

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

MEETING DATE & TIME: 7 OCTOBER 2016; 2:00 –3:15

MEETING LOCATION: 200 LANIER HALL

ATTENDANCE:

MEMBERS		“P” denotes Present, “A” denotes Absent, “R” denotes Regrets	
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P	Nicole DeClouette (CoE, ECUS Vice-Chair)	P	Susan Steele (CoHS, ECUS Member)
R	Steve Dorman (University President)	P	John R. Swinton (CoB, ECUS Chair Emeritus)
P	Chavonda Mills (CoAS, ECUS Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Costas Spirou (Interim Provost)	P	Shaundra Walker (Library, ECUS Member)

GUESTS:
None

<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)}
I. Call to order	The meeting was called to order at 2:03pm by Chavonda Mills (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	No action necessary as this was the first ECUS meeting of the 2016-2017 academic year so there were no minutes from previous ECUS meetings requiring action. As a reminder the 2 Sep 2016 ECUS meeting was canceled as the university officially closed on that day due to inclement weather.		

<p>IV. Reports</p> <p>Presiding Officer Report</p> <p>Chavonda Mills</p>	<p>The following reports were invited.</p> <p>Chavonda Mills reported on the following.</p> <ol style="list-style-type: none"> 1. <u>Governance Retreat Report</u> <ol style="list-style-type: none"> a. Total Attendees: 66 b. University Senators: 36 c. Others on Committees: 21 d. Guests: 9 e. Retreat Evaluation Survey <ol style="list-style-type: none"> i. 34 completed survey ii. responses posted on website f. Financial Report <ol style="list-style-type: none"> i. Rock Eagle \$2077.00 ii. Printing \$425.90 iii. Supplies and Materials \$412.19 iv. Transportation \$373.67 <p style="text-align: center;">All Retreat Costs \$3288.76</p> 2. <u>Standing Committee Officer Orientation</u> was held on Tuesday, 6 Sep 2016 with primary foci on navigating the new university senate website and ensuring detailed documentation of standing committee meeting minutes. 3. <u>Department Chairs Retreat</u> was held on Friday, 30 Sep 2016. Chairs were provided with these university senate updates. <ol style="list-style-type: none"> a. Recently Endorsed 2016-21 University Strategic Plan b. Standing Committee Composition is being reviewed by standing committees c. CAPC is working with IT, the Registrar’s Office, and the Provost Office to implement an electronic curricular proposal routing process with electronic signatures for approvals or disapprovals of proposals. d. RPIPC is addressing numerous complaints regarding lack of parking 		
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	<p>for faculty and staff, particularly from the CoE faculty.</p> <p><i>Department Chairs voiced similar complaints and added</i></p> <ul style="list-style-type: none"> <i>i. Beeson construction workers parking in faculty spaces,</i> <i>ii. removal of handicap parking from library walkway</i> <i>iii. need for policy on parking of golf carts, and</i> <i>iv. faculty/staff parking pass fee increase this year.</i> <p>e. FAPC is addressing a concern regarding best practices in holding office hours with students. Specifically, should faculty keep their doors open when meeting with students to ensure safety of both parties?</p> <p><i>Department Chairs stated that USG has a policy regarding office hours (the policy could not be located). A question regarding policies for virtual office hours was raised considering the increase in online instruction – particularly for graduate programs.</i></p> <p>f. Improving Communication to the University Community – the leadership of the university senate will facilitate the publication of a monthly newsletter following each of the university senate meetings.</p> <p><i>Department Chairs stated their Elected Faculty Senators provide oral reports during department meetings and written reports, if absent from the meeting.</i></p> <p><i>Department Chairs voiced concerns regarding requirements for service as</i></p>		
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	<p><i>EFS (two years at GC) – senior faculty are hesitant to serve and, if junior faculty don't meet requirements, department chairs must volunteer to serve as the Elected Faculty Senator representing the department.</i></p> <p>g. Should Chairs Council be included formally as a governance body? <i>Department Chairs say NO!</i></p> <p>h. Should Department Chairs be eligible to serve as an Elected Faculty Senator? <i>Department Chairs say YES! (see for example 3.f.feedback)</i></p>		
<p>Past Presiding Officer Report</p> <p>John R. Swinton</p>	<p>John R. Swinton indicated that he had nothing to report as Past Presiding Officer.</p>		
<p>Presiding Officer Elect Report</p> <p>Nicole DeClouette</p>	<p>Nicole DeClouette reported on the following.</p> <ol style="list-style-type: none"> 1. Presiding Officer Elect Report <ol style="list-style-type: none"> a. USG Faculty Council meeting is set for 28 Oct 2016 at Darton State College. b. There has been one revision to the slate of nominees, Jennifer Harris to Jennifer Townes as Library Volunteer to APC effective as of 14 Sep 2016. Nicole DeClouette will be entering a motion documenting this revision which will receive consideration of the university senate at its next meeting. 2. University Committees and Task Forces with University Senate Representatives <ol style="list-style-type: none"> a. Jolene Cole volunteered to serve on the Public Art Committee. b. Donna Bennett volunteered to serve on the Parking Appeals Committee. c. There are still vacancies for <ol style="list-style-type: none"> i. Mandatory Student Fee Committee <i>David McIntyre was nominated at</i> 		

	<p><i>this meeting and Nicole DeClouette will follow up to see if he is willing to serve,</i></p> <p>ii. <i>Administrative Systems and Banner Advisory Committee J.F. Yao was nominated at this meeting and Nicole DeClouette will follow up to see if he is willing to serve,</i></p> <p>iii. <i>and Public Art Committee (1 staff requested) Suggestion to contact Staff Council Chair to request a staff representative was offered and Nicole DeClouette will follow up</i></p> <p>3. Election Oversight</p> <p>a. The 2016-2017 apportionment of elected faculty senator positions to academic units (colleges and the library) is complete. There were no changes to the numbers of elected faculty senators that were apportioned to these units in 2015-2016.</p> <p>b. Nicole DeClouette is drafting the letters to the Deans and University Librarian regarding election expectations for academic units (colleges and library).</p>		
<p>Secretary Report</p> <p>Craig Turner</p>	<p>Craig Turner indicated that he had nothing to report as University Senate Secretary.</p>		
<p>Library Senator Report</p> <p>Shaundra Walker</p>	<p>Shaundra Walker indicated that she had nothing to report as the Elected Faculty Senator from the Library serving on ECUS.</p>		
<p>V. Information Items</p> <p>Actions/Recommendations</p>			
<p>Online Exam Proctoring</p> <p>Chavonda Mills</p>	<p>Chavonda Mills shared the following memo from Dale Young, Interim Associate Provost.</p> <p><i>Thursday 15 Sep 2016</i></p>		

	<p><i>This is an informational item update to ECUS and CAPC. No action is required.</i></p> <p><i>For the past two summers Georgia College has tested the online exam proctoring service ProctorU. Feedback from the one using department has been positive. Jeanne Sewell, Chavonda Mills, and Dale Young participated in a demonstration of ProctorU September 13. We will review one other similar product on September 29, but GC has not made a formal decision regarding adoption and wide-spread implementation of any product of this nature.</i></p> <p><i>We anticipate creating a course code to use within Banner so there is a formal way to notify students about the possibility that one or more exams in their summer online course could be monitored through an online service.</i></p> <p><i>Given that this is a zero-tuition-increase year, GC is not in a position to consider underwriting a dramatic expansion in usage of this or some other exam proctoring product across campus for use in online summer courses, thus Academic Affairs will need to review any new requests that come in for usage.</i></p>		
<p>Graduate Research Assistant Classification</p> <p>Chavonda Mills</p>	<p>Chavonda Mills shared an informational update she received on 3 Oct 2016 to circulate to the Executive Committee of the University Senate pertaining to Graduate Research</p>		

	<p>Assistant Classification. The interested reader is directed to pages 22-23 of the attached pdf file <i>ECUS_Oct_Supporting Documents</i> for the details.</p>		
<p>Migration of University Senate Email Lists to Office 365 Distribution Groups</p> <p>Craig Turner</p>	<p>The university senate uses the following email lists to facilitate internal communication.</p> <ul style="list-style-type: none"> • apc@list.gcsu.edu • capc@list.gcsu.edu • ecus@list.gcsu.edu • fapc@list.gcsu.edu • rpihc@list.gcsu.edu • sapc@list.gcsu.edu • scc@list.gcsu.edu • sco@list.gcsu.edu • scon@list.gcsu.edu • socc@list.gcsu.edu • us@list.gcsu.edu <p>The university is progressing on the migration of all email lists, specifically the use of an xxx@list.gcsu.edu email list will soon be transitioned to a corresponding xxx@gcsu.edu distribution group within Office 365. For example, us@list.gcsu.edu email list would become the distribution group us@gcsu.edu. At present, each of the aforementioned email lists EXCEPT fapc@list.gcsu.edu has been migrated. An individual on campus had already established an Office365 distribution group with the name fapc@gcsu.edu. This individual is being contacted to see if (s)he will release this distribution group for use by the university senate. At present, both the email list and the corresponding distribution group are being supported until it can be verified that the distribution groups are reliably working, at which time the email list will be discontinued.</p>		

	<p><i>Note: During the preparation of these minutes, the email list fapc@list.gcsu.edu was migrated successfully to fapc@gcsu.edu.</i></p>		
<p>Electronic Presence of the University Senate</p> <p>Craig Turner</p>	<p><u>Launch</u> During the 2015-2016 academic year, the new electronic presence of the university senate was launched at https://senate.gcsu.edu.</p> <p><u>Punch List</u> As with any new environment, there were some features that were not functioning properly and some features that were not yet available. A punch list was developed and Enterprise Application staff members – programmer Cody Mize and architect David Smith and supervisor James Carlisle – and the university senate liaison to Enterprise Applications, Craig Turner, met during the summer to clarify the items on the punch list. Since this meeting, many items on the punch list have been resolved and there are fewer than ten unresolved items on the punch list.</p> <p><u>Feedback</u> Any feedback on the electronic presence of the university senate, particularly the identification of dysfunctionality of the website, should be directed to Craig Turner.</p>		
<p>University Senate Budget</p> <p>Chavonda Mills</p>	<ol style="list-style-type: none"> 1. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$1711.24. 2. <u>Expenditures</u> The total cost for the 2016 governance retreat was \$3288.76, breaking down as follows. <ol style="list-style-type: none"> a. Rock Eagle \$2077.00 b. Printing \$425.90 c. Supplies and Materials \$412.19 d. Transportation \$373.67 3. <u>Foundation Account</u> Chavonda Mills noted that there was presently no 		<ol style="list-style-type: none"> 1. Chavonda Mills to explore the viability of the establishment of a foundation account for the university senate and report back (the pros and cons and best practices) to the Executive Committee.

	<p>foundation account established for the university senate. A suggestion from the floor was that the Presiding Officer (Chavonda Mills) explore the viability of establishing such an account going forward and report back (the pros and cons and best practices) to the Executive Committee. Chavonda Mills agreed to implement this recommendation.</p>		
<p>VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up</p>			
<p>2016-2017 ECUS Secretary Chavonda Mills</p>	<p>To ensure its documentation in the minutes, Chavonda Mills reminded those present that Craig Turner was elected Secretary of the Executive Committee of the University Senate (ECUS). This elected occurred during a coordination session of ECUS on 29 Apr 2016 consolidating the officer election results of the standing committees (APC, CAPC, FAPC, RPIPC, SAPC) and subcommittee (SoCC).</p>		
<p>ECUS Operating Procedures Chavonda Mills</p>	<p>The committee operating procedures for ECUS had been discussed during its committee session at the 2016 Governance Retreat. At that time, the revision of a couple academic year sensitive parts of the procedures was recommended. Specifically, updating the academic year and the list of officers to whom regrets should be extended. In light of the current migration of ecus@list.gcsu.edu to the distribution group ecus@gcsu.edu, a revision to item 4 Communication was recommended. Specifically, a motion <i>To replace the phrase “via the ecus@list.gcsu.edu email list” with the phrase “via the ECUS email list” in the</i></p>	<p>The ECUS committee operating procedures were unanimously adopted as revised by voice vote.</p>	

	<p><i>first bullet of item 4.</i> was made, seconded and adopted.</p>		
<p>Center for Teaching and Learning</p> <p>Chavonda Mills</p>	<p>A proposal for the Center for Teaching and Learning had been a discussion item at the ECUS committee session of the 2016 Governance Retreat. A number of suggestions to the presentation of the proposal were suggested, primarily to add details that were available into the proposal in explicit narrative form. At that time, there was talk of formalizing the recommendation as a motion – sponsored by ECUS – for consideration by the university senate. Since that time, this proposal has been reconsidered and is being classified as an information item (not an action item to be formalized as a motion) as it primarily focuses on the centralization of existing academic support services.</p> <p>The establishment of the Center for Teaching and Learning was shared as an information item by Interim Provost Costas Spirou with the university senate at its 16 Sep 2016 meeting.</p> <p>Interim Provost Spirou expressed his appreciation for all the feedback received from ECUS members subsequent to and during the committee session at the governance retreat. In particular, he noted that this counsel had been immensely helpful in preparing and refining the presentation of this initiative to the university senate.</p> <p>Given this reclassification to information item, it was noted that no further action of the Executive Committee was necessary on this matter.</p>		

<p>Governance Calendar and the Service Recognition Ceremony</p> <p>Chavonda Mills</p>	<p>To ensure its documentation in the minutes, Chavonda Mills reminded those present that no change was required to the 2016-2017 governance calendar with respect to the service recognition ceremony.</p> <p>At the time of the ECUS committee session of the 2016 governance retreat, a revision to the time, date, and location of the employee service recognition ceremony was under review by Human Resources personnel. Subsequently, it has been determined that both the time and date will remain unchanged and only the venue will be revised. Since the governance calendar does not provide the venue information, no change to the listing of this event in the 2016-17 governance calendar is necessary.</p>		
<p>Routing (Steering) of Items to University Senate Committees</p> <p>Chavonda Mills</p>	<p>There are a number of items that are under consideration of being routed (steered) to a university senate committee for consideration.</p> <ol style="list-style-type: none"> 1. <u>Distance Education Policy</u> This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail. After a brief discussion, this item was steered to the Academic Policy Committee (APC) for review. Suggested revisions to the procedures should be communicated to Interim Associate Provost Dale Young by APC. Suggested revisions to the policy should be submitted as a motion for university senate consideration. 		<p>Chavonda Mills to share contextual information on each of these matters to the respective chair of the receiving committee to facilitate review of the matter by that committee.</p>

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| | <p>2. <u>Termination of the Institutional Overlays as a Graduation Requirement</u>
 This item was brought to the attention of ECUS at its final meeting of the 2015-2016 academic year. Since that time was concurrent with the final meetings of the standing committees to which it might be steered, the steering of this item was referred to the 2016-2017 ECUS for consideration. The interested reader is referred to the 1 Apr 2016 ECUS minutes for additional detail. After a brief discussion, this item was steered to the Subcommittee on the Core Curriculum (SoCC) for consideration.</p> <p>3. <u>Review of Standing Committee Composition</u> Each standing committee (APC, CAPC, FAPC, RPIPC, and SAPC) has been invited to review its composition as articulated in the current university senate bylaws. This invitation was extended at the 2016 Governance Retreat and will be reiterated at the joint meetings of the Standing Committee Chairs and the Executive Committee.</p> <p>4. <u>USGFC Representative Term of Service</u>
 This matter was considered at the 2016 Governance Retreat, at which time a revision to the current practice was proposed for consideration. Our current practice is for the Presiding Officer Elect of the University Senate to serve as the institution's voting representative on the USGFC (University System of Georgia Faculty Council) for a one year term of service. The proposed revision is to broaden the pool of those eligible to serve to all elected faculty senators and to extend</p> | | |
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	<p>the term from its current one year term to a two or three year term. This item was steered to ECUS and will be discussed further at a future ECUS meeting.</p>		
<p>Review of Tasks Requiring Follow-up from the 2015-2016 ECUS Annual Report</p> <p>Chavonda Mills</p>	<p>A number of items were recommended for consideration by the 2016-2017 ECUS in the committee annual report of the 2015-2016 ECUS. These include (yet may not be limited to) the following.</p> <ol style="list-style-type: none"> 1. <u>Faculty Listserv</u> The establishment of a university faculty email list to which any subscriber can post a message has been under consideration. Required is a volunteer to serve as moderator of this list, and this requirement has not yet been met. Those present at this meeting felt that the committee action should be a wait-and-see approach. Specifically, to wait and see if one or more individuals step forward to serve as moderator. 2. <u>Streamline Curricular Routing</u> This matter is already in progress. A work group including Interim Associate Provost Dale Young, University Registrar Kay Anderson, and CAPC Chair Lyndall Muschell has been actively meeting and has been in consultation with ECUS Chair Chavonda Mills. Plans include electronic implementation in coordination with IT personnel. 3. <u>Regular Review of the PPPM</u> This item is proposing the regular review of the Policies, Procedures, and Practices Manual (PPPM). Our current university policy officer, Sadie Simmons, is receptive to any recommendations on this matter. Craig Turner was the only committee member to volunteer to assist in this initiative. He 		<ol style="list-style-type: none"> 1. Shaundra Walker to gather contextual information to inform the ongoing GC Story Archivist deliberation. 2. Chavonda Mills to explore the viability of the establishment of a foundation account for the university senate and report back (the pros and cons and best practices) to the Executive Committee.

	<p>indicated that his thoughts would be to advocate for</p> <ol style="list-style-type: none"> a. a review of all university senate policy motions (type P motions) to ensure that they are present in their entirety (not just the policy part, but pertinent procedures as adopted as well) in the PPPM, and b. adoption of the university senate policy template as a template for entries in the PPPM going forward. <p>Those present supported these ideas.</p> <ol style="list-style-type: none"> 4. <u>GC Story Archivist</u> This item was on the agenda of each meeting of the 2015-2016 ECUS and was recommended for ongoing consideration by the 2016-2017 ECUS. Shaudra Walker noted the recent hiring of a Digital Archivist and agreed to gather contextual information pertinent to this matter to inform future ECUS deliberation. 5. <u>Feasibility of Foundation Account for the University Senate</u> Chavonda Mills noted that there was presently no foundation account established for the university senate. A suggestion from the floor was that the Presiding Officer (Chavonda Mills) explore the viability of establishing such an account going forward and report back (the pros and cons and best practices) to the Executive Committee. Chavonda Mills agreed to implement this recommendation. 6. <u>How Best to Receive Updates from University Senate Representatives on Task Forces, Committees, and Other Groups</u> After a brief discussion, the consensus was that a written report included for archiving in the minutes – 		
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	<p>supplemented at the discretion of the representative with a brief oral report at the university senate meeting – was desirable.</p> <p>7. <u>Details in Standing Committee Chair Reports for ECUS-SCC Meetings</u> After a brief discussion, the consensus was that the oral report of the standing committee chair given at Executive Committee (ECUS) with Standing Committee Chairs (SCC) meetings should generally be a brief overview of the topics discussed at the committee meeting, rather than a detailed specification of the committee deliberation of each topic discussed at the committee meeting.</p>		
<p>Regular Review of the University Senate Bylaws</p> <p>Chavonda Mills</p>	<p>Chavonda Mills requested a volunteer to serve as the ECUS point person for university senate bylaws. This person would facilitate a review of the university senate bylaws as well as receive and process any proposed revisions to the university senate bylaws submitted during the 2016-2017 academic year to inform the review by the executive committee for submission to the university senate. Craig Turner volunteered and was accepted by the committee as this point person.</p>		
<p>VII. New Business Actions/Recommendations</p>			
<p>Subcommittee on Nominations (SCoN)</p> <p>Chavonda Mills</p>	<p>Chavonda Mills noted that one of the functions of the Executive Committee is to appoint the membership and chair of the Subcommittee on Nominations (SCoN). There is a minimal membership prescribed in the university senate bylaws: ECUS members, Standing Committee Chairs, the Subcommittee on the Core Curriculum Chair, the Student Government Association President, and the Staff Council Chair. In addition, recent practice has been to</p>	<p>The committee appointed the membership and chair of 2016-17 SCoN, specifically</p> <ul style="list-style-type: none"> • Members the minimal membership prescribed in the university senate bylaws • Chair Nicole DeClouette 	

	<p>appoint the Presiding Officer Elect as SCoN Chair. The current Presiding Officer Elect, Nicole DeClouette, was receptive to this appointment.</p>		
<p>Department Name Changes</p> <p>Chavonda Mills</p>	<p>Three proposals for department name changes (two from the College of Education and one from the College of Business) had been copied to the Executive Committee Chair and were on the 7 Oct 2016 meeting agenda for the Curriculum and Assessment Policy Committee (CAPC). According to pertinent procedures, ECUS is to facilitate university senate review of such proposals. The general consensus of the committee members present was that consideration of such proposals by CAPC was a natural first step (review by the appropriate university senate committee) within the normal university senate review process. Additional ECUS action, if any, on these proposals will be informed by the action(s), if any, taken by CAPC on these proposals.</p>		
<p>University Senate Newsletter</p> <p>Chavonda Mills</p>	<p>Chavonda Mills noted that a student, Terrell Davis, would be assisting with the preparation of issues of a monthly university senate newsletter. A sample of possible formatting was shared with the committee. One of the regular columns in the newsletter would be a spotlight on an individual contributing significantly to university shared governance. The spotlight individual for the first issue would be President Dorman.</p> <p>Chavonda Mills went on to explain that she would work with the student to prepare a draft for ECUS review. ECUS approval would be necessary for publishing any issue of the newsletter. For fiscal considerations, all issues</p>		

	of the newsletter will be produced and distributed in only electronic format.		
University Senate Representatives Nicole DeClouette	Nicole DeClouette invited guidance on how to fill vacant positions for requested university senate representatives on task forces, committees, and other groups. This guidance is documented in the Presiding Officer Elect Report provided earlier in these minutes.		
Apportionment Nicole DeClouette	<p>Prior to the meeting, Nicole DeClouette had requested and received the 2016-2017 Corps of Instruction List from the Office of Academic Affairs. Two versions of the apportionment document had been prepared by Nicole DeClouette, in consultation with Craig Turner, for ECUS review. To be specific, thirty-four of the thirty-seven elected faculty senator positions were being apportioned to the academic units (library, colleges), a recurring ECUS function.</p> <p>Other contextual information follows.</p> <ul style="list-style-type: none"> • Every academic unit (colleges and library) must be apportioned at least two elected faculty senator positions to comply with the university senate bylaws. • The presence of a “College of Administration” in the Corps of Instruction List supplied by the Office of Academic Affairs breeds two versions of the apportionment, one including the members of the College of Administration in the counts of the number of faculty within an academic unit (library, colleges) and one not. • There were five (5) individuals in the College of Administration in the 2016- 	The apportionment motion was approved with no discussion.	

	<p>2017 Corps of Instruction List. They are:</p> <ul style="list-style-type: none"> ○ CoAS (2): Steven Jones and Carolyn Denard; ○ CoE (2): Charlie Martin and Cara Meade; and ○ CoHS (1): Kelli Brown. <ul style="list-style-type: none"> • The Huntington-Hill method of apportionment is used. This method has been in use by the United States Congress since 1941. <ul style="list-style-type: none"> ○ This apportionment method increases the threshold for an academic unit (library, colleges) to be apportioned one more elected faculty senator position with an increase in its lower quota (minimum number of elected faculty senators assigned to an academic unit). ○ Specifically the geometric mean (square root of the product) of the lower and upper quotas for an academic unit is used as the threshold. • In both versions, the numbers of elected faculty senator positions apportioned to the Library (2), College of Arts and Sciences (18), College of Business (5), College of Education (4), and College of Health Sciences (5) were unchanged from the apportionment for last year (2015-2016). • Given that apportionment is based on the Corps of Instruction List, it has been recent practice to incorporate into academic unit (library, colleges) counts the relevant members of the “College of 		
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	<p>Administration” as these individuals are listed as members of the Corps of Instruction.</p> <p>A MOTION to approve the version with the individuals assigned to the “College of Administration” incorporated into the academic unit (library, colleges) counts as the official apportionment of elected faculty senator positions to academic units (library, colleges) for the 2016-2017 academic year was made and seconded.</p>		
<p>Elected Faculty Senator Oversight</p> <p>Nicole DeClouette</p>	<p>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations in academic units (colleges and library) with a letter to college deans and the university librarian as a recurring annual ECUS function to be completed in September. Given that the 2 Sep 2016 meeting of the Executive Committee had been canceled – as the university officially closed due to inclement weather – this was the first opportunity for consideration of these letters at an ECUS meeting. Nicole DeClouette indicated that she had already drafted a template letter and had asked Craig Turner to review the draft including the appendices. She sought and received permission from the committee to finalize the drafts and send the letters to college deans and the university librarian. She indicated that she would be sending these letters by email, and a reminder that ECUS operating procedures called for copying the committee on any communication made on its behalf was given. Each elected faculty senator on ECUS was reminded to follow up with her/his dean following the sending of these letters to offer and provide clarification as necessary.</p>		<p>Nicole DeClouette to send election letters to college deans and the university librarian by email, ccing the members of the executive committee.</p>

<p>Selected Staff Senator Oversight</p> <p>Chavonda Mills</p>	<p>It was noted that the ECUS Calendar and Checklists document lists Share information on election expectations with Staff Council Leadership to be completed in September. Given the 2 Sep 2016 meeting of the Executive Committee had been canceled – as the university officially closed due to inclement weather – this was the first opportunity for consideration of this notification. At the meeting, the task of making this notification by email was assigned to and accepted by Nicole DeClouette, and a reminder that ECUS operating procedures called for copying the committee on any communication made on its behalf was given.</p>		<p>Nicole DeClouette to contact Millicent Dempsey (Staff Council Chair) by email, ccing the ECUS members, to share the relevant university senate bylaws to inform the selection of selected staff senators to serve on the 2017-2018 University Senate.</p>
<p>Consent Agenda at University Senate Meetings</p> <p>Chavonda Mills</p>	<p>Chavonda Mills noted that a proposal to adopt the practice of using a consent agenda would be offered for consideration by the university senate at its next meeting. John Sirmans, Parliamentarian of the 2016-2017 University Senate, will provide a briefing on what is entailed in using a consent agenda to educate the university senate and inform its vote on adopting the practice of using a consent agenda.</p> <p><i>A consent agenda allows members to vote on a group of items en bloc (as a group) without discussion. This is a good way to dispose of business that is noncontroversial. As the consent agenda anticipates unanimous adoption of its contents, an item may be extracted from the consent agenda and migrated to the appropriate section of the meeting agenda at the request of a single member of the assembly.</i></p>		

	The anticipated contents of the consent agenda are a subset of the information items emerging from committees. Perhaps initially, these items will be curricular in nature and emerge exclusively from CAPC.		
Common Syllabus Statements Chavonda Mills	<p>Chavonda Mills had received an email request from Susan Steele for consideration of the common syllabus statements. Susan Steele proposed for committee consideration that the Academic Policy Committee be asked to consider broadening the common syllabus statement on Fire Drills to a more encompassing statement on Emergency Procedures. After a brief discussion, the committee endorsed this proposal.</p> <p>During the discussion, it was noted that all faculty in at least one department on campus are distributing an Emergency Action Plan Summary document to all students in their classes. That department says the circulation request emerged from campus Public Safety.</p>		Chavonda Mills to steer this request to the chair of the Academic Policy Committee (APC) to facilitate review of this matter by the APC.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	21 Oct 2016 @ 2:00pm Univ. Senate in A&S 2-72 4 Nov 2016 @ 2:00pm ECUS in 301 Parks 4 Nov 2016 @ 3:30pm ECUS-SCC in 301 Parks		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Chavonda Mills 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 3:30 pm. Note that a motion to postpone adjournment and extend the meeting by up to 15	

		<i>minutes (allowing adjournment as late as 3:30pm) was made, seconded, and approved at approximately 3:13pm.</i>	
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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: CHAVONDA MILLS (CHAIR), NICOLE DEClOUPETTE (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2016-2017

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

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

Note: 2 Sep 2016 meeting canceled due to University officially closing (tropical storm)

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	09-02-16	10-07-16	11-04-16	12-02-16	02-03-17	03-03-17	03-31-17	Present	Regrets	Absent
Nicole DeClouette <i>EFS; CoE; ECUS Vice-Chair</i>	N/A	P							1	0	0
Steve Dorman <i>University President</i>	N/A	R							0	1	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair</i>	N/A	P							1	0	0
Costas Spirou <i>Interim Provost</i>	N/A	P							1	0	0
Susan Steele <i>EFS; CoHS; ECUS Member</i>	N/A	P							1	0	0
John R. Swinton <i>EFS; CoB; ECUS Chair Emeritus</i>	N/A	P							1	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	N/A	P							1	0	0
Shaundra Walker <i>EFS; Library; ECUS Member</i>	N/A	P							1	0	0