

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME: 5 FEBRUARY 2016; 3:30 –4:45

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

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| MEMBERS | “P” denotes Present, “A” denotes Absent, “R” denotes Regrets |
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| P | Angel Abney (CoAS, CAPC Chair) | P | Chavonda Mills (CoAS, ECUS Vice-Chair) |
| R | Kelli Brown (Provost) | P | Lyndall Muschell (CoE, ECUS Member) |
| P | Jan Clark (CoAS, RPIPC Chair) | P | Barbara Roquemore (CoE, FAPC Chair) |
| R | Jolene Cole (Library, ECUS Member) | P | Susan Steele (CoHS, ECUS Chair Emeritus) |
| P | Donovan Domingue (CoAS, APC Chair) | P | John R. Swinton (CoB, ECUS Chair) |
| R | Steve Dorman (University President) | P | Craig Turner (CoAS, ECUS Secretary) |
| P | David Johnson (CoAS, SAPC Chair) | | |
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| <p>GUESTS: James Carlisle (Director of Enterprise Applications) Shea Council (Executive Assistant, Center for Student Success) Cody Mize (Application Systems Analyst, Enterprise Applications) Bob Orr (Chief Information Officer) David Smith (Enterprise Architect Specialist, Enterprise Applications) Costas Spirou (Interim Associate Provost)</p> |
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| <i>Italicized text denotes information from a previous meeting.</i> | | |
| *Denotes new discussion on old business. | | |

| AGENDA TOPIC | DISCUSSIONS & CONCLUSIONS | ACTION OR RECOMMENDATIONS | FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)} |
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| I. Call to Order | The meeting was called to order at 3:30 pm by John R. Swinton (Chair). | | |
| II. Approval of Agenda | A <u>MOTION</u> to approve the agenda was made and seconded. Three revisions were proposed and approved by those present: (1) Inserting Electronic Presence of the University Senate (when to go live) as the first item under Unfinished Business, (2) Noting all annual reports from 2014-15 university senate committees have been received so none are outstanding (3) Noting all operating procedures from 2015-16 university senate committees have been received so none are outstanding. | The agenda was approved as amended. | |
| III. Approval of Minutes | A <u>MOTION</u> to approve the minutes of the 4 Dec 2015 meeting of the Executive Committee with Standing Committee Chairs was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted (as circulated) to the minutes.gcsu.edu site. | The 4 Dec 2015 Executive Committee with Standing Committee Chairs meeting minutes were approved as posted, so no additional action was required. | |
| IV. Reports | | | |
| President's Report President Dorman | As President Dorman had extended <i>Regrets</i> and was unable to attend the meeting, there was no President's Report. | | |
| Provost's Report Provost Brown | As Provost Brown had extended <i>Regrets</i> and was unable to attend the meeting, there was no Provost's Report. | | |
| Executive Committee of the University Senate (ECUS) | 1. <u>Motions</u> ECUS has two motions to submit for University Senate | | |

John R. Swinton

consideration at its 19 Feb 2016 meeting, specifically the second readings of a pair of proposed bylaws revisions. These proposed revisions are detailed below in item 3.a and are carryover motions from the 20 Nov 2015 meeting of the university senate at which each received its first reading.

2. **Officers** The 2015-16 ECUS officers are John R. Swinton (Chair), Chavonda Mills (Vice-Chair) and Craig Turner (Secretary)
3. **Meeting** ECUS met on 5 Feb 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - a. **Bylaws Revisions Motions**
 - i. **Elected Faculty Senator Eligibility**
Clarify when the two years of service needed for eligibility ends to address the perceived ambiguity of this requirement. The interested reader is directed to the 2 Oct 2015 ECUS minutes for details on the proposed revision and current language of the relevant section of the university senate bylaws.
 - ii. Add the SoCC (Subcommittee on the Core Curriculum) Chair to the minimal membership of SCoN (Subcommittee on Nominations). This was simply the insertion of the SoCC Chair into the minimal membership list. The interested reader is directed to the 2 Oct 2015 ECUS minutes for details on the

proposed revision and current language of the relevant section of the university senate bylaws.

b. **AAUP Redbooks**

- i. AAUP Redbooks for university senate leaders had been received and were given to Angel Abney, Donovan Domingue, Chavonda Mills, David Johnson, and Craig Turner. As Jolene Cole had extended *Regrets* and was unable to attend this meeting, she will receive her Redbook at a future time. The relevant excerpt from the 4 Dec 2015 ECUS-SCC minutes is quoted here.

***4 Dec 2015** ECUS agreed to allocate funds from the university senate budget to purchase 11th Edition AAUP Redbooks for all ECUS members and committee chairs (APC, CAPC, FAPC, RPIPC, SoCC, SAPC). At the 4 Dec 2015 ECUS meeting, John R. Swinton confirmed the need for three copies (Jolene Cole, Chavonda Mills, Craig Turner) for ECUS members. At this meeting, John R. Swinton confirmed the need for three additional copies (Donovan Domingue, Angel Abney, David*

*Johnson) for committee chairs.
Thus, six copies will be ordered.*

- c. **Administrative Support** John R. Swinton introduced Shea Council, the new administrative assistant to the University Senate.
- d. **Academic Units Procedure** Interim Provost Costas Spirou revised the draft procedure for requesting and garnering status as an academic unit (department, school, college, program) or making a name change for such a unit or restructuring such a unit and presented it at the 5 Feb 2016 ECUS meeting. John R. Swinton briefly summarized the discussion that took place at the ECUS meeting. The interested reader is directed to the minutes of the 5 Feb 2016 ECUS meeting for details of the ECUS deliberation on this matter. This procedure will be presented by Costas Spirou at the next university senate meeting as an information item.
- e. **SGA Resolution** The Student Government Association (SGA) passed a resolution proposing a requirement on all faculty to use Desire2Learn (D2L) for all courses. This resolution was discussed at the 5 Feb 2016 ECUS meeting. John R. Swinton briefly summarized the

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| | <p>discussion that took place at the ECUS meeting. The interested reader is directed to the minutes of the 5 Feb 2016 ECUS meeting for details of the ECUS deliberation on this matter. This matter will receive additional deliberation at the 5 Feb 2016 ECUS-SCC meeting: specifically to identify the committee to which it will be steered for further consideration.</p> <p>f. <u>Campus Carry</u> House Bill 859 (HB 859) is currently under consideration by the Georgia Legislature and proposes the allowance of what the media calls <i>campus carry</i> (carrying guns on university/college campus). This was discussed at the 5 Feb 2016 ECUS meeting. John R. Swinton briefly summarized the discussion that took place at the ECUS meeting. The interested reader is directed to the minutes of the 5 Feb 2016 ECUS meeting for details of the ECUS deliberation on this matter.</p> <p>g. <u>Risk Assessment Survey</u> John R. Swinton informed those present of a request from Julia Hann for him to represent University Senate for Internal Audit Risk Assessment. He shared the survey and invited feedback by email within the next week to</p> | | |
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| | <p>inform his responses to the questions when he is interviewed by Julia Hann.</p> <p>h. University Senate Budget The balance of the university senate budget (\$5000 allocation annually) is presently \$1691.72 and includes the recent purchases of AAUP Redbooks for the university senate leadership as well as the anticipated expenditure of a \$200 deposit to secure Rock Eagle as the site for the 2016 Governance Retreat.</p> | | |
| <p>Academic Policy Committee (APC)</p> <p>Donovan Domingue</p> | <p>1. Motions APC has no motions to submit for University Senate consideration at its 19 Feb 2016 meeting.</p> <p>2. Officers The 2015-16 APC officers are Donovan Domingue (Chair), David McIntyre (Vice-Chair) and John Sirmans (Secretary)</p> <p>3. Meeting APC met on 5 Feb 2015 from 2:00pm to 3:15pm. The following topics were discussed.</p> <p>a. Academic Calendar The APC discussed preferences and possibilities of adding reading days to the academic calendar. Actions are deferred to the academic calendar committee.</p> | | |
| <p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Angel Abney</p> | <p>1. Motions CAPC will have up to six motions to submit for University Senate consideration at its 19 Feb 2016 meeting. The topics of these motions are provided below in item 3.c.</p> | | |

2. **Officers** The 2015-16 CAPC officers are Angel Abney (Chair), Amy Sumpter (Vice-Chair) and Nicole DeClouette (Secretary).
3. **Meeting** The Curriculum and Assessment Policy Committee of the University Senate met on 5 Feb 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - a. **SoCC Informational Update**
 - i. Remind your constituents that if they want to propose a GC1Y or GC2Y section, they should submit those proposals SOON. SOCC needs time (probably at least a few weeks) to review them before then can be listed by the registrar, and registration begins (for fall) in early March.
 - b. **Update Graduate Council** CAPC received policy manual updates from the Graduate Council.
 - c. **Motions to University Senate** CAPC approved four new graduate proposals to submit for consideration by the university senate.
 - i. New Program: MED in Curriculum and Instruction
 - ii. EDS in Teacher Leadership
 - iii. Post MSN-Nurse Educator Certificate
 - iv. Post MSN Psychiatric Mental Health Nurse Practitioner Certificate
 - v. Master of Science in Criminal Justice moving to completely online delivery

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| | <p>vi. Termination of the Bachelor of Business Administration with a major in General Business</p> | | |
| <p>Faculty Affairs Policy Committee (FAPC)</p> <p>Barbara Roquemore</p> | <p>1. Motions FAPC has two motions to submit for consideration by the University Senate at its 19 Feb 2016 meeting.</p> <p>a. The first of these motions is a resubmission of 1516.FAPC.001.P (Policy defining Emeritus/Emerita Status) which was committed to FAPC for reformatting in compliance with the university senate policy template as well as the incorporation of the edits recommended at the 20 Nov 2015 meeting of university senate. The interested reader is directed to the 20 Nov 2015 university senate minutes for additional detail. See additional documentation in 3.c and 3.f below.</p> <p>b. The second of these motion is a proposal for the adoption of a university policy for courtesy adjunct faculty status. See documentation in 3.a below.</p> <p>2. Officers The 2015-16 FAPC officers are Barbara Roquemore (Chair), Tom Toney (Vice-Chair) and Alex Blazer (Secretary).</p> <p>3. Meeting The Faculty Affairs Policy Committee of the University Senate met on 5 Feb 2015 from 2:00pm to 3:15pm and the following items were discussed.</p> <p>a. Courtesy Adjunct Faculty Status</p> <p>i. Wendy Mullen met with FAPC to discuss Courtesy Adjunct Faculty Status.</p> | | |

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| | <ul style="list-style-type: none"> ii. The BOR uses the term differently from most of higher education. This honorary title would be for local business, educational, political leaders and such for those we want to have an association with. We used to have courtesy adjunct faculty positions. ECUS wondered if faculty would have input in the process. Therefore, the proposal was amended to include faculty input. The adjunct faculty member does not teach, there is no GCID, no Bobcat card. iii. Concern: why call them faculty? This is already a BOR policy, ECUS thinks more than an information item. iv. Motion to approve 5 Feb 2016 Draft titled Courtesy Adjunct Faculty Status v. Motion passed with one 'nay.' b. <u>Office Hours</u> <ul style="list-style-type: none"> i. Can you substitute electronic office hours for regular office hours? ii. There was unanimous approval to follow the currently stated policy, which involves adequate office hours in their current teaching platform. c. <u>Emeritus/Emeriti Status (Motion)</u> <ul style="list-style-type: none"> i. Problem that Emeritus faculty previously have free parking but the current do not. | | |
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| | <ul style="list-style-type: none"> ii. Emeritus/Emerita Status Policy - The revised motion will be sent to the University Senate. iii. Include a ‘Grandfather’ clause: <i>All individuals previously receiving emeritus status will retain all rights and privileges awarded as long as resources are available. In the future, individuals receiving Emeritus status will receive rights and privileges outlined in this document.</i> iv. Passed Unanimously d. <u>Student Opinion Surveys (IDEA)</u> Issue: Some department chairs using just the surveys for evaluation. Until contract expires, what can we do? <ul style="list-style-type: none"> i. Ask Steve Jones and David Smith when current contract expires. When contract comes up, review how effective it was. ii. Would administration renew contract without asking FAPC? iii. Previous instrument basically asked if student liked you or not. iv. Council of Chairs, wanted instrument with national comparison v. FAPC will attend webinars to view some other instruments to look for a new instrument. e. <u>T & P Task Force Update</u> <ul style="list-style-type: none"> i. The FAPC members (Ryan Brown and Karen Berman) of the university tenure and | | |
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| | <p>promotion task force reported back to FAPC</p> <ol style="list-style-type: none"> 1) Reviewed academic unit (colleges, library) T&P documents. 2) Starting listening tour to hear faculty concerns on T&P. <p>f. <u>ECUS-SCC Deliberation</u></p> <ol style="list-style-type: none"> i. A question from the floor was posed regarding the Emeritus / Emeriti Status Policy Motion inquiring <i>Why discontinue the free parking benefit?</i> The answer was <i>It reflects the position that FAPC took today during its deliberation.</i> ii. It was noted that a motion to amend by inserting free parking as a benefit for this type of status could be offered during university senate deliberation of the motion. | | |
| <p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Jan Clark</p> | <ol style="list-style-type: none"> 1. <u>Motions</u> RPIPC has three motions to submit for University Senate consideration at its 19 Feb 2016 meeting. See item 3 below for details. 2. <u>Officers</u> The 2015-16 RPIPC officers are Jan Clark (Chair), Ben McMillan (Vice-Chair) and Brittiny Johnson (Secretary). 3. <u>Meetings</u> The Resources, Planning and Institutional Policy Committee met on 5 Feb 2015 from 2:00pm to 3:15pm. <ol style="list-style-type: none"> a. <u>Motions</u> Each of the following policy motions was acted on by RPIPC at its 6 Nov 2015 meeting and will be | | |

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| | <p>entered into the online motion database in time for presentation to the university senate at its 19 Feb 2016 meeting.</p> <ul style="list-style-type: none"> i. RPIPC members voted to approve a policy motion accepting the GC Educational Support Leave Policy (presented by Patrice Terrell for Human Resources) to be in accordance with the BoR mandated USG policy and practice. This policy allows up to eight hours of leave annually for certain designated educational activities. ii. RPIPC members voted to approve a policy motion accepting a GC Drug and Alcohol Policy (presented by Patrice Terrell for Human Resources) to be in accordance with the BoR mandated USG policy and practice. This policy includes six categories of testing. <p>b. <u>Motion</u> The following policy motion was acted on by RPIPC at its 5 Feb 2016 meeting and will be entered into the online motion database in time for presentation to the university senate at its 19 Feb 2016 meeting.</p> <ul style="list-style-type: none"> i. RPIPC members voted to approve a policy motion accepting the GC Personal Transportation Vehicle Policy. Relevant excerpts from the proposed policy <ul style="list-style-type: none"> 1) <i>Personal Transportation Vehicle (PTV) – as defined in</i> | | |
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the State of Georgia House Bill 240 as any motor vehicle with a minimum of four wheels with a maximum level ground speed of less than 20 twenty miles per hour, a maximum gross vehicle unladen or empty weight of 1,375 pounds, and capable of transporting less than eight people. PTVs are also known as Utility Vehicles and Golf Carts

2) **Policy Statement:** *Personal Transportation Vehicles are a valuable part of operation on all Georgia College campuses. This policy has been established to provide guidance for the Purchase, Operation, and Maintenance of Personal Transportation Vehicles (PTV) owned and operated on all campuses of Georgia College (GC). The intent of this policy is to outline safe operations and maintenance of PTVs which will aid in creating a safer environment for students, faculty, and staff.*

c. **Strategic Plan** As the university representative on the Strategic Plan Steering Committee, Jan Clark indicated her desire to provide an update at the 19 Feb 2016 meeting of

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| | <p>university senate. All present supported the addition of this report.</p> | | |
| <p>Student Affairs Policy Committee (SAPC)</p> <p>David Johnson</p> | <ol style="list-style-type: none"> 1. <u>Motions</u> SAPC has one motion to submit for University Senate consideration at its 19 Feb 2016 meeting. This motion proposes the language <i>gender identity</i> and <i>gender expression</i> be added to the University Nondiscrimination Statement. See 3.a below for additional detail. 2. <u>Officers</u> The 2015-16 SAPC officers are David Johnson (Chair), Heidi Fowler (Vice-Chair) and Cliff Towner (Secretary). 3. <u>Meeting</u> The Student Affairs Policy Committee met on 5 Feb 2015 from 2:00pm to 3:15pm. The following topics were discussed. <ol style="list-style-type: none"> a. <u>Non-Discrimination</u> <ol style="list-style-type: none"> i. <u>Here's the old version:</u> <i>Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.</i> ii. <u>New version (changes in bold):</u> <i>Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for</i> | | |

every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, **gender identity, gender expression**, religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

iii. Here are links to this Statement of Non-Discrimination:

1. <http://www.gcsu.edu/non-discrimination>
2. <http://web1.gcsu.edu/equity/statement.htm>
3. <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Affirmative-Action-and-Equal-Employment-Opportunities/Non-Discrimination-Statement>
4. <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Faculty-Handbook/Employment-Policies-Procedures-and-Benefits/Affirmative-Action-and-Equal-Employment-Opportunities/Non-Discrimination-Statement>
5. <http://gcsu.mobile.smartcatalogiq.com/en/2015-2016/Undergraduate-Catalog/Academic-Policies/Non-Discrimination>

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| <p>Subcommittee on Nominations (SCoN)</p> <p>Chavonda Mills</p> | <ol style="list-style-type: none"> 1. <u>Motions</u> SCoN has one motion to submit for University Senate consideration at its 19 Feb 2016 meeting. The motion is to approve proposed replacements to university senate committees. 2. <u>Officers</u> The 2015-16 SCoN officers are Chavonda Mills (Chair), (No Vice-Chair position) and Craig Turner (Secretary). 3. <u>At-Large Electon 2016-2019 term</u> <ol style="list-style-type: none"> a. The call for nominations for the 2016-2019 at-large elected faculty senator was published on Front Page with nominations open on 1 Feb 2016 and scheduled to close on 12 Feb 2016. To date, no nominations have been received. b. A Corps of Instruction email list was recently provided by Chris Ferland. The list will be used for future communications regarding election procedures 4. <u>Vacancies</u> There are currently some vacant positions on the university senate. <ol style="list-style-type: none"> a. Ruth Carter, an elected faculty senator and member of SoCC, took an unexpected leave of absence this semester. As dictated by university senate bylaws, her vacancy must be filled. Ruth’s constituency, the Department of Government and Sociology, has identified Cliff Wilkinson as her replacement for the duration of her leave. b. Noland White resigned from his position as Provost designee on SoCC due to “family responsibilities and other professional commitments.” The Provost has been notified of his | <p><u>4 Dec 2015</u> <i>John R. Swinton to contact appropriate university personnel (Bob Orr and Neil Jones were suggested) to secure an email list of faculty – perhaps corps of instruction faculty – to implement the at-large election and for the RPIPC faculty survey for establishing a faculty club.</i></p> <p><u>5 Feb 2016</u> John R. Swinton did contact appropriate university personnel and was successful in securing an email list of corps of instruction faculty to implement the at-large election and for the RPIPC faculty survey for establishing a faculty club</p> |
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| | <p>resignation and is in the process of identifying a replacement. SoCC indicated a preference for faculty representative from area C2 (Fine Arts)</p> <p>c. A call for faculty volunteers to replace James Schiffman on APC went unanswered. APC will proceed without a replacement faculty volunteer unless a faculty member expresses an interest to serve. <i>The 4 Dec 2015 update was</i> <i>James Schiffman resigned his position as a volunteer on the Academic Policy Committee on 5 Nov 2015. As dictated by university senate bylaws, a replacement volunteer must be assigned to APC for the remainder of James' term and, the SCoN will oversee the process. SCoN is in the process of identifying a replacement for James Schiffman on APC. An attempt to send a request for volunteers to faculty via the faculty list serve was unsuccessful. The committee will make a second attempt at the start of spring semester</i></p> <p>d. <i>4 Dec 2015 update The late Eve Puckett was serving as a selected staff senator at the time of her passing. Based on the university senate bylaws, the Chair of Staff Council is to appoint a staff senator for the completion of Eve's one year term of service. Staff Council Chair Daniel McDonald has been notified (October 21st and 29th) of his duty to name Eve's replacement and the SCoN is awaiting his response.</i></p> | | |
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| | <p><i>Daniel McDonald replied to indicate that Melinda M. “Lindy” Ruark has been named to complete this term of service on both the university senate and RPIPC effective 17 Nov 2015.</i></p> <p>e. At-large Elected Faculty Senator Howard Woodard is retiring at the end of the fall 2015 semester and is serving a 2013-2016 term on the university senate and a 2015-2016 term on FAPC. The replacement election for Howard Woodard's at-large elected faculty senator position is scheduled to close at 5pm today (5 Feb 2016). To date, there are three nominees for the position:</p> <ul style="list-style-type: none"> i. Catherine Whelan, CoB Dept. of Accounting, Chair and Professor (eligible to serve) ii. Elizabeth Speelman, CoHS, Outdoor Education, Director and Senior Lecturer (eligible to serve) iii. Wendy Mullen, CoAS, Professor of Music, Provost Fellow (eligible to serve) <p>The nominees who accept the nomination will be placed on the ballot and voting is scheduled to open on 9 Feb 2016 and close on 16 Feb 2016. A draft of the at-large election ballot will be circulated via email for review by the members of the Executive Committee.</p> | | |
| <p>V. Information Items Actions/Recommendations</p> | | | |

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| <p>AAUP Redbooks</p> <p>John R. Swinton</p> | <p><u>2 Sep 2015</u> <i>The American Association of University Professors (AAUP) celebrates the 100th anniversary of its 1915 founding during 2015. As part of this celebration, a new (eleventh) edition of the Redbook (so called due to its red cover and more formally titled Policy Documents and Reports) was published in December 2014 and is now available for purchase. The Redbook is a compendium of statements of best practice for all things academic. Are there committee chairs who do not have a copy of the most recent (eleventh) edition? There were at least two (Jan Clark, Barbara Roquemore) chairs who did not have a copy of this resource. There was agreement by those present to explore ways to obtain copies of the AAUP Redbook for leaders of the 2015-2016 University Senate. The feasibility of hard copies and/or access to the pdf version will be explored. Also before allocating university senate dollars to this, John R. Swinton will see if President Dorman is willing to provide funding (partial or full) to purchase these books.</i></p> | | <p><u>2 Sep 2015</u> <i>John Swinton to ensure that university senate leaders receive a copy of the eleventh edition of the AAUP Redbook (or access to the pdf format version) and to check with President Dorman on (partially) funding this purchase.</i></p> <p><u>5 Feb 2016</u> <i>John Swinton did ensure that university senate leaders received a copy of the eleventh edition of the AAUP Redbook. This is documented in the ECUS report of this meeting.</i></p> |
| <p>Committee Annual Reports</p> | <p><u>2 Sep 2015</u> <i>At present, the 2014-2015 committee annual reports for ECUS, RPIPC, and SAPC have not been received electronically for archiving. John R. Swinton is following up with Susan Steele, Ben McMillan, and Amy Pinney, respectively, to secure electronic copies of these reports.</i></p> <p><u>4 Oct 2015</u> <i>The ECUS and RPIPC reports have been secured and are archived on the university</i></p> | | <p><u>2 Sep 2015</u> <i>John R. Swinton to follow up with Susan Steele, Ben McMillan, and Amy Pinney, respectively, to secure electronic copies of these reports.</i></p> <p><u>4 Oct 2015</u> <i>John R. Swinton did follow up with Susan Steele, Ben McMillan, and Amy Pinney,</i></p> |

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| | <p><i>senate Green Page. The SAPC report has not yet been secured.</i></p> <p><u>6 Nov 2015</u> <i>John R. Swinton requested that SAPC Chair David Johnson consult with Amy Pinney to see if the 2014-2015 SAPC Annual Report can be secured.</i></p> <p><u>4 Dec 2015</u> <i>David Johnson noted that he has not yet secured a copy of the 2014-2015 SAPC Report and that his efforts to do so will be continuing.</i></p> <p><u>5 Feb 2016</u> Prior to this meeting, David Johnson reported that the 2014-2015 SAPC Annual Report had been secured. This report is now archived on the university senate website.</p> | | <p><i>respectively, to attempt to secure electronic copies of these reports.</i></p> <p><u>5 Feb 2016</u> Electronic copies of the desired committee annual reports have been received and are now archived.</p> |
| <p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p> | | | |
| <p>Electronic Presence of the University Senate</p> <p>James Carlisle Cody Mize Bob Orr David Smith</p> | <p>1. <u>Who</u> James Carlisle, Director of Enterprise Applications introduced the members of the Enterprise Applications team who are finalizing the replacement electronic presence of the university senate. Kelly Rickman, now working in University Communications, was the primary programmer. Cody Mize replaced Kelly Rickman and is now the primary programmer. David Smith, Enterprise Architect, has been involved since the beginning and has overseen the design of the project as well as the migration of data</p> | | |

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| | <p>from the online senator and motion databases. Bob Orr is the Chief Information Officer and is the person to whom James Carlisle reports.</p> <ol style="list-style-type: none"> 2. <u>Appreciation</u> James Carlisle expressed appreciation to all those present for their assistance in providing feedback and test-driving the draft environment. In particular, John Swinton and Craig Turner provided significant time and feedback to support the development of this project. 3. <u>Status</u> We are nearly finished addressing the feedback that we received from you and will need some time to migrate the data from the online senator and motion databases and the current site. 4. <u>Request</u> What we need from you is a sign off on the user acceptance. 5. <u>Question</u> A question was posed from the floor <i>What is the user acceptance?</i> The answer was <i>The user acceptance is like the punch list that is completed at the close of a home construction identifying the final things that require addressing before moving in.</i> If we continue with this way of thinking, we are ready to turn over the keys of the house and have you move in. 6. <u>When to Go Live</u> A proposal to go live as soon as possible following the next university senate meeting (Friday 19 Feb 2016) was made from the floor. The current system would assist in reviewing the motions to be considered prior to that meeting as well as displaying the motions to be considered at that meeting. This afforded two weeks to do the cleanup (finish the programming fixes in response | | |
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| | <p>to testing feedback and migrate data) and was considered plenty of time to do this by Enterprise Applications, barring any unexpected complications. The goal is to have the new version ready to go live on 19 Feb 2016. An announcement can be made at the 19 Feb 2016 meeting of the university senate. Shortly following the 19 Feb 2016 meeting, the transition will occur and for a short time both the replacement and current versions will be accessible to support a smooth transition.</p> | | |
| <p>VII. New Business Actions/Recommendations</p> | | | |
| <p>University Senate Agenda and Minutes Review</p> | <p>1. <u>Tentative Agenda 19 Feb 2016:</u> Based on the committee reports at this meeting, a. <u>Motions</u> There will be up to fifteen motions on the agenda of the 19 Feb 2016 meeting of the University Senate, specifically i. CAPC (6) 1) New Program: MED in Curriculum and Instruction 2) EDS in Teacher Leadership 3) Post MSN-Nurse Educator Certificate 4) Post MSN Psychiatric Mental Health Nurse Practitioner Certificate 5) Master of Science in Criminal Justice moving to completely online delivery 6) Termination of the Bachelor of Business Administration with a major in General Business ii. ECUS (2) Second Readings of</p> | | <p>1. John R. Swinton to draft the tentative agenda of the 19 Feb 2016 meeting of the University Senate. 2. Motions to be entered into the online motion database by CAPC (6), ECUS (2), FAPC (2), RPIPC (3), SAPC (1), SCoN (1).</p> |

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| | <ul style="list-style-type: none"> 1) Proposed university senate bylaws revision pertaining to clarifying the elected faculty senator eligibility requirements. 2) Proposed university senate bylaws revision to add the SoCC Chair to the minimal membership of SCoN. iii. FAPC (1) <ul style="list-style-type: none"> 1) Resubmission of Emeritus Benefits policy. iv. RPIPC (3) <ul style="list-style-type: none"> 1) Educational Leave Support Policy 2) Drug and Alcohol Policy 3) Personal Transportation Vehicle Policy v. SAPC (1) <ul style="list-style-type: none"> 1) Propose the language <i>gender identity</i> and <i>gender expression</i> be added to the University Nondiscrimination Statement vi. SCoN (1) <ul style="list-style-type: none"> 1) Committee Replacements b. Reports Administrative reports and committee reports will also be agenda items. 2. University Senate Minutes Review: A MOTION that the <i>DRAFT</i> minutes of the 22 Jan 2016 University Senate meeting be circulated for university senator review was neither made nor seconded as that meeting had been canceled since the university closed at 1pm on Fri 22 Jan 2016 due to inclement weather. | | |
| Student Government Association Resolution | 1. Summary John Swinton highlighted the ECUS deliberation on this matter and | | 3. |

noted that minutes could be referenced to see the complete detail. The interested reader is directed to the minutes of the 5 Feb 2016 ECUS meeting to see those details. A few copies of the resolution were available and circulated to those interested in seeing the resolution. John Swinton pointed out the student representatives present at the 5 Feb 2016 ECUS meeting [Juawn Jackson and Netta Ben-Hashal] indicated that their primary concern was to have a standard repository for all courses to obtain syllabus and grade information. In particular, they asked that the resolution in its current form not be shared with a university senate committee that would be considering a policy as they should have promoted GeorgiaVIEW (which presently is D2L).

2. **Steering Request** John Swinton asked that the deliberation focus on the committee to which to steer this issue. He noted that the ECUS deliberation had concluded that the possible committees to which this might be steered are FAPC as it could be a matter of academic freedom, CAPC as there is an assessment component (grades), and APC as there are implications to broad academic policy.
3. **Deliberation** Points of conversation
 - a. Education uses LiveText and requires all their students to access LiveText. This product was selected to comply with accreditation body requirements. College of Education faculty would prefer not to be required to redundantly record grade information

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| | <p>in D2L (as well as maintain a record in LiveText). D2L has been tested and does not support the reports needed for College of Education accreditation documentation.</p> <p>b. A recommendation to steer this item to FAPC.</p> <p>c. A request that APC be the first responder [consider this item initially] and that this item then be passed from APC to FAPC.</p> <p>4. <u>Steering Decision</u> All present were in agreement to provide APC an opportunity to consider this item first and then pass the item to FAPC for further consideration. Each of APC and FAPC were encouraged to consult with students [in particular Netta Ben-Hashal – resolution author] to ensure a clear understanding of the student perspective inform deliberation.</p> | | |
| VIII. Next Meeting (Tentative Agenda, Calendar) | | | |
| 1. Calendar | <p>19 Feb 2016 @ 2:00pm Univ. Senate A&S 2-72</p> <p>04 Mar 2016 @ 2:00pm ECUS Parks 301</p> <p>04 Mar 2016 @ 3:30pm ECUS-SCC Parks 301</p> | | |
| 2. Tentative Agenda | Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings. | | John R. Swinton to ensure that such items (if any) are added to agendas of an ECUS and/or ECUS-SCC meeting in the future. |
| IX. Adjournment | As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded. | The motion to adjourn was approved and the meeting adjourned at 4:40 pm. | |

Distribution:

First; To Committee Membership for Review

Second: Posted to the Minutes Website

Approved by: _____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

COMMITTEE OFFICERS: JOHN R. SWINTON (CHAIR), CHAVONDA MILLS (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2015-2016

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets, “NYE” denotes not yet elected

| Acronyms | EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences | | | | | | | | | | |
|---|---|----------|----------|----------|----------|----------|----------|----------|---------|---------|--------|
| | Meeting Dates | 09-04-15 | 10-02-15 | 11-06-15 | 12-04-15 | 02-05-16 | 03-04-16 | 04-01-16 | Present | Regrets | Absent |
| Kelli Brown <i>Provost</i> | R | P | P | R | R | | | | 2 | 3 | 0 |
| Jolene Cole <i>EFS; Library, ECUS Member</i> | R | P | P | P | R | | | | 3 | 2 | 0 |
| Steve Dorman <i>University President</i> | R | P | R | R | R | | | | 1 | 4 | 0 |
| Chavonda Mills <i>EFS; CoE; ECUS Vice-Chair</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| Lyndall Muschell <i>EFS; CoE; ECUS Member</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| Susan Steele <i>EFS; CoHS; ECUS Chair Emeritus</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| John R. Swinton <i>EFS; CoB; ECUS Chair</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| Craig Turner <i>EFS; CoAS; ECUS Secretary</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| Donovan Domingue <i>EFS; CoAS APC Chair</i> | NYE | P | P | P | P | | | | 4 | 0 | 0 |
| Angel Abney <i>EFS; CoE; CAPC Chair</i> | P | P | R | P | P | | | | 4 | 1 | 0 |
| Barbara Roquemore <i>EFS; CoAS; FAPC Chair</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| Jan Clark <i>EFS; CoB, RPIPC Chair</i> | P | P | P | P | P | | | | 5 | 0 | 0 |
| David Johnson <i>EFS; CoAS, SAPC Chair</i> | NYE | P | P | P | P | | | | 4 | 0 | 0 |

CHAIRPERSON SIGNATURE _____

DATE _____ -(Including this Approval by chair at committee discretion