

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

**MEETING DATE & TIME:** FRIDAY, APRIL 10, 2020, 3:30-4:45 P.M.

**MEETING LOCATION:** ONLINE

**ATTENDANCE:**

<b>MEMBERS</b>		<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
<b>P</b>	Alex Blazer (CoAS, ECUS Chair Emeritus and Secretary)	
<b>P</b>	Hauke Busch (CoAS, ECUS Vice-Chair)	
<b>R</b>	Steve Dorman (University President)	
<b>P</b>	Jeff Dowdy (Library, ECUS Member)	
<b>P</b>	Catherine Fowler (CoHS, ECUS Member)	
<b>P</b>	David Johnson (CoAS, ECUS Chair)	
<b>P</b>	Lyndall Muschell (CoE, ECUS Member)	
<b>P</b>	Costas Spirou (Provost)	
<b>P</b>	John Swinton (CoB, ECUS Member)	
<b>P</b>	Nicole DeClouette (APC Chair)	
<b>P</b>	Matt Forrest (FAPC Chair)	
<b>P</b>	Sabrina Hom (RPIPC Chair)	
<b>P</b>	Angela Criscoe (SAPC Chair)	
<b>GUESTS</b>		
None		

**Legend**

*Italicized text denotes information from a previous meeting.*

\*Denotes new discussion on old business.

Highlighted text denotes follow-up.

**Bold text denotes action or recommendation.**

**I. Call to Order:** The meeting was called to order at 3:30 pm by David Johnson (Chair).

**II. Approval of Agenda:** A **Motion** to approve the agenda was made and seconded. **The agenda was approved as circulated.**

**III. Approval of Minutes:** A draft of the 6 Mar 2020 minutes of the Executive Committee with Standing Committee Chairs had been circulated to the meeting attendees via email. A **Motion** to approve the minutes was made and seconded. **The minutes were approved.**

**IV. Reports**

**University President — President Dorman**

1. As President Dorman had extended *Regrets* and was unable to attend this meeting, there was no President’s Report.

## University Provost — Provost Spirou

### 1. Online Course Delivery

- a. On March 31<sup>st</sup>, Georgia College transitioned to deliver 1,565 courses, which is 100% of our Spring 2020 offerings. This is very impressive as it reflects the faculty commitment, creativity, flexibility, and “can-do” attitude. Thank you to everyone across the university for their hard work!
- b. The USG directive is for Georgia College to deliver all courses in online format.

	Summer 2018 As of 4/2/18	Summer 2019 As of 4/1/19	Summer 2020 As of 4/3/20
Face-to-Face Sections	125	108	97
Online Sections	322	359	364
Other Courses: Independent Studies, Thesis, Private Lessons, etc.	39	32	48
Total Sections	486	499	509

- c. To provide continuous support to faculty, many online resources are available in a single portal: [GC Keeps Teaching](#). A student-centered portal can be found at: [GC Keeps Learning](#).
  - d. Over 110 faculty registered for the GeorgiaVIEW face-to-face workshops, approximately 85 individuals have registered for webinars, and 35 have signed up for the Online Faculty Learning Community.
  - e. To register for upcoming workshops please contact CTL by phone at (478) 445-2520 or by e-mail at [ctl@gcsu.edu](mailto:ctl@gcsu.edu).
2. **Academic Calendar**: Earlier this week the GC Executive Cabinet approved the Academic Calendar (2021-2022 and 2022-2023) as submitted by the Academic Calendar Committee.
3. **Student Research Conference**: The 23<sup>rd</sup> Annual Student Research Conference has moved online.
4. **Withdrawal Deadline**: Recognizing the unique situation, we are facing with COVID-19 and the shift to fully online classes, we will extend the last day to drop with a W grade through Friday, April 24. This is consistent with other USG institutions.
5. **Course Evaluations**
- a. Courses originally selected for assessment during Spring 2020 will continue with the SRIS evaluations.
  - b. Faculty will be able to decide whether the Spring 2020 student evaluations will be included in the 2020 annual Individual Faculty Report (IFR) and Tenure & Promotion submission for Fall 2020.
  - c. If applicable, forthcoming Tenure & Promotion submissions over the next four years will not require the Spring 2020 data.

### 6. **USG Core Redesign Project**

- a. Following extensive feedback, the USG made the decision earlier this semester to move to an implementation timeline in which students will begin their classes in the new Gen Ed curriculum to Fall 2022. At a recent USG Provost meeting this week, Fall of 2023 was also referenced as a potential implementation date. More information and specifics will be coming in the coming months.
  - b. The USG will also hold regional forums in the Fall 2020 and remains committed to collecting thoughts, feedback and suggestions through the forums and other means and will explore ways to appropriately adjust the final structure.
  - c. Please provide feedback at [https://www.usg.edu/redesigned\\_general\\_education](https://www.usg.edu/redesigned_general_education)
  - d. Virtual presence during this period is essential: create a communications plan, provide virtual office hours, utilize online communication tools, provide video feedback on assignments, create short videos throughout the course are some ways to support students during this challenging period.
7. **Tenure and Promotion:** Tenure and Promotion notifications were communicated this past week. Congratulations to the recipients!
8. **ECUS-SCC Discussion**
- a. **Withdrawal Deadline**
    - i. Question: To confirm, the withdrawal date has been extended? Answer: Yes, to April 24, which is consistent with other universities who have faced disruption.
  - b. **Tenure Clock**
    - i. Question: Has there been any discussion of allowing faculty on the tenure-track to extend the tenure clock? Answer 1: The system has a policy stating that the only extension is with a leave of absence. Research 1 institutions like Georgia State decided to continue the clock but asked candidates to make a note of the extenuating circumstance in their narrative/letter of application. Answer 2: We have an additional year built into the tenure and promotion clock; candidates can apply in their fifth or sixth year.
    - ii. Note: The interested reader can read the policy from Answer 1, 8.3.7.4 Award of Tenure, located at [https://www.usg.edu/policymanual/section8/C245/#p8.3.7\\_tenure\\_and\\_criteria\\_for\\_tenure](https://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure).
  - c. **Faculty Research Grants**
    - i. Comment: A number of Faculty Research Grant applications, awarded by the Provost's Office, include travel. However, the research has been put on hold, and some faculty are losing a year of research time.
    - ii. Comment: USG Faculty Council will talk about this issue.
    - iii. Question: When will decisions be made about Faculty Research Awards? Answer: Although we were ready to distribute the awards earlier this week, we asked CTL to review the applications to make sure faculty are

still able to complete the grant as proposed, or make adjustments if necessary, due to recent travel changes.

### **Subcommittee on Nominations (SCoN) — Chair Hauke Busch**

#### **1. Slate of Nominees 2020-2021**

- a. The Slate of Nominees for 2020-2021 is ready for the organizational meeting.
- b. Initial plans for the Governance Retreat are being made.

### **Executive Committee of University Senate (ECUS) — Chair David Johnson**

1. **Online Senate Meetings**: ECUS discussed the strategies and challenges of running a Webex Senate meeting with so many participants, including the use of Qualtrics for electronic voting for senate motions, and sending standing committee reports to senators in advance in lieu of the oral reports during senate time.
2. **Budget**: Because of cancelled travel to the USG Faculty Council meeting, senate's budget will have a surplus of roughly \$1,400. We are still waiting on an invoice on the books that were ordered before we have an exact amount. We are not looking for additional ways to spend this money.
3. **Recognitions**: End-of-year certificates for senate service will be handed out in August. We can present most of them at the retreat and use campus mail to deliver the others.
4. **Faculty Salary Study**: We encourage the administration each spring to update the data tables on our salary study.
5. **ECUS-SCC Discussion**
  - a. **Recognitions**:
    - i. Comment: Pins and some certificates can be awards at the Governance Retreat.
  - b. **Faculty Salary Study**
    - i. Comment: Faculty do not expect monetary updates each year but do expect the data to be collected every year to update the tables so we do not have to do a large study after 5 or 10 years. The yearly update takes approximately half a day.
    - ii. Comment: The Provost's Office consults the tables when hiring.

### **Academic Policy Committee (APC) — Chair Nicole DeClouette**

1. **Motions**: APC voted unanimously to approve a motion to add a "Student Use of Copyrighted Materials" statement and a link to the USG Copyright Policy (including the Fair Use Checklist) to the GC Required Syllabus Statements. The text will read as follows:
  - a. **Student Use of Copyrighted Materials**

As a student, your ability to post or link to copyrighted material is governed by United States copyright law. The law allows for students to post or link to copyrighted materials within the course environment when the materials are pertinent to course work. In addition, GC Policy expressly forbids the sharing or

posting of copyrighted material without the proper consent of the author. The absence of a copyright notice or symbol on a work does not denote a lack of copyright. Students should assume that all materials provided are copyright protected. Failure to comply with this policy may result in restriction or loss of university network access and/or disciplinary action through the Office of Student Affairs. For questions involving copyright issues, please consult the GC Office of Legal Affairs. Refer to the USG Policy on the Use of Copyrighted Works at <https://www.usg.edu/copyright>.

2. **Annual Report**: APC members reviewed the APC Annual Report and added recommendations.
3. **Course Evaluations**
  - a. APC chair received emails of concern that faculty may be rated poorly by students given the sudden shift to online instruction.
  - b. APC members thank Provost Spirou for the way he handled student evaluations for this semester. His communication (via the April 9<sup>th</sup> email) was straight forward regarding how the SRIS data will not be used to penalize faculty for this semester.
  - c. Another concern brought up was that there is no recourse for faculty when chairs misuse the evaluation data. APC thought that this concern might be better addressed by FAPC.
4. **Academic Calendar**: The Academic Calendar Committee met on April 1<sup>st</sup> to review a draft academic calendar. The draft was approved by the committee and forwarded to the Provost on the same day. The Provost Spirou emailed on April 9<sup>th</sup> to say that the GC Executive Cabinet approved the calendar. University Registrar Kay Anderson is now working to get the calendar published.
5. **ECUS-SCC Discussion**
  - a. **Course Evaluations**
    - i. Question: How do chairs misuse evaluation data? Answer: Poor course evaluations factor into merit raises and tenure and promotion decides. We suggest CTL work with chairs on how to use the data.
    - ii. Follow Up: ECUS-SCC steered the issue to FAPC. As FAPC has no further meetings this year, Matt Forrest will include the steering item in the FAPC Annual Report.

#### **Faculty Affairs Policy Committee (FAPC) — Chair Matt Forrest**

1. **Meeting Cancelled**: FAPC did not meet for its previously scheduled 10 April 2020 2:00-3:15 p.m. meeting.

#### **Resources, Planning and Institutional Policy Committee (RPIPC) — Chair Sabrina Hom**

1. **Meeting Cancelled**: RPIPC did not meet for its previously scheduled 10 April 2020 2:00-3:15 p.m. meeting.

#### **Student Affairs Policy Committee (SAPC) — Chair Angela Criscoe**

1. **The HUB:** The following report was provided by Dr. Shawn Brooks, Vice President for Student Life, and distributed to SAPC.
  - a. The HUB Funding Sources (and staffing)
    - i. The Division of Student Life's positions, programs and services are funded through a combination of:
      1. State Funds
      2. Student Fees (Activity, Wellness & Recreation, Student Health, etc.)
      3. Grant Funding
  - b. The HUB consists of several entities, including:
    - i. The Cultural Center
    - ii. The Women's Center
      1. LGBTQ+ Programs and Resources
  - c. There are currently four staff members who work in the Hub:
    - i. Director of the Cultural Center (State Funded)
    - ii. Director of the Women's Center (State Funded)
    - iii. Women's Center Program Coordinator (Grant Funded)
    - iv. LGBTQ+ Programs Coordinator (Grant Funded)
  - d. Programming dollars to fund Hub-related programming comes from two funding sources:
    - i. SABC funding to student organizations housed within the HUB
    - ii. Student Activity Fees – allocated from the pool given to the Division of Student Life (It is important to know that the amount of this funding source continues to decrease as more students move to online courses. Online course students do not pay student activity fees. Accordingly, Student Life has seen its allocation cut significantly. In spite of this, we have made the strategic decision to maintain the same programmatic funding to the HUB by cutting funding in other areas.)
  - e. Upcoming Elimination of Grant Funding
    - i. Because of a decision made by the System Office to transfer the provision of Victim Services from campus to a community partner (The Bright House), the grants used to fund our two coordinator positions will expire at the end of September. It is important to note, that the University did not cut these positions. Rather they are being defunded because of the loss of grant funding.
    - ii. To offset staffing needs in the Women's Center, we have secured two Graduate Assistants for the 2020-2021 academic year. Women's Center Director, Dr. Jennifer Graham has informed me that this staffing replacement should not negatively impact the delivery of programs and services to students. However, please note that we are also working to add a professional programming coordinator to all three entities housed within the HUB to assist with all of their programming.
    - iii. We are currently exploring employment options with our two grant-funded program coordinators for other positions within the Division of Student Life.
  - f. The Bright House

- i. To date, we (including Women’s Center Staff) have not heard any concerns from students related to the Bright House. If anyone hears of students not receiving the same level of care as they did from the Women’s Center, please contact Dr. Graham. We have on-going communication with the Bright House and are partnering with them to continue to provide our students with the best possible programs and services.
2. **ECUS-SCC Discussion**
- a. **The HUB**
    - i. Question: How many students have been treated at The Bright House?  
Answer: That is not part of the report.

## V. Unfinished Business

- 1. **None**

## VI. New Business

- 1. **Committee Annual Reports**: David Johnson shared the template and suggested a due date of Friday, May 1. A **Motion** to approve the template and due date was made and seconded. **The motion to approve the template and due date was approved.**

## Steering of Items to Committees

- 1. ECUS-SCC steered Course Evaluations to FAPC.

## University Senate Agenda and Minutes Review

- 1. **Tentative Agenda 24 Apr 2020**
  - a. **Motions** There will be three motions on the agenda of this meeting of University Senate.
    - i. APC: Fair Use and Annual Compliance Training
    - ii. APC: Fair Use and Required Syllabus Statements
    - iii. APC: Fair Use and the GeorgiaVIEW/D2L splash page
    - iv. SCoN: Revised Slate of Nominees 2019-2020
  - b. **Reports** Administrative reports and committee reports will also be agenda items.
  - c. **Supplemental Items of Business**
    - i. Carolyn Denard, Chief Diversity Officer, report on Campus Climate Survey.
- 2. **Tentative Agenda 24 Apr 2020 (Organizational)**
  - a. **Motions** There will be one motion on the agenda of this meeting of University Senate.
    - i. SCoN: Slate of Nominees 2020-2021
  - b. **Reports** Administrative reports and committee reports will also be agenda items.

**c. Supplemental Items of Business**

i. None.

- 3. University Senate Minutes Review** As the 27 March 2020 meeting of the 2019-2020 University Senate was cancelled, there were no minutes.

**VII. Open Discussion**

**1. Planning for the Online University Senate Meeting**

- a. Committee Reports:** The committee discussed the most effective way to run the online Senate meeting, given the large number of participants on the videoconference and the difficulties of moderating debate in such a format. The committee asked the President, Provost, and Standing Committee Chairs to send copies of their reports to the Presiding Officer by Friday, April 17. The Presiding Officer will collate the reports, send them to members of University Senate, and ask Senators to send him questions to forward to the people delivering the reports to answer during the videoconference. Only speakers will have their cameras and microphones turned on at the meeting; those not speaking will mute their cameras and microphones. **David Johnson will confer with the Senate bylaws and Ji Seun Sohn, Senate Parliamentarian, about electronic debate before finalizing the procedures.**
- b. Voting Procedures:** The committee discussed the possibility voting to approve the agenda, minutes, and motions via Qualtrics. **David Johnson will confer with the Senate bylaws and Ji Seun Sohn, Senate Parliamentarian, about voting before finalizing the procedures.**
- c. Motions:** The APC Chair will provide a memo explaining the three APC motions to the Presiding Officer by Friday, April 17. This memo will be distributed to University Senate for questions to be asked in advance of the online Senate meeting and answers to be delivered during the meeting.
- d. Campus Climate Survey:** Members discussed the importance of sharing the Campus Climate Survey with Senate and the options for reporting, questioning, and discussing results in an online setting: full report or abridged version, questions before or questions during the meeting, etc. **David Johnson will confer with Carolyn Denard, Chief Diversity Officer, to determine the best way to deliver and discuss the report with University Senate.**

**VIII. Next Meeting**

**1. Calendar**

- a. University Senate Meeting – Friday, April 24, 2:00 p.m., Online
- b. University Senate Meeting – Organizational – Friday, April 24, 3:30 p.m., Online
- c. Governance Retreat – Monday, August 10, 9:00 a.m., The Club at Lake Sinclair



2. **Tentative Agenda:** Some of the deliberation today may have generated tentative agenda items for ECUS and ECUS-SCC meetings. **David Johnson will ensure that such items (if any) are added to the agenda of a future meeting of ECUS or ECUS-SCC.**

**IX. Adjournment:** As there was no further business to consider, a **Motion** to adjourn the meeting was made and seconded. **The motion to adjourn was approved and the meeting adjourned at 4:25 p.m.**

**Distribution:** First, these minutes will be sent to committee members for review; second, they will be posted to the minutes website.

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

**COMMITTEE OFFICERS:** DAVID JOHNSON (CHAIR), HAUKE BUSCH (VICE-CHAIR),  
ALEX BLAZER (SECRETARY)

**ACADEMIC YEAR:** 2019-2020

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE  
ACADEMIC YEAR:**

**“P” denotes Present, “R” denotes Regrets, “A” denotes Absent**

Acronyms	EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences										
Meeting Dates	9/6	10/4	11/1	1/10	2/14	3/6	4/10	P	R	A	
Alex Blazer <i>EFS, CoAS, ECUS Chair Emeritus, ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0	
Hauke Busch <i>EFS, CoAS, ECUS Vice-Chair</i>	P	P	P	P	P	P	P	7	0	0	
Steve Dorman <i>University President</i>	R	R	R	R	R	R	R	0	7	0	
Jeff Dowdy <i>EFS, Library, ECUS Member</i>		P	P	P	P	P	P	6	0	0	
Catherine Fowler <i>EFS, CoHS, ECUS Member</i>	P	P	R	R	P	P	P	5	2	0	
David Johnson <i>EFS, CoAS, ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0	
Lyndall Muschell <i>EFS, CoE, ECUS Member</i>	P	P	P	P	P	P	P	7	0	0	
Costas Spirou <i>Provost</i>	P	P	P	P	P	P	P	7	0	0	
John Swinton <i>EFS, CoB, ECUS Member</i>	P	R	P	P	P	R	P	5	2	0	
Nicole DeClouette <i>APC Chair</i>	R	R	P	P	P	P	P	5	2	0	
Matt Forrest <i>FAPC Chair</i>	P	P	R	P	P	P	P	6	1	0	
Sabrina Hom <i>RPIPC Chair</i>	P	P	P	R	P	P	P	6	1	0	

Angela Criscoe (SAPC Chair)	P	P	P	P	P	P	P	7	0	0
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