

**2014-2015 University Senate
Minutes for the 12-Sep-2014 Meeting**

University Senate Officers: Presiding Officer Susan Steele, Presiding Officer Elect John R. Swinton, Secretary Craig Turner

PRESENT (39) Angel Abney, Kay Anderson, Elissa Auerbach, Louis Bourne, Ruth J. Carter, Ben Davis, Nicole DeClouette, Victoria Deneroff, Steve Dorman, Ruth Eilers, Victoria Ferree, Renee Fontenot, Heidi Fowler, Douglas A. Goings, Maureen Horgan, Juawn Jackson, Amanda Jarriel, Brittney Johnson, Macon L. C. McGinley, Ben McMillan, William Miller, Lyndall Muschell, Amy Pinney, Barbara Roquemore, Mike Rose, Lindy Ruark, Claire Sanders, Katie Simon, Costas Spirou, Susan Steele, Amy Sumpter, John R. Swinton, Moriah Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, James J. Winchester, Howard Woodard.

ABSENT (2) Bill Fisher, David McIntyre.

REGRETS (9) Susan C. Allen, Andrei Barkovskii, Kelli Brown, Jan Clark, Donovan Domingue, Josie Doss, Julia Metzker, Vicky Robinson, Evelyn Thomas.

GUESTS (6)

First Name	Last Name	2014-2015 Committee	Description Role on University Senate or Postion at the University
Kim	Cossey	CAPC	<i>Assistant Professor of Chemistry</i>
Cassie	Napier	RPIPC	<i>Program Coordinator, Continuing Education and Public Services</i>
Tom	Ormond	None	<i>Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
John	Sirmans	APC	<i>Parliamentarian of the University Senate</i>
Carter	Shadden	None	<i>Graduate Assistant of the 2014-15 University Senate</i>

CALL TO ORDER: Susan Steele, Presiding Officer of the 2014-2015 University Senate, called the meeting to order at 3:30 p.m.

AGENDA: A motion to approve the agenda was made and seconded. The amendments offered were:

1. meeting start time changed from 2:00pm to 3:30pm in line three of the header
2. the minutes of the 2 May 2014 organizational meeting were added to the *Approval of Minutes* item
3. Associate Provost Tom Ormond delivering the Provost’s Report for Provost Kelli Brown
4. RPIPC replaced RPIC in the *Committee Reports* section
5. in the *Information Items* section
 - a. Technology Assisted Instruction Task Force (inserted the word Instruction)
 - b. Associate Provost for Student Success and Strategic Initiatives Search replacing Assistant Provost for Student Success
 - c. add Susan Steele as the reporter for the 2014 Retreat Report
 - d. add University Senate Electronic Presence Update – Craig Turner
6. add Distribution of University Senate pins – Susan Steele to the Unfinished Business section
7. in the Calendar section
 - a. correct the start time for the 24 Oct University Senate meeting from 2:00 pm to 3:30 pm
 - b. the 3 Oct meeting from ECUS with Standing Committees to ECUS with Standing Committee Chairs

Each of the amendments offered was accepted and the agenda was approved as amended.

MINUTES: Drafts of minutes of the *25 Apr 2014 meeting of the 2013-2014 University Senate* and the *2 May 2014 organization meeting of the 2014-2015 University Senate* had been circulated by university senate secretary, Craig Turner, to the respective university senates by email for review with no revisions and were presented to those present for consideration. Both sets of minutes were approved as circulated.

PRESIDENT’S REPORT: President Steve Dorman

1. **REMINDER – SMOKE-FREE/TOBACCO-FREE CAMPUS**
 - a. **Effective Date** Georgia College is transitioning to a tobacco/smoke-free campus effective Oct 1.
 - b. **Cessation** Please remind your colleagues of this timeline and make them aware that the university is offering smoking cessation courses to employees and their families.
 - c. **Health Fair** In addition, everyone is invited to participate in the “Choose Health” fair Oct 1 on front campus.
2. **STATUS OF BUILDING PROJECTS**
 - a. **Mayfair/McIntosh** The architectural firm and contractor have been selected by the system office to begin Mayfair/McIntosh renovations which are scheduled for completion in Spring 2016.
 - b. **Beeson** Also, the architectural firm has been selected by the system office for Beeson Hall design phase which will take approximately a year.
 - c. **West Campus** In addition, our West Campus Center has been redesigned and you will be invited to participate in a Re-Opening event around the end of Sept /start of Oct.
3. **NEW HIRES** Searches for two critical positions for the life of the university have been recently completed. The new HR Director, Leslie Pierce, and the new Training Coordinator, Daniel Simpson, will assume their new roles in late September.
4. **2016 BUDGET**
 - a. **USG Budget** At the Sept BoR meeting this week, the FY 2016 USG budget request was approved for submission to the Governor. We are pleased that full funding for the renovation of Historic Beeson Hall is in the budget that will be submitted to the Governor.
 - b. **Performance-Based Funding** We also learned that there will be a delay in the transition to the performance-based funding model - further study on some components has been requested by OPB, House and Senate - and the existing enrollment-based formula will be used for FY 2016 and enrollment changes from FY 2013 to FY 2014 will be the primary driver.
 - c. **Merit Increases** While merit increases are not a line item request, the system office is in full support of any potential state merit increases brought forth during the general assembly.
5. **GC BUDGET PLANNING PROCESS**
 - a. **Get Involved** The FY 2016 budget planning worksheets have been sent out for departmental planning, and the institution’s budget state and needs list will be presented at the Nov 19th budget planning forum. Please get involved in the local discussions about departmental and college needs and directions.
 - b. **Budget Planning Forum** In addition, you are invited to the Nov. 19th planning forum.
6. **UNIVERSITY ADVANCEMENT**
 - a. **Development Officers** As a part of a change in philosophy around advancement and development, there have been development officers hired and placed in the colleges. So, let me encourage to work with your development officers. University Advancement is engaged in an activity that will determine how to work through fundraising and alumni ideas generated at the faculty and staff level – and all of the processes start with the development officers in the units.
 - b. **Transformational Ideas** In addition we are thinking through a concept in which we would present several transformational ideas to the university. These transformational ideas would be cross disciplinary and would serve to transform the university in a significant way.
7. **EARLY COLLEGE SUCCESS**
 - a. **Accomplishment** Congratulations to Dr. Runee Sallad and the entire faculty and staff of Early College. Of the 19 students who graduated this May - 100%, all 19, will attend college.
 - b. **Distribution** It is our understanding that five of the students are attending GC, eight students are at GMC, two students are at Clayton State, one student is at GA Southern, one student is at Union College in KY, one student is at Brenau, and one student is at ABAC.
 - c. **College Credit and Scholarships** All of the graduates have some college credit and five received scholarships from either the university or a local organization to assist with college.

8. **TIME CAPSULE** The Quasquicentennial Planning Committee is assembling a time capsule and if you would like to contribute to that time capsule, please contact Dr. Bruce Harshbarger.
9. **QUESTIONS** President Dorman invited questions from the floor. There were none.

PROVOST'S REPORT: Associate Provost Tom Ormond reporting for Provost Kelli Brown

1. **FACULTY EXCELLENCE**

- a. **Welcome** Please join me in welcoming two new members to the Academic Affairs staff:
 - i. **Institutional Research & Effectiveness** Dr. Chris Ferland joined Georgia College on August 1 as Assistant Vice President for Institutional Research. Chris previously worked for six years in the USG office where he served as the Senior Research Associate within the Office of Research and Policy Analysis. Prior to this, Chris was the Associate Director of Enrollment Management at the University of Georgia for three years. Chris has a BA in Sociology, MS in Sociology, MS in Applied Economics from Clemson University, and a PhD in Higher Education from UGA. James Carlisle, Director of Enterprise Systems, served as interim director of institutional research for the past seven months. Thank you James for your leadership in this role.
 - 1) **Office of Assessment** Effective immediately, the Office of Assessment will be part of the newly formed Office of Institutional Research and Effectiveness. Cara Meade, Director of Assessment, will report to Dr. Chris Ferland and likewise will move to the Harrison House. This new organizational structure will greatly increase communication.
 - ii. **AVP International Education** Dr. Eric Spears joined Georgia College on July 7. Eric joins us from Mercer University where he served as Director of the Office of International Programs, Director of the Brazil Institute at Mercer, and the Director of the Honors Program International Scholars Track. Eric received a BA in Geography from Marshall University, MA in International Political Economy from the University of Warwick and a Doctorate in Geography from West Virginia University. Libby Davis provided leadership to the International Education office during the search process. Words cannot express our appreciation for Libby's leadership that year and her work with campus and community leaders, as well as students to ensure a seamless continuation of all international education activities.
- b. **Ongoing Searches**
 - i. **John H. Lounsbury College of Education Dean Search** The search is being chaired by Tom Ormond and assisted by the Academic Search firm. The search committee will be conducting neutral site interviews at the end of September with plans to bring candidates to campus in October. Search committee members include: Linda Bradley (College of Education), Keisha Foston (College of Education), Lisa Griffin (School of Health & Human Performance), Chris Greer (College of Education), Brittany Perry (student representative), Tom Ormond (Office of Academic Affairs), Marcia Peck (College of Education), Holley Roberts (College of Education), and Mike Newton (Jasper County School Superintendent).
 - ii. **Associate Provost for Student Success and Strategic Initiatives** Dr. Mark Pelton is chairing the search and finalists have been invited to campus. One candidate has already visited with three coming soon. Please watch for announcements on Front Page. Search Committee members include: Kay Anderson (Registrar), Lee Gillis (Psychological Science), Mark Pelton (AVP Extended University), Ben McMillan (University Senate), Andy Lewter (Dean of Students), Mike Augustine (Senior Director for Advising & Retention), Jeanne Haslam (Coordinator, Learning Center), Kate Benson (student representative) and Neil Jones (Office of Academic Affairs).
 - iii. **Director of Admissions** Dr. Costas Spirou is chairing the search and neutral site interviews were conducted on September 4-5. Two strong candidates have been selected as finalists and invited to campus on September 23-24 & September 25-26. Additional details on finalists will be forthcoming. Search Committee members include: Costas Spirou (Government & Sociology), John Hachtel (AVP for Strategic Communications), Jessica Gore (Admissions Counselor), Ryan Greene (Senior Manager, Parking & Transportation Services), Matthew Mize (Director of Alumni

Relations & the Heritage Fund), Allyson Epps (Coordinator of New Student Programs) and Sean Espinosa (Student Representative).

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

- a. **Human Resources Director** Effective September 29, Ms. Leslie Pierce will be joining Georgia College as our Chief Human Resource Officer (CHRO). The search was chaired by Dr. Kelli Brown and was assisted by Parker Search firm. Search committee members included: Ann Portwood (Arts & Sciences), Crystal Reeves (Human Resources), Larry Christensen (Housing/SA), Marc Duclos (Facilities/Operations), Bill Doerr (Advancement/Alumni), and Robert Orr (IT). Thank you to the university community for attending the four candidate open forums and providing feedback to the search committee.
 - b. **Graduation Education Task Force** This committee is being co-chaired by Ms. Lynn Hanson and Dr. Amy Childre (who has since left GC). The following are committee members: Brandi Kennedy (Arts & Sciences), Marty Lammon (Arts & Sciences), Chesley Mercado (Health Sciences), Craig Pascoe (Arts & Sciences), Ginny Van Rie (Education), Kendra Russell (Macon Graduate Center), Catherine Whelan (University Senate), and Tom Ormond (Academic Affairs; ex-officio). The task force is charged with: 1) reviewing overall graduate enrollment trends state wide and nationally as well as enrollment at Milledgeville, Macon and Warner Robins; 2) reviewing current and considering prospective graduate programs based on trends (keeping in mind GC's liberal arts mission); 3) use of technology in delivering graduate education programs; and 4) identifying best practices in graduate education infrastructure including but not limited to sponsored research, faculty research, graduate faculty status, graduate council, and office of graduate studies. The task force delivered the first set of recommendations to Dr. Brown in July and plans to share the second set soon. Based on the first set of recommendations, effective September 1, Dr. Tom Ormond became the Senior Associate Provost for Academic Affairs and Director of Graduate Studies. As Director of Graduate Studies he will oversee all aspects of graduate education including recruitment, admissions, curriculum, and marketing. He will continue to work with graduate coordinators. Look for good things to come regarding graduate education.
 - c. **Technology Assisted Instruction Task Force** Chaired by Jeanne Sewell (Nursing) the following are the committee members: Koushik Banerjee (Arts & Sciences), Marcella Chiorescu (Arts & Sciences), Caroline Collier (Business), Scott Butler (Health Sciences), Vicki Deneroff (Education/University Senate), Larbi Oukada (Arts & Sciences), Wesley Smith (IDEAS), Joe Windish (Library) and Howard Woodard (IT). The charge to the committee was: 1) identify best practices for technology uses in our classrooms; 2) identify best practices GC should enhance and/or add to our portfolio; and 3) review the academic technology infrastructure on campus and make recommendations. The task force submitted its report to Dr. Brown on September 9.
 - d. **Diversity Action Plan** Last year under the leadership of Dr. Veronica Womack the campus embarked on a collaborative effort to strategically prepare Georgia College for the changing demographics of the state and nation. The end result of this effort was the development of the Diversity Action Plan, which is in the process of being implemented. Each Vice President and Dean has appointed a diversity leadership team that will be key in achieving the plan's goals over the next five years. In addition, the President of the SGA also appointed a team of students who will serve to promote the diversity action plan. The implementation of the diversity action plan will make Georgia College more competitive when recruiting top students, faculty, staff and administrators and will assist in preparing our students in becoming the global leaders we aspire to in our mission statement.
3. **SACSCOC UPDATE** As a result of our SACSCOC onsite visit in April 2014, the review team had lingering concerns with Institutional Effectiveness, which had a ripple effect into our QEP. Over the summer many faculty and staff reworked their academic and administrative program plans and a QEP group work diligently to address the team's concerns. In turn a report was sent to SACSCOC to meet the September 10 deadline. We are now in a waiting game because the fate of this effort won't be known until December 9, 2014 when the SACSCOC board deliberates.

4. STUDENT EXCELLENCE

- a. **National Scholarship Office** In keeping with thinking about student excellence, Academic Affairs will be creating a National Scholarships Office this fall. This office will be physically housed within the Honors office with oversight by Dr. Steve Elliot-Gower. This effort will allow us to be much more intentional in how we work with our bright students to prepare them for such awards as Boren, Gilman, Fulbright, moving to Truman, Goldwater, & Udall and someday a Rhoades scholar! We will conduct a search this fall for a full-time professional staff member to spearhead these efforts. More to come on this during the fall.
- b. **College Completion** As part of Governor Deal's "Move Back, Go Ahead" college completion campaign for returning adults, Mr. Mike Augustine will be Georgia College's Adult Re-enrollment Point of Contact. Mike will also be our primary contact for any veterans, active duty military, or reservists coming to Georgia College. Thanks to Mike for his willingness to serve as Georgia College's point of contact for adult returners and our military friends.

5. **INNOVATION STATION** Under the direction of Dr. Bob Orr, Chief Information Officer for Information Technology, the Innovation Station is proposed to be an institutionally-owned, full service technology retail store for the purpose of providing the Georgia College community with essential technology equipment, resources, and services while serving as a catalyst for providing the campus access to new and innovative technologies as well as training. Operated as a joint partnership between Auxiliary Services and the Division of Information Technology, the Innovation Station will be a one-stop location for institutional and personal technology questions and sales and services. Included will be products from Apple, Dell, Microsoft, and HP to name a few vendors. Numerous accessories will be available as well as warranty repairs and a full service technical repair and support area.

In a companion space to the technology sales area, The Innovation Station has a flexible presentation area with full interactive video capabilities. This area will be used for demonstrations, training sessions and will allow vendors a space to share information with faculty, staff and students concerning new and emerging technologies. Numerous vendors have already pledged their support in offering various activities. Fall activities include sessions on cloud technologies, digital media spaces, web conferencing, mobile telephony, and collaboration tools with vendor activities from our major vendors including Apple, Dell and Microsoft. One featured activity in the planning stages is on student teaching technologies in a "flipped" setting.

The mission of the Innovation Station store will fully integrate with the mission of GC. It is as follows:

"The Innovation Station is an integral part of the Georgia College's learning environment, enhancing the quality of campus life. Committed to modeling excellence in service and support, it seeks to provide quality goods, services and technology innovation desired and/or needed by the University community at reasonable prices as a self-sustaining operation."

The primary goal of the Innovation Station is to meet the demand by GC students, faculty, and staff for quality goods and services at reasonable prices while creating opportunities to use and explore new and innovative technologies.

A "soft" opening will occur in late September with numerous grand opening activities planned for October 2014.

6. QUESTIONS

Q1: In the context of online student opinion surveys, a narrative comment attributing egregious behavior to a particular instructor by name, say instructor X, was received as narrative feedback by a different instructor, say instructor Y. This was reported as a concern to the office of academic affairs. Upon hearing this anecdote, some faculty in my constituency are questioning whether the online student opinion survey system is assigning the narrative comments and ratings it collects to the appropriate instructor. Is there any resolution of this concern?

A1: The research into the resolution of this concern is ongoing. The working theory is that the comment about Instructor X was actually entered into the survey for Instructor Y and may have been a data

entry error by the student responder. At present, we have no compelling evidence to suggest or indicate that the narrative comments or ratings are ever misdirected by the online student opinion survey system.

COMMITTEE REPORTS: The following committee reports were given.

SUBCOMMITTEE ON NOMINATIONS (SCoN) – John R. Swinton

Officers: Chair John R. Swinton, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **MOTION 1415.CN.001.O (US VOLUNTEER AND SENATOR CHANGES)** On behalf of the committee, John R. Swinton, SCoN Chair, presented the motion 1) *To replace Cathy Liu with Patrick Simmons as a volunteer on SoCC for 2014-2015 academic year.* 2) *To replace Alex Blazer with Katie Simon as Senator Representing English and Rhetoric for the 2014-2015 academic year.* 3) *To replace Alex Blazer with Katie Simon on FAPC for the 2014-2015 academic year.*

- i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CN.001.O, accessible in the online motion database, was not displayed on the big screen due to technical difficulties. There were two supporting documents.

- 1) *edited nominee slate* An excel spreadsheet showing all committee members and highlighting in yellow the proposed revisions.
- 2) *Edited compliance report* An MSWord file demonstrating compliance of the proposed slate with all applicable university senate bylaws. This compliance report is required by university senate bylaws.

- ii. **CONTEXTUAL INFORMATION** John R. Swinton shared the following context.

- 1) Part of the charge of the Subcommittee on Nominations (SCoN) is to ensure that any vacancies on the university senate or its committees are filled. These vacancies arise from individuals resigning from committee or university senate service.
- 2) A clarification to item 2) of the motion text was provided to indicate that it is more accurate to say that *Katie Simon was elected by the Department of English and Rhetoric to complete the 2013-2016 term of service of Alex Blazer as an elected faculty senator. Alex Blazer resigned his elected faculty senator position after receiving notification that his request for a professional leave was approved.*
- 3) Due to technical difficulties in displaying the supporting documentation, I begged the indulgence of the university senate body to trust the accuracy of the motion.

- iii. **SENATE ACTION** Motion 1415.CN.001.O was *approved* with no discussion.

2. **ACADEMIC POLICY COMMITTEE** (APC) – Howard Woodard

Officers: Chair Howard Woodard, Vice-Chair Donovan Domingue, Secretary John Sirmans

- a. APC met Friday 22 Aug 2014 at 2:00 PM. The following were among the issues discussed.

- i. **Course Delivery** Effective with the Spring 2015 semester, course section descriptions will include an instructional delivery code selected from the following:

- 1) E = Entirely at a distance (100% of class sessions are delivered by technology)
- 2) F = Fully at a distance (95-99% of class sessions are delivered by technology; may require students to attend a one-time in-person orientation and/or in-person exams)
- 3) P = Partially at a distance (51-94% of class sessions replaced by technology)
- 4) H = Hybrid (25-50% of class sessions replaced by technology)
- 5) T = Technology enhanced (technology is used to deliver instruction, but no class sessions are replaced by technology)

Note: As used above, the phrase *at a distance* means technology is used to deliver instruction rather than face-to-face in-person meeting time – if you cannot touch the students, you are *at a distance*.

- ii. **Mentoring** Given that we now have professional advising in place, faculty will mentor (rather than advise) student majors. If this mentoring activity is to be evaluated, how will it be measured? How (if at all) will this activity be considered in faculty evaluation?

- iii. **Final Exam Schedule** could it be improved? In particular, what about the inclusion of one or more *reading days* inserted between the last class meeting of the semester and the first day of final exams? APC deliberation on this matter is still in progress.
- 3. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE** (CAPC) – Stephen Wills
Officers: Chair Stephen Wills, Vice-Chair Bill Miller, Secretary Juan Ling
 - a. **No Oral Report** When Presiding Officer Susan Steele invited CAPC Chair Stephen Wills to provide a report, his response was that CAPC had no report.
- 4. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Julia Metzker
Officers: Chair Julia Metzker, Vice-Chair Amy Sumpter, Secretary Kay Anderson
 - a. **No Oral Report** As SoCC Chair Julia Metzker had extended regrets and was unable to attend this meeting of the university senate, there was no oral report given for SoCC.
Note: During the preparation of these minutes, Julia Metzker submitted the following report.
 - b. **Summary of Activities** SoCC has accomplished the following:
 - i. Established a set of goals for the academic year to address issues related to the core curriculum, which are
 - 1) Distinctiveness of GC Core Curriculum in the context of the liberal arts mission
 - 2) Assessment plan for the core curriculum
 - 3) Better communication to the campus community about course proposal and approval procedures
 - 4) Addressing issues with Global Perspectives Overlay
 - 5) Identifying leadership for the core curriculum - an individual or individuals responsible for day-to-day administrative processes and resolving issues.
 - ii. Established an intranet site (<http://intranet.gcsu.edu/socc>) as a one-stop place for course applications, policies relevant to the core curriculum and other relevant information.
 - iii. Established a D2L course where course proposals for courses approved for the core curriculum are available. This course also has the application forms and information about the proposal/review process.
 - iv. Reviewed issues related to the global overlay where students in particular programs are having difficulty meeting the requirement.
 - v. Continue to review proposals for courses and overlays.
 - vi. Draft rubrics for reviewing course and overlay proposals.
 - c. **Agreements**
 - i. SoCC has prepared a proposal for addressing issues to the Global Overlay, which includes a requested change to the core curriculum policy. This proposal has been shared with CAPC with a request to sponsor a motion for amending the core curriculum policy.
 - ii. Rubrics for reviewing GC1Y and GC2Y course proposals have been drafted and are in revision. These will be shared with campus in the coming weeks.
 - d. **Future Plans**
 - i. Having completed a set of recommendations for alleviating issues with the Global Overlay, SoCC will move on to establishing a plan for assessing the core curriculum.
- 5. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Tom Toney
Officers: Chair Tom Toney, Vice-Chair Barbara Roquemore, Secretary Carol Sapp
 - a. **Organizational** The 22 Aug 2014 FAPC meeting was primarily organizational. We both elected a committee secretary and reviewed tentative agenda items for the 2014-15 academic year.
 - b. **Post-Tenure Review** The 2013-14 FAPC received a set of proposed revisions to the Post-Tenure Review policy too late in the academic year to allow time for their review. These proposed revisions were received again from Presiding Officer Susan Steele and appear to be basic and editorial in nature. FAPC will review these proposed revisions at a future committee meeting.

- c. **Contingent Faculty** Deliberation on the participation in shared governance by contingent faculty is continuing from 2013-14. FAPC plans to inform its ongoing deliberation with preferences and opinions of those faculty holding contingent appointments. Contingent faculty are any faculty not on tenure-track and include but are not limited to instructors, lecturers, senior lecturers, part-timers, and graduate teaching assistants.
 - d. **Items from the Governance Retreat** At the committee session of the 15 Aug 2014 governance retreat, three tentative agenda items were identified: (1) concerns were raised about the ongoing program prioritization, (2) concerns about the recently announced change for student opinion surveys (minimum of two courses surveyed replacing all courses surveyed), and (3) pre-tenure review (giving this the same kind of thorough review recently given to post-tenure review by FAPC).
6. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Macon McGinley
Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette
- a. **Sexual Misconduct Policy** Guest speakers from the Women’s Center addressed concerns raised by faculty and students and provided an overview of its educational initiatives around the campus.
 - b. **Tobacco Free Campus** Overview of implementation of policy, which goes into effect 1 Oct 2014.
 - c. **Postponed to the next SAPC meeting**
 - i. Resolution to support full-time LGBT coordinator, as SGA did in Spring 2014.
 - ii. Resolve discrepancies in freshmen residency requirements as stated on the Admissions and University Housing web pages.
7. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Juawn Jackson
Officers: President Juawn Jackson, Vice President Gina Webber, Secretary Laura Ahrens, Treasurer David Gastley
- a. **SGA Elections** SGA just completed elections today (Fri 12 Sep 2014). We are in the process of certifying the results.
 - b. **SGA Senator Training** We will begin training our senators tomorrow (Sat 13 Sep 2014) morning.
 - c. **State of Student Body Address, Swearing In Ceremony** I would like to also invite everyone to the 2014 State of the Student Body Address on next Tuesday (16 Sep 2014) at 5pm in the Magnolia Ballroom. During the Address, we will lay out our 2014 Plan of Action/Strategic Plan and swear in our Executive Board along with our Senators
8. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Ben McMillan
Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittiny Johnson
- a. **Staff Training** RPIPC plans to conduct a survey of faculty willing to conduct training for staff. A survey of training needs has been conducted by the Staff Council. Efforts will be made to work with the Training Coordinator (once the person has been hired).
 - b. **Faculty to Faculty List Serve** Pursue the re-establishment of a Faculty to Faculty Listserve. The function of this Listserve would be to increase communications to members of the faculty beyond the current Sale List.
 - c. **Class Prerequisites** Examine the feasibility of a policy that requires departments using prerequisites or electives outside of their college for their major or certificate programs to inquire of the availability in the class sections requested. Currently, 38 students are taking Acct 2101 that are not business majors or minors. The Accounting Department in the College of Business had a 60 student plus waiting list for Principles of Accounting (Acct 2101) for the Fall of 2014. Policy would not be based in the academic requirement of the class but be focused simply on capacity and availability to teach the sections.
9. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Susan Steele
Officers: Chair Susan Steele, Vice-Chair John R. Swinton, Secretary Craig Turner
- a. **Meetings** Each of the university senate committees have met at least once.
 - b. **Steering Items** Executive Committee steered the following items to FAPC for consideration.
 - i. Participation of contingent faculty in university governance
 - ii. Post-tenure review (proposed editorial revisions)

- c. **University Senate Electronic Presence** is under renovation by Enterprise Application team members David Smith and Kelly Rickman under the leadership of James Carlisle. The intent is to collect all the sites comprising the electronic presence into a convenient one-stop resource.
- d. **Academic Leadership Meetings** Susan Steele will be attending academic leadership team meetings monthly as a representative of the University Senate.
- e. **Choose Health** The upcoming *Choose Health* event is scheduled for 1 Oct 2014 and all university senators and committee volunteers are asked to encourage co-workers to attend.

INFORMATION ITEMS: The following informational reports were given.

1. **TECHNOLOGY ASSISTED INSTRUCTION TASK FORCE** – Victoria Deneroff
 - a. **One More Meeting** I erroneously reported that our work is done. However, we have one more meeting to finalize and approve the report.
 - b. **University Senate Representative** I attended and participated in deliberations of the Provost's Technology Assisted Instruction Task Force as a representative of the University Senate.
 - c. **Charge** The charge of the task force, under the able leadership of Jeanne Sewell, was as follows:
 - i. Identify best practices for technology uses in our classrooms;
 - ii. Identify best practices Georgia College (GC) should enhance and/or add to our portfolio; and
 - iii. Review the academic technology infrastructure on campus and make recommendations.
 - d. **Eight Principles** We recommended eight principles for technology use in instruction at GC. We decided on principles because specific recommendations in an ever-changing technology environment will quickly be outdated. These principles can guide future decisions about innovations. These recommendations are based on a survey of faculty which was completed by a significant number. References to ECAR within this report refer to the surveys.
 - i. **Principle 1:** Policies guiding the implementation of technology to enhance learning should align with decisions about resources allocation and faculty reward system (tenure and promotion decisions, salary increase, hiring selections and priorities, etc.)
 - 1) Rationale: Use of technology is not universally included in tenure and promotion (T&P) decisions. Some faculty would be motivated to implement technology to enhance learning if it is used for T&P decisions. (Faculty ECAR 3.6)
 - 2) Use of technology is not universally included in employment decisions for new faculty. Faculty have identified lack of support by their leadership for the desire to use online pedagogy strategies. (Faculty ECAR 3.5)
 - 3) Examples of ways to demonstrate appreciation include:
 - a) Use of technology to enhance learning is recognized in tenure and promotion guidelines.
 - b) Include technology skills in new position postings.
 - c) During each faculty search ask "Are you willing to teach online/hybrid courses?"
 - d) Have a University "Teaching Innovation Day" – similar to "Assessment Day" where faculty, students, and vendors demonstrate latest types of software, hardware, and teaching resources.
 - e) Foster research in teaching and learning innovations.
 - f) Foster scholarship related to innovations in teaching and learning, for example, collaborative e-books on the subject, publications, and podium presentations.
 - g) Recognize best practices for innovative teaching and learning.
 - h) Recognize faculty who have certificates in online teaching in T&P decisions.
 - ii. **Principle 2:** Maintain dialog, coordination, and close collaboration among the various services to make institutional decisions transparent and the process participatory.
 - 1) Rationale: Faculty identified that those with expertise in online pedagogy are not involved in decision-making. (Faculty ECAR 2.5)
 - 2) Examples:

- a) Identify faculty with expertise in online pedagogy in each college to serve on the academic advisory board (not sure of the correct name).
- iii. **Principle 3:** Coordinate services related to teaching and technology.
 - 1) Examples:
 - a) Develop an interactive website with links to all learning resources supporting pedagogy. It should be attractive and display information in an intuitive way for users. Involve faculty and students in the design of the website.
 - b) Streamline and simplify the many websites to make it easier to locate information.
 - c) A website should assist faculty to locate all resources for research online.
 - d) A website should provide access to presentation resources that assist faculty with engaging instruction.
- iv. **Principle 4:** Include students on committees that make decisions about use of technology and teaching.
 - 1) Rationale: Students provide unique perspectives on how to leverage the use of technology to facilitate time management and learning. (Student ECAR 3.8)
 - 2) Examples:
 - a) Many of the features that students suggested for the design of a learning management system (LMS) are available in D2L, such as who is online, chat, spell-check, and notifications.
- v. **Principle 5:** Faculty and staff need to display technology resilience while recognizing that technology will continue to change rapidly.
 - 1) Rationale: We know:
 - a) Technology will continue in a constant state of flux, but faculty have voiced frustrations about the constant changes. (Faculty ECAR 2.5)
 - b) The USG supports D2L.
 - c) The integration training based on Faculty ECAR 3.4 is a constantly changing function.
 - d) Online collaboration tools are in a state of flux.
 - e) The publishing industry's model is undetermined.
 - f) We need to plan for the future with a shift towards use of e-learning.
 - (1) Students indicated that they could be a more effective student if better skilled using the LMS, e-books or e-textbooks, lecture capture, online collaboration tools, and mobile technologies for learning. (Student ECAR 3.6)
 - (2) Faculty indicated that they could be a more effective instructor if better skilled at integrating the LMS, online collaboration tools, e-portfolios, e-books or e-textbooks into courses, simulations or educational games, lecture capture, and use of mobile technology for teaching. (Faculty ECAR 3.4)
 - (3) Faculty indicated that they want to know how to teach online effectively and create learning experiences (Faculty ECAR 3.5)
 - 2) Examples:
 - a) Assist faculty to learn about and use online curricular packages.
 - b) Assist faculty to develop skills for using technologies to teach.
 - c) Design a customizable certification curriculum for online teaching for Georgia College.
 - d) Assist students to develop skills for using technologies to learn.
 - e) Locate, if possible all resources that assist faculty and students with teaching and technology in one place.
- vi. **Principle 6:** Any direction for the use of technology in education should use benchmarks to demonstrate progress.
 - 1) Rationale: We cannot identify progress without data.
 - 2) Examples:

- a) Continued use of the ECAR surveys for faculty and students provide data about the use of technology in education with comparison to other institutions of higher education.
 - b) Continued use of focused surveys provide data to address improvements in targeted areas for faculty and students.
- vii. **Principle 7:** Classroom design must support the use of technology by teachers and students.
- 1) Rationale: Most classrooms were designed for the traditional lecture platforms while current teaching methodology trends are towards active learning with faculty as guides. Students indicated that instructors do not know how to use classroom technology, such as Smartboards (Student ECAR 4.9). Faculty have stated that some computer labs need to be updated. (Faculty ECAR 2.5)
 - 2) Examples:
 - a) Explore best practices in classroom design.
 - b) Redesign classroom configuration that incorporates modular configurations that facilitate active learning.
 - c) Provide learning resources for instructors so that they are able to optimize the use of Smartboards and other classroom technology where it is available.
 - d) Identify faculty working with antiquated computers, update the computers, so that they can use the technology to teach.
 - e) Identify outdated learning labs and strategize to make updates a priority.
- viii. **Principle 8:** Faculty should use tools available to best support the discipline learning content; however, there must be some uniformity within majors to assist with guiding student learning.
- 1) Rationale: Students identified the need for uniformity in instructor skills and use of technology in teaching (Student ECAR 4.8). Faculty have expressed the need to know what technology skills are expected by the University. (Faculty ECAR 3.5)
 - 2) Examples:
 - a) Provide course syllabi and calendars online in D2L.
 - b) Use the D2L online gradebook.
 - c) Agreement of chairs and faculty within a discipline for design of online and hybrid courses
 - d) Each department design uses a general D2L template for use department wide.
 - e) Each department designs a general D2L SoftChalk template for use department wide.
 - f) When departments/faculty choose a supplemental learning resource every effort should be made to make sure the e-learning resource integrates with D2L.
 - g) Establish minimal technology competencies for online instruction for faculty.
 - h) Develop a customizable curriculum leading to an online teaching certificate for Georgia College.
 - i) Faculty teaching online adopt Quality Matters principles to use when designing and evaluating online courses.

e. **Questions**

Q1: Was there any evidence that the quality of technology-assisted teaching is significantly better or worse than face-to-face teaching? Was the report informed by a conversation on this question?

A1: There is no one size fits all approach to either technology-assisted or face-to-face teaching, so there was no definitive conclusion that one was superior to the other. Yes, consideration of this question was a recurring point of conversation throughout the task force deliberation.

2. **ASSOCIATE PROVOST FOR STUDENT SUCCESS AND STRATEGIC INITIATIVES SEARCH** – Ben McMillan
 - a. **Short List** Four candidates have been identified and invited for campus interviews.
 - i. One candidate has been to campus for an interview, Idna Corbett.
 - ii. The remaining three candidates will be brought to campus by the end of September.
3. **DATA STANDARDS COMMITTEE** – Craig Turner

- a. **Data Entry Standards** The committee met during summer 2014 and submitted a report on data standards, focusing on standardizing the entry of data into university information systems, to Provost Kelli Brown and Chief Information Officer Bob Orr. Since that submission, the committee has been in hibernation yet is at the ready should a need for further committee action present itself.
 - b. **Data Definition Standards** Provost Brown indicated that this report has been sent over to Associate Vice President of Institutional Research Chris Ferland, in consultation with data standards committee chair Rose Ennis, for the addition of standardizing the definitions of terms used in reporting out institutional data. Such terms include but are not limited to faculty, faculty full-time-equivalents (FTEs), student counts for admissions and registrations, and faculty-student ratios. Information on the source of these data will be included in addition to definitions for the terms supporting these data.
4. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – John R. Swinton
- a. **Next Meeting** The USGFC has announced its meeting date and location:
 - i. **Date** Saturday October 11, 2014
 - ii. **Start Time** 9:00am (meet and greet)
 - iii. **End Time** 4:30pm (this is flexible depending on agenda, but planning for a full, productive day)
 - iv. **Location** Georgia Gwinnett College, 1000 University Center Lane, Lawrenceville, GA 30043 (room/buildings TBA)
 - b. **Represented** Although I will be unable to attend, Georgia College will be represented.
5. **2014 RETREAT REPORT** – Susan Steele
- a. **Location** Annual retreat held at Rock Eagle August 15.
 - b. **Attendance**
 - i. **Senators** Attended by majority of university senators.
 - ii. **Volunteers** Not as well attended by committee volunteers.
 - iii. **Last Minute Notifications** Several last minute cancellations, and several regrets due to conflict with department meetings despite the retreat listed on the governance calendar since Spring 2014.
 - c. **Cost / Budget** Total cost will be under \$2,000, leaving \$3,000 in the operating funds of the university senate budget to support initiatives for university senate work throughout the rest of the year.
 - d. **Recommendations** to next planning committee to evaluate the benefits vs. disadvantages of returning to an on-campus location for a meeting, and consider ways to increase attendance by volunteers.
6. **ELECTRONIC PRESENCE OF THE UNIVERSITY SENATE UPDATE** – Craig Turner
- a. **Existing** The existing electronic presence of the university senate includes multiple sites: public site (senate.gcsu.edu), the online motion database, official meeting minutes (minutes.gcsu.edu), online senator database, and the green page (us.gcsu.edu).
 - b. **Proposed** The intent is to collect all these sites into a convenient one-stop electronic presence for university senate. Among the goals are a consistent user experience, an easy to manage site, a customizable set of tools, efficiency, security, updated hardware and software and enhanced disaster recovery. The main sections (or modules) of the new electronic presence will be the public site (what anyone in the world will see), the members site (the portion of the site behind unify credentials), motions (the recasting of the online motion database), file repository (the recasting of the current repository), and archives (the recasting of the green page).
 - c. **Developers** Presently, David Smith and Kelly Rickman are the university personnel who are working as the developers of the recasting of the electronic presence of the university website.
 - d. **Timeline** Presently, it is anticipated that the new electronic presence will be completed by the conclusion of the 2014-15 academic year. This electronic presence will be developed in modules and when feasible, the modules will be released and available for use as they are completed.
 - e. **Suggestions Invited** Please funnel suggestions or observations regarding the electronic presence of the university senate through your point person Craig Turner who will forward them to the developers.

- f. **Additional Detail** Kelly Rickman and David Smith provided a report to the Executive Committee and Standing Committee Chairs at their joint meeting held on Friday 22 Aug 2014 from 3:30 to 4:45. More detail on this matter is available in the meeting minutes for that meeting. If even more detail is desired on this initiative, please contact Craig Turner.

UNFINISHED BUSINESS: There was one item of unfinished business.

1. **UNIVERSITY SENATOR PINS** Presiding Officer Susan Steele distributed university senator pins to the first-time members of the University Senate who were present at the meeting. Pin recipients were Ruth Carter, Renee Fontenot, Heidi Fowler, Brittiny Johnson, Katie Simon, and Carter Shadden (Graduate Assistant of the 2014-15 University Senate).

NEW BUSINESS: There was no new business.

ADJOURN:

1. **CHOOSE HEALTH FAIR** Susan Steele encouraged all to support the 1 Oct 2014 *Choose Health Fair*.
2. **ATTENDANCE AND THE SIGN-IN SHEET** Susan Steele requested that each individual present at the meeting sign the university senator attendance sheet or guest sign-in sheet on their way out if they hadn't already signed in.
3. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:39 p.m.