.

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2. Up to four (4) hours of leave for the purpose of donating blood platelets or granulocytes through the plasmapheresis process up to four (4) times each calendar year.

An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

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In the event of inclement weather or any emergency that requires leaves of absence of employees, the president of a USG institution may declare leave with or without pay. (BoR Minutes, 1992-93, p. 135)

New Policy Language:

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Unpaid Leave - FLSA Exempt Employee

When an exempt employee is absent from work for less than one (1) scheduled workday and their accumulated leave is insufficient to cover the partial day of absence, the employer will:

1. Deduct the cost of such leave from an exempt employee's salary; or,
2. Place the exempt employee on leave without pay.

Such action by the employer will not disqualify the exempt status of the employee's position (29 CFR § 541.710 Employees of public agencies).

Court Duty

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Voting Leave

USG will provide voting leave to employees as provided by Georgia law.

Military Physical Examination

Any regular employee required by Federal law to take a military physical examination shall be paid for any time lost to take such an examination.

Personal Leave

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An employee who does not use the entire time allowed at the time of each donation does not accrue any right to any subsequent paid or unpaid leave.

Inclement Weather or Emergency

In the event of inclement weather or any emergency that requires leaves of absence of employees, the president of a USG institution may declare leave with or without pay. (BoR Minutes, 1992-93, p. 135)