

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME 02 NOVEMBER 2018; 2:00 –3:15

MEETING LOCATION PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P Donna Bennett (Library, ECUS Member)	P Glynnis Haley (CoHS, ECUS Member)
P Alex Blazer (CoAS, ECUS Chair)	P David Johnson (CoAS, ECUS Vice-Chair)
R Kelli Brown (Provost)	P John Swinton (CoB, ECUS Member)
P Nicole DeClouette (CoE, ECUS Chair Emeritus)	P Craig Turner (CoAS, ECUS Secretary)
R Steve Dorman (University President)	

GUESTS None

<i>Italicized text denotes information from a previous meeting.</i>	
*Plain text 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 2:00 pm by Alex Blazer (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 5 Oct 2018 meeting of the Executive Committee 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.	The minutes of the 5 Oct 2018 Executive Committee meeting were approved as posted, so no additional action was required.	

IV. Reports			
Presiding Officer Report Alex Blazer	<ol style="list-style-type: none"> 1. <u>National Council of Faculty Senates</u> USG Faculty Council sent its Chair Scott Pegan to the October interest meeting in Austin, TX. The group voted to create the National Council of Faculty Senates and organized a number of committees to develop support databases and communication networks for faculty senates around the country. Dr. Pagan serves on the committee drafting the council’s mission and vision and welcomes input from USGFC. He reports that the general desire is for the council to <ol style="list-style-type: none"> a. Promote effective shared governance practice infrastructure to ensure faculty have an effective shared governance voice in the future of higher education. b. Promote and establish better national communication mechanisms for shared governance bodies among themselves and when necessary with legislators. The latter deals more with states that don't currently have a state-wide entity mechanism to advocate directly with stakeholders. For us the USG and USGFC currently fill that role. c. The entity be Non-partisan. d. Possibly complementary, but will be very distinct from AAUP in its mission. 2. <u>2019-2020 Governance Calendar</u> A workgroup comprised of Alex Blazer, David Johnson, and Craig Turner has begun work on the 2019-2020 governance calendar. Most advertised (i.e. not the designated 		

	<p>governance meetings) events have been confirmed. There are two notable changes to the proposed calendar.</p> <ol style="list-style-type: none"> a. The Service Recognition Ceremony will follow the President’s State of the University address. b. Per a suggestion from Jen Yearwood, campus closures have been included to distinguish holidays from closures. <p>3. Foundation The Georgia College Board of Trustees generously granted \$1000 to the University Senate Foundation account. Monica Delisa, Vice President of University Advancement, recommends sending a year-end thank you note to the Board of Trustees explaining how we utilized these funds.</p> <p>4. Budget</p> <ol style="list-style-type: none"> a. 2018-2019 Budget: \$5000.00 <ol style="list-style-type: none"> i. Travel (USG Faculty Council Meetings): \$675.00 ii. Office Supplies & Expenses (Printing, Retreat, etc.): \$4325.00 b. October Expenses: <ol style="list-style-type: none"> i. Travel (USG Faculty Council Meeting): \$433.93 c. Total Expended AY 2018-2019: \$3402.84 d. Remaining Balance: \$1597.16 		
<p>Presiding Officer Elect Report</p> <p>David Johnson</p>	<p>David Johnson indicated that he had no report as Presiding Officer Elect, and went to say that he intended to provide a report on the fall 2018 meeting of the University of Georgia Faculty Council (USGFC) to the university senate at its 16 Nov 2018 meeting.</p>		

V. Information Items Actions/Recommendations			
University Senate Budgets Alex Blazer	<ol style="list-style-type: none"> 1. <u>Foundation Account</u> for university senate is now established and has a balance of \$1000, as the Georgia College Board of Trustees allocated \$1000 to this account. 2. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently at \$1597.16 after reimbursing attendees (in the amount of \$433.93) for the fall 2018 meeting of the University of Georgia Faculty Council (USGFC). Anticipated expenditures include the reimbursement of attendance expenditures for USGFC meeting attendees <David Johnson and Glynnis Haley> for the spring 2019 USGFC meeting. 		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Inventory and Review of Official Documents of the University Senate Nicole DeClouette John Swinton	<p><u>7 Sep 2018</u></p> <ol style="list-style-type: none"> 1. <i>At the 2018 Governance Retreat, Nicole DeClouette and John Swinton agreed to serve as the ECUS work group on this initiative.</i> 2. <i>Presently other obligations are taking precedence for both Nicole DeClouette and John Swinton, and they anticipate making some progress on this initiative by the 5 Oct 2018 ECUS meeting.</i> 3. <i>A brief discussion included the following talking points.</i> <ol style="list-style-type: none"> a. <i>There is a list of official documents in the supporting document University Senate Highlights for the 2018 governance retreat which includes</i> 		

university senate mission, vision, beliefs, governing concepts, meeting etiquette, governance history, and the university senator handbook.

- b. A suggestion was made to fold all of these official documents into the university senator handbook (as chapters) updating as necessary the documents for accuracy, currency, as well as for compliance with university senate bylaws AND adding a revision process. In this way, there will be only one official document to maintain going forward.*

5 Oct 2018

As both John Swinton and Nicole DeClouette had extended regrets and were unable to attend this meeting, Alex Blazer read into the record their update.

The governance history has been reformatted (larger font) and added as a proposed new section to the university senate handbook. Our next step is to bring this history and references to university senate bylaws up to date. After that, we will draft a proposed revision process to guide future handbook updates.

2 Nov 2018

John Swinton and Nicole DeClouette provided the following update. The work on this project is ongoing. To date, proposed revisions include the following.

1. All official documents of the university senate have been folded into the university senator handbook.
2. An editorial pass has been made through the entire handbook to propose updates that

	<p>promote clarity, readability, compliance and consistency with current university senate bylaws, and updates to reflect any recent changes to the university senate that affect the current content.</p> <p>3. Some events were added to the governance history so that it includes the most recent events of the kind it has been documenting.</p> <p>Yet to do is</p> <p>1. Draft a proposed revision process to guide future handbook updates.</p> <p>Suggestions from the floor were as follows.</p> <p>1. Some items such as the governance history may require updates every year. There might be a separate revision process for these regular recurring updates from the revision process for less frequent updates.</p> <p>2. The Past Presiding Officer should chair the handbook review committee annually as that individual would have the most intimate knowledge of the most recent activity of the university senate.</p>		
<p>University Senate Representation on University-Wide Committees:</p> <p>Alex Blazer</p>	<p>Alex Blazer provided the following context.</p> <p>1. In October, Executive Cabinet reviewed and confirmed the compositions, charges, and meeting schedules for all university committees and task forces, including committees that do not require University Senate representation.</p> <p>2. The intention is to make the committees and task forces available on both the University Senate website and a university website to be determined.</p> <p>3. Alex Blazer and Craig Turner reviewed the University Senate representation part of the document and would like ECUS to think about 1) how the call for volunteers for</p>		

representatives can be systematized, and 2) who should represent University Senate on academic committees as well as non-academic committees which already have staff and student representation. One possible way to systematize is to have SCoN put out a call for university senate representative volunteers from elected faculty senators in coordination with the standing committee preference surveys conducted in the spring.

Executive Committee Deliberation

1. All present supported the idea of adding this duty to the responsibilities of the Subcommittee on Nomination (SCoN) and ideally being able to annually handle all the university senate representative selections at the same time as the committee slate is constructed. It may take some time to reach this goal. A key step would be to check in annually with Executive Cabinet to confirm the status of existing committees calling for university senate representatives as continuing or terminating and to become aware of any new committees for the coming year that would require a university senate representative. Follow-up on the placement of the university senate representative could occur at the governance retreat, if necessary
2. If an election is needed to identify a university senate representative, all university senators would vote when the committee is nonacademic while only

	<p>elected faculty senators would vote when the committee is academic.</p> <ol style="list-style-type: none">3. Some university senate representative positions might be skill-set-oriented and require the successful candidate to possess certain expertise.4. Some university senate representative positions may naturally align with the scope of one of the standing committees and so it may make sense to select the individual from that committee. As one example, parking is within the scope of RPIPC; university senate representatives to parking committees might appropriately be selected from the membership of RPIPC.5. All present supported the selection of an elected faculty senator for university senate representatives when the committee already had appropriate student and staff representation in its membership. Those committees of an academic nature might appropriately not include a staff member, while nonacademic committees typically include staff, students, and faculty in the membership.6. The selection pool for university senate representatives might be broadened to corps of instruction faculty as the number of university senate representatives needed meets or exceeds the number of elected faculty senators available. <p>Alex Blazer noted his intention to seek more information from Executive Cabinet for some of the committees (that want a university senate representative) in the current inventory to</p>		
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	<p>address some questions that emerged during review of the draft. After that confirmation, Alex intends to review and revise the details in the inventory document and bring it back for committee review as early as the 7 Dec 2018 ECUS meeting and no later than 1 Feb 2019 ECUS meeting.</p>		
<p>2019-2020 Governance Calendar</p> <p>Alex Blazer</p>	<p><u>5 Oct 2018</u> <i>An extremely rough draft of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.</i></p> <p><i>All events on the draft require confirmation. There is room for more flexibility than is often the case. As one example, spring 2020 classes begin on 6 Jan 2020 and this allows the option for the meetings on 6 Dec 2019 to be shifted to 10 Jan 2020.</i></p> <p><i>The Provost requested a copy of the draft calendar be sent to her by email so that she could share it with the Executive Cabinet to facilitate confirmation of events. Craig Turner indicated that he would forward a copy to the Provost.</i></p> <p><u>2 Nov 2018</u> An extremely rough draft of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.</p>		

It was noted that the extremely rough draft results from taking the previous year's governance calendar and updating the calendar dates and year while trying to keep all events placed as consistently as possible. All events on this extremely rough draft are in red print to indicate that confirmation of each is required. The current phase is to confirm events that are advertised on the calendar such as academic calendar breaks, start of classes, final exam week, faculty contract start/ end dates, winter break, state of the university address, new faculty orientation, service recognition ceremony, inclusive excellence day, common reader, etc.

Alex Blazer had agreed to contact individuals to confirm some of these events and had done so. He reported that the service recognition ceremony would immediately follow the state of the university address on the 2019-2020 governance calendar. During his consultations, Alex received a suggestion to clarify that certain breaks were for the academic calendar and not necessarily for staff. This would include fall break, spring break, and particularly Thanksgiving break. Said another way, distinguish academic calendar break days from days on which the university is officially closed.

The work group intends to meet prior to the 7 Dec 2018 ECUS meeting to review the placement of the actual governance meetings (department, college, university senate and its committees, ECUS-SCC) in the Friday from 2:00p to 5:00p common meeting blocks with the goal of making their relative placement as consistent as possible. Historically, university senate committee meetings are placed at 2:00p

	– 3:15p the first Friday of the month, while university senate meetings are placed at 3:30p – 4:45p on the third Friday. .One change that was proposed was to shift the organizational meetings of standing committees during which committee officers are elected from April to the governance retreat.		
VII. New Business Actions/Recommendations			
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	16 Nov 2018 @ 3:30pm Univ. Senate A&S 2-72 07 Dec 2018 @ 2:00pm ECUS Parks 301 07 Dec 2018 @ 3:30pm ECUS-SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Alex Blazer to 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 <u>MOTION</u> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 2:59pm.	

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) WITH STANDING COMMITTEE CHAIRS
COMMITTEE OFFICERS ALEX BLAZER (CHAIR), DAVID JOHNSON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR 2018-2019**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR
“P” denotes resent, “A” denotes Absent, “R” denotes Regrets**

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	9/7/2018	10/5/2018	11/2/2018	12/7/2018	2/1/2019	3/1/2019	3/30/2019	Present	Regrets	Absent
Donna Bennett <i>EFS; Library; ECUS Member</i>	P	P	P						3	0	0
Alex Blazer <i>EFS; CoAS; ECUS Chair</i>	P	P	P						3	0	0
Kelli Brown <i>Provost</i>	P	P	R						2	1	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair Emeritus</i>	P	R	P						2	1	0
Steve Dorman <i>University President</i>	R	R	R						0	3	0
Glynnis Haley <i>EFS; CoHS; ECUS Member</i>	P	R	P						2	1	0
David Johnson <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P						3	0	0
John Swinton <i>EFS; CoB; ECUS Member</i>	P	R	P						2	1	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P						3	0	0

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