**Committee Name:** Executive Committee of University Senate (ECUS)

**Meeting Date & Time:** Friday, September 4, 2020, 2:00-3:15 p.m.

**Meeting Location:** Webex

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| **P** | Alex Blazer (CoAS, ECUS Secretary) |
| **P** | Hauke Busch (CoAS, ECUS Chair) |
| **R** | Steve Dorman (University President) |
| **P** | Catherine Fowler (CoHS, ECUS Vice-Chair) |
| **P** | David Johnson (CoAS, ECUS Chair Emeritus) |
| **P** | Karl Manrodt (CoB, ECUS Member) |
| **P** | Lyndall Muschell (CoE, ECUS Member) |
| **P** | Costas Spirou (Provost) |
| **P** | Jennifer Townes (Library, ECUS Member) |
| **Guests** |
| Shea Council (Administrative Assistant of the 2020-2021 University Senate)  |

**Legend**

*Italicized text denotes information from a previous meeting.*

\*Denotes new discussion on old business.

Highlighted text denotes follow-up.

**Bold denotes action or recommendation.**

**I. Call to Order:** The meeting was called to order at 2:02 pm by Hauke Busch (Chair).

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

**III. Approval of Minutes:** As this was the first meeting of the year, there were no minutes to approve.

**IV. Reports**

**Presiding Officer Report — Hauke Busch**

1. **Summer**: ECUS had a busy summer and it is expected that more challenges will have to be overcome due to the COVID pandemic this year.
2. **University Senate Goals**: Five Senate goals were submitted to the office of academic affairs:
	1. Continue to advise the university administration, review and recommend policy, and provide representatives to various university-wide committees, task forces, and search committees.
	2. Continue to review and assess the scope, size, and structure of university Senate standing committees.
	3. Improve communication and connections to the greater campus community through transparency, building trust, and encouraging participation.
	4. Find opportunities to help promote campus safety and internet security.
	5. Support any effort to mitigate the COVID pandemic.
3. **Budget**: No funds have been spent, and there is no spending anticipated for the University Senate budget at the present time. USGFC will meet online. Since the Governance Retreat could not take place at Aubrey Lane as planned, the refund was credited back to the Senate for next year.

**Presiding Officer Elect Report — Catherine Fowler**

1. **Slate of Nominees 2020-2021**: Slate for University Senate 2020-2021 is complete.
	1. **APC**: Elected Faculty Senator Rob Sumowski replaced Nicole DeClouette.
	2. **FAPC**: Elected Faculty Senator Abraham Abebe replaced Matt Forrest.
	3. **RPIPC**: The Selected Staff Senators are Jessica Swain, John Jackson, and Stacey Milner.
	4. **SAPC**: The Selected Staff Senator is Cindy O’Donnell; and the Staff Council Designee is Dr. Tom Miles.
2. **2021-2022 Elections**
	1. **Corps of Instruction**: Shea Council requested and received the Corps of Instruction.
	2. **Apportionment**: The worksheet is complete and awaiting review by ECUS-SCC.
	3. **COVID Compliance Videos:** Dr. Spirou, Mr. Omar Odeh (VP of Communications), Dr. Johnson, Dr. Busch, Nathan Graham (SGA President), and Dr. Fowler had multiple discussions regarding video incentives for COVID compliance. The initiative is not moving forward at this point.
3. **ECUS Discussion**
	1. **Corps of Instruction**:It is up to ECUS to decide whether or not to include administrators on the Corps of Instruction list for apportionment purposes. The Corps of Instruction list typically includes deans because they have faculty status and they often teach. In the past, ECUS contacted Neil Jones for the Corps of Instruction list; this year Shea Council contacted each Dean’s Office for the faculty list. The Corps of Instruction list includes full-time faculty (temporary lecturers, lecturers, tenured and tenured track faculty, deans, chairs, and others who have administrative roles but still have a home department); part-time lecturers are not included. Recent practice has been to call chairs to verify the list. Catherine Fowler will call chairs to verify the list.
	2. **Apportionment**: In the current worksheet, COHS lost one EFS and CoAS gained one EFS. Catherine Fowler will update the apportionment with the verified corps of instruction list.
	3. **COVID Compliance Videos**: Although David Johnson is willing to record videos, the initiative has stalled. Another coronavirus initiative is the Thunder initiative.

**V. Unfinished Business**

1. **University Senate Recognitions (Certificates/Pins)**: David Johnson sent all certificates and, due to a clerical error with the Senator database, all but one pin. David Johnson will send the remaining pin.

**VI. New Business**

1. **2021-2022 Governance Calendar**: Hauke Busch shared the draft calendar. A concern was raised regarding UCC, GEC, and Graduate Council alignment with University Senate meetings; moving Senate meetings back one week will help curriculum reporting. It was suggested that UCC meet at 2:00, during the common meeting time, in order to avoid teaching conflicts for faculty representatives. It was noted that the calendar needs to consider the routing of proposals from department to college to GEC to UCC to USG; there needs to be enough time for proposals to be approved. Further, UCC, GEC, and Graduate Council need to meet every month (four meetings per semester). A concern was raised regarding the January 2022 Senate standing committee meeting that occurs before classes start. It was noted that It was suggested that in the future a Senate representation and a Curriculum representative create the first draft of the governance calendar. Hauke Busch will ask standing committee chairs their thoughts about the January meeting. David Johnson will revise the calendar and attend to the UCC concern. Hauke Busch will send the revised calendar to the deans for review.
2. **2020-2021 University Senate Meeting Procedures**: Until further notice the new Senate operating procedure will be an online Webex meeting hosted by Shea Council. The online Senate meeting should follow the same procedure as a regular F2F Senate meeting, with the voting taking place via Webex in real time.
3. **Emeritus/Emerita Status Process Observations**: Provost Spirou observed that the current process, which was finalized in early 2018, had department chairs start the procedure before it moved to the Dean, Provost, and President. Over the last two years, there has been discontent on the part of the faculty, some of whom believe that the department chair has complete control over the nomination process; it appears to some that the process is marked by favoritism. Provost Spirou suggests giving faculty more voice in the nominating process, such as department faculty vote or T&P Committee nomination. It was noted that the title is an honorific for some emeritus faculty who don’t live in Milledgeville while for other emeritus faculty, the title affords them the opportunity to serve, teach, and receive research support. It was further noted that according to the USG, faculty need ten or more years of honorable and distinguished service to be awarded the emeritus title. ECUS steers this item to FAPC with the instruction to consider adding faculty voice in the nomination process.
4. **Faculty Questions about and to Mitigate COVID-19**
	1. **Student Worries and Wishes**: Some students are worried that if the campus closes, they’ll be sent home. Many want to stay even with online classes, and some can’t go home because they live with someone at higher risk of severe illness. Can the university allow students to stay who want to or have to stay?
	2. **Student Life and Resident Life**: Students and faculty are confused about exactly what Student Life and Residential Life is doing in dorms to keep them safe. Could a one-page handout or flier be created and distributed?
	3. **Student Health Center**: Students and faculty are confused about Student Health Center and student testing. Could a one-page handout or flier be created and distributed?
	4. **Teaching Quarantining Students**: Instructors who teach in person are struggling with teaching quarantining students (multiple faculty report 10-20% of their students are officially excused from class by the Dean of Students), attending to the needs of students who are afraid to attend in person, and their own fears of catching the virus during this significant outbreak. There’s no request here because the in-person teaching policy and student make up work while in quarantine policy are clear, but the administration needs to know that faculty are struggling.
	5. **Class Exposure Notification**: Faculty are concerned that classes are not being notified when a student tests positive. Could the administration clarify to faculty and students alike the notification policy and process?  One would think that if you’re breathing the same air as an infected person for an hour in a windowless room, you should be warned.
	6. **ECUS Discussion**: It was noted that on September 4, the Georgia Tech COVID-19 Event Risk Assessment Planning Tool (https://covid19risk.biosci.gatech.edu/) advised citizens of Baldwin County that there is a 62% chance that a COVID-19 infected person will be in attendance in a 10 person event; there is a 95% chance that a 25 person event will have an infected person. The *New York Times* reported a pre-print study (https://www.nytimes.com/2020/08/11/health/coronavirus-aerosols-indoors.html) finding that the coronavirus can travel up to 17 feet in aerosolized form. The College of Education reports that their students cannot intern in Baldwin, Putnam, or Washington County schools; the concern is that GC students are infecting their students. The only county GC students can intern is Jones; faculty have to create alternative assignments for students. The Provost reports that safety efforts have been made with plexiglass and cameras in the classroom as well as online office hours. It was suggested that the area most in need of improvement is Student Life. First, in person rush, which moved carefully laid out classrooms, was a disaster; students are hanging out in restaurants and bars getting each other sick. Second, perhaps a coronavirus student code of conduct is needed. Third, Student Life did not receive instruction on how to discipline or approach students who don’t wear masks until three weeks into the semester. Student Life is making decisions that affect faculty ability to teach because students can’t come to class while quarantining and isolating. There needs to be more reaching out and working together for solutions. The outlook for January is murky because the seasonal flu is a variable. The Provost noted that the institution is moving forward with idea of face to face instruction for spring term.

**VII. Open Discussion**

1. **None**

**VIII. Next Meeting**

1. **Calendar**
	1. University Senate Meeting – Friday, September 18, 3:30 p.m., Webex
	2. ECUS Meeting – Friday, October 2, 2:00 p.m., Webex
	3. ECUS+SCC Meeting – Friday, October 2, 3:30 p.m., Webex
2. **Tentative Agenda**: Some of the deliberation today may have generated tentative agenda items for ECUS and ECUS-SCC meetings. Hauke Busch 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 3:15 p.m.**

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

**Committee Name:** Executive committee of the university senate (ECUS)

**Committee Officers:** Hauke Busch (Chair), Catherine Fowler (Vice-Chair), Alex Blazer (Secretary)

**Academic Year:** 2020-2021

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

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

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| --- | --- | --- |
| Acronyms |  | EFS = Elected Faculty SenatorCoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences |
| Meeting Dates | 9/4 | 10/2 | 11/6 | 1/8 | 2/12 | 3/5 | 4/9 | P | R | A |
| Alex Blazer*EFS, CoASECUS Secretary* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Hauke Busch*EFS, CoASECUS Chair* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Steve Dorman*University President* | R |  |  |  |  |  |  | 0 | 1 | 0 |
| Catherine Fowler*EFS, CoHSECUS Vice-Chair* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| David Johnson*EFS, CoASECUS Chair Emer.* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Karl Manrodt*EFS, CoBECUS Member* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Lyndall Muschell*EFS, CoEECUS Member* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Costas Spirou*Provost* | P |  |  |  |  |  |  | 1 | 0 | 0 |
| Jennifer Townes*EFS, LibraryECUS Member* | P |  |  |  |  |  |  | 1 | 0 | 0 |