

**2014-2015 University Senate
Minutes for the 24-Oct-2014 Meeting**

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

PRESENT (34) Angel Abney, Susan C. Allen, Kay Anderson, Andrei Barkovskii, Louis Bourne, Jan Clark, Ben Davis, Nicole DeClouette, Donovan Domingue, Steve Dorman, Josie Doss, Ruth Eilers, Victoria Ferree, Bill Fisher, Douglas A. Goings, Maureen Horgan, Juawn Jackson, Amanda Jarriel, Macon L. C. McGinley, Julia Metzker, Amy Pinney, Mike Rose, Lindy Ruark, Claire Sanders, Katie Simon, Susan Steele, John R. Swinton, Evelyn Thomas, Moriah Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, Howard Woodard.

ABSENT (4) Elissa Auerbach, Heidi Fowler, David McIntyre, Vicky Robinson.

REGRETS (12) Kelli Brown, Ruth J. Carter, Victoria Deneroff, Renee Fontenot, Brittney Johnson, Ben McMillan, William Miller, Lyndall Muschell, Barbara Roquemore, Costas Spirou, Amy Sumpter, James J. Winchester.

GUESTS (10)

First Name	Last Name	2014-2015 Committee	Description Role on University Senate or Position at the University
Julia	Hann	None	<i>Director of Internal Audit and Advisory Services</i>
Nicole	Moyo	None	
Tom	Ormond	None	<i>Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Leslie	Pierce	None	<i>Chief Human Resources Officer</i>
Carter	Shadden	None	<i>Graduate Assistant of the 2014-15 University Senate</i>
John	Sirmans	APC	<i>Parliamentarian of the University Senate</i>
Carol	Ward	RPIPC	<i>Associate Director, HR and Compliance Programs</i>
Katherine	Warel	None	
Angelina	Webber	None	

CALL TO ORDER: Susan Steele, Presiding Officer of the 2014-2015 University Senate, called the meeting to order at 3:34 p.m.

AGENDA: A motion to approve the agenda was made and seconded. One agenda amendment was offered:

- a. insert a report from SoCC by Julia Metzker immediately following the CAPC report

The amendment was accepted and the agenda was approved as amended.

MINUTES: A draft of the minutes of the *12 Sep 2014 meeting of the 2014-2015 University Senate* was circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and was presented to those present for consideration. These minutes were approved as circulated by email.

PRESIDENT'S REPORT: President Steve Dorman

1. PROGRAM PRIORITIZATION

- a. **Forum Date** There will be a forum regarding Program Prioritization on 31 Oct 2014 at 2:00 p.m. in the Arts & Sciences Auditorium.
- b. **Task Force Reports** On 24 Oct 2014, the reports from the two Task Forces will be available at the Academic Affairs Intranet website.
- c. **Forum Content** At the forum, the co-chairs of the two Task Forces will review the process and provide information regarding the findings of the group. In addition, the President's Executive Cabinet will be present and provide comments based upon their review of the materials.

2. GC BUDGET PLANNING PROCESS

- a. **Change in Budget Forum Date** Hopefully you have seen the announcement regarding the change of date for the university budget planning forum. Due to a scheduling conflict the forum has been changed from 19 Nov 2014 to 3 Dec 2014.
- b. **Stay Involved and Attend the Forum** Please continue to be involved in your departmental and college discussions about budgetary needs and directions. In addition, you are invited to the 3 Dec 2014 university budget planning forum.
3. **CHARTER WEEK** The week of November 8 will be Charter Week in the life of the university. Our 125th Celebration committee under the direction of Kay Anderson has planned a variety of events in recognition of our anniversary. On Nov.8 from 11-2 there will be a community oriented event on the front lawn of campus. This event will be designed to be family friendly. The week will culminate in a Scholarship Gala to be held on Nov. 8 the actual day the charter was signed. And, events will continue throughout the next year. I would like to encourage you and your colleagues to attend as many of these events as possible and I would especially like to invite you to attend the Scholarship Gala. Tickets for the Gala are on sale through the Foundation and any revenue from the event will go toward scholarships. It is our goal to raise 125 new scholarship or the equivalent, in this year. And we will have a very special announcement regarding this at the Gala on November 8. I hope you will be there!
4. **CIVIC ENGAGEMENT**
 - a. **National Award Received** On 29 Sep 2014, I was pleased to be invited to Washington DC to the National Press Club to accept an award for civic engagement for Georgia College. The award featured the work of Dr. Jim Lidstone and the Live Health Baldwin Program but included all of the civic engagement that this campus works toward. Georgia College was recognized by the New York Life Foundation and the Washington Center and was selected as one of five universities out of one-hundred-twenty-six which applied for this award. I can't tell you how proud I was to accept this honor on your behalf.
 - b. **Visited with Alumni and GC in DC Participants** During my time in Washington I was able to visit with several of our alumni who live and work in the area, and I also visited with our three students who are participating in the GC in DC program.
5. **EXECUTIVE LEADERSHIP INSTITUTE (ELI)** Congratulations are in order to Mr. Bill Doerr and to Dr. Tom Miles for being selected as two of the forty individuals from the USG who will be a part of the Executive Leadership Institute program sponsored by the USG. The program is designed to identify and develop leadership talent among individuals in the USG who hold promise for future leadership opportunities.
6. **QUESTIONS** President Dorman invited questions from the floor. There were none.
7. **INTRODUCTION** President Dorman introduced Leslie Pierce, Chief Human Resources Officer, who was among the meeting attendees and had started her service in this position on 29 Sep 2014.

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

1. **FACULTY EXCELLENCE**
 - a. **Director of Admissions**
 - i. **Successful Candidate** Effective December 1, 2014, Mr. Ramon Blakley will be joining Georgia College as the Director of Admissions. Mr. Blakley is currently the Director of Admissions at Texas A&M-Kingsville. Prior to this he was Senior Associate Director of Admissions at Saint Louis University, and before this held the position of Admission Counselor/Assistant Director of Multicultural Student Recruitment at Missouri State University. Mr. Blakley brings both private and public university experience to Georgia College, which will be helpful in our future recruitment efforts.
 - ii. **Search Committee** The Search Committee members included: 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).

Dr. Spirou served as chair and the committee was assisted by Parker Executive Search. Thank you to the search committee for the time and effort they put into this search process.

- iii. **University Community** Also, thanks to those who attended the open forums and provided valuable feedback to the committee.

b. **Ongoing Searches**

i. **John H. Lounsbury College of Education Dean Search**

- 1) **Search Committee** The search is being chaired by Tom Ormond and assisted by the Academic Search firm. 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).
- 2) **Campus Interviews** Three candidates will be coming to campus on October 31, November 3, and November 4. Please watch for open forum announcements in FrontPage.

ii. **Associate Provost for Student Success and Strategic Initiatives**

- 1) **Nearing Completion** A decision will be made soon.
- 2) **University Community** Thanks to all who attended open forums and provided feedback to the search committee.
- 3) **Search Committee** Search Committee members include: Kay Anderson (Registrar), Lee Gillis (Psychological Science), Mark Pelton, Chair (AVP Extended University), Ben McMillan (Accounting), 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).

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

- a. **Program Prioritization** Please plan to attend the Open Forum to be held Friday 31 Oct 2014 at 2:00 p.m. in the Arts & Sciences Auditorium. The Task Force reports are now available for review on the Academic Affairs Intranet website.

3. **STUDENT EXCELLENCE**

- a. **National Scholarship Office** With student excellence being in the forefront of our thinking, 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! The search for a professional staff member to assist the office will begin shortly. Watch FrontPage for announcements.

4. **QUESTIONS** Associate Provost Tom Ormond invited questions from the floor. There were none.

COMMITTEE REPORTS: The following committee reports were given.

1. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – John R. Swinton

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

- a. **Election Oversight** The letters, to be distributed to point persons of the academic units - College Deans and the Director of Libraries – requesting their elected faculty senator election procedures and informing them of which of their faculty will be finishing their elected faculty senator terms in the spring of 2015, have been prepared. These letters will be distributed by Presiding Officer Susan Steele at the next meeting of the Academic Leadership Team. This is part of the election oversight responsibility of the Executive Committee.

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

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

- a. APC met Friday 3 Oct 2014 at 2:00 PM. The following were among the issues discussed.
 - i. **Mentoring** Given that we now have professional advising, faculty will mentor (rather than advise) student majors. APC discussed this matter agreeing that it should be
 - 1) administered at the department level
 - 2) rewarded if done but not penalized if not done as some faculty may not really be good at mentoring
 - ii. **Academic Calendar/Exam Schedule** APC discussed this matter and decided to form a work group to investigate academic calendars at other USG institutions as well as the USG policies and procedures pertaining to academic calendars and report back at the next APC meeting.

3. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Stephen Wills

Officers: Chair Stephen Wills, Vice-Chair Bill Miller, Secretary Juan Ling

- a. **Global Overlays** The 3 Oct 2014 CAPC meeting was largely spent discussing strategies to address issues dealing with the global overlay.
 - i. **Current Requirement** The Georgia College core curriculum currently requires that students obtain three exposures to Global Perspectives by completing courses (or study abroad experiences) that carry a global overlay. Through a standing waiver, transfer students are required to complete only one global overlay. This global overlay is a Georgia College requirement on the core and was proposed as a means to distinguish the Georgia College core curriculum from those of other USG institutions. Currently students can meet this global overlay requirement through several pathways.
 - 1) Completing the Area B course, GC2Y Global Perspectives
 - 2) Completing a course in the core curriculum that carries the global overlay
 - 3) Completing an elective course that carries the global overlay
 - 4) Completing a course in the major area of study that carries the global overlay
 - 5) Completing a university credit-bearing study abroad experience.
 - ii. **Current Realization** The majority of students are able to obtain the three required exposures to the overlay through a combination of these pathways. However, a significant number of students slated to graduate in Spring 2015, about 80, are projected to have not completed at least one of the three required exposures. This issue is particularly germane to students in majors that do not have courses in their curriculum with a global overlay and students that transfer to Georgia College.
 - iii. **Waiving Overlay** As an informational item, the Office of the Registrar will waive the global overlay requirement for students slated to graduate in the 2014-2015 academic year that have been unable to complete the requirement.
 - iv. **Possible Solutions** But this is really not a solution to our problem and SoCC and CAPC are considering possible short and long term solutions including the following.
 - 1) Work to urge programs with courses that would likely meet global overlay requirements to go ahead and apply for the overlay.
 - 2) Work to urge programs without global overlay courses in their programs of study to develop such courses if possible.
 - 3) Allow more flexibility in the overlay requirement to allow courses meeting a Domestic Diversity overlay, which is currently under development as part of the Diversity Action Plan, to substitute for one or two global overlay courses.
 - 4) It has even been brought up that we could abandon the global overlay requirement, a self-imposed institutional requirement above and beyond the university system requirements, until a solution is developed.

4. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Julia Metzker

Officers: Chair Julia Metzker, Vice-Chair Amy Sumpter, Secretary Kay Anderson

a. **Activities Completed**

- i. 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.
- ii. Updated the process for peer review of core course proposals – anticipate a two to three week turn around on course proposals.
- iii. Streamlined the process for course substitution in Area B.

b. **Activities In-Progress**

- i. Developing a survey to gather feedback about the core curriculum from across the campus in an effort to assess faculty perceptions of the core curriculum.
- ii. Establishing a form for minor changes to GC1Y and GC2Y Sections (outcomes, approved instructors, section title, section description, LBTC component)
- iii. Exploring opportunities for supporting faculty development for course development and proposal development with respect to core courses.

5. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Tom Toney

Officers: Chair Tom Toney, Vice-Chair Barbara Roquemore, Secretary Carol Sapp

- a. **Meeting** The Faculty Affairs Policy Committee of the University Senate met on 3 Oct 2014 from 2:00pm to 3:15pm in Arts & Sciences 1-15. The following topics were discussed and/or "farmed out."

- i. **Student Opinion Surveys** The committee agreed that changes that had been implemented this year by the Office of Academic Affairs were within their purview. Policy now requires a minimum of two classes per semester be surveyed vs. all classes with ten or more students which had been recommended via an advisory motion by the 2010-2011 Faculty Affairs Policy Committee on 3 Dec 2010. Though Academic Affairs may have had the authority to do this, it was felt that better communication between that office and the Faculty Affairs Policy Committee of the University Senate would have been useful.
- ii. **Post-Tenure Review** Just a few final proposed "tweakings" of wording to the document that was approved by the university senate last academic year remain.
- iii. **Program Prioritization Study** This is causing a fair amount of anxiety among many faculty. We understand that the task force reports will be posted via "some" Georgia College communication mechanism one week prior to the scheduled open forum on 31 Oct 2014 at 2:00pm.
- iv. **Pre-Tenure Review** Concern has been expressed regarding this process, particularly about dates involved - notification, items due, etc. This may be an item that Faculty Affairs needs to examine in more detail - perhaps not a complete revision so much as a clarification of important dates and notification procedures.
- v. **Faculty Research Grants** A survey has apparently taken place via the Academic Affairs Office regarding faculty research grants and their possible future elimination. Several on the committee did not know about this survey or its possible implications.
- vi. **Contingent Faculty Participation in Shared Governance** Tricky issue in terms of defining contingent faculty, finding out who they are, their desire to participate in governance, etc. A sub-committee of the Faculty Affairs Policy Committee was assigned to find out more about this issue and report back to the committee a possible plan of action.

b. **Steered to FAPC by ECUS**

- i. A proposed student opinion survey policy to replace the pair of dated and conflicting student opinion survey policies presently in the Policies, Procedures and Practices Manual
- ii. A proposed change of the conversion factor from 12/10 to 12/9 for use in the conversions between academic year and fiscal year faculty contracts

- iii. A proposal for the review of the process by which emeritus status is bestowed on a retired faculty member and the benefits of this status providing language recently adopted at Kennesaw State University as a starting point.
6. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Macon McGinley
Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette
- a. **LGBT Motion** Consideration of the resolution for LGBT’ coordinator is postponed to the 5 Dec 2014 meeting of university senate as an online motion database upload error delayed the uploading of the motion past the required *ten days prior to university senate meeting* timeline.
 - b. **Freshman Housing Requirement** Housing officials resolve to ensure the conflicting freshman residency requirement language on the Admissions and University Housing web pages is reconciled. The resolution will be to either correct the errant information on the Admissions web page or remove this information entirely from the Admissions web page.
 - c. **Common Meeting Time Concerns** Referred the concerns about common meeting time to ECUS (Executive Committee of the University Senate) on 3 Oct 2014 for steering. Concerns about RSO (Recognized Student Organization) involvement from students and RSO coordination with faculty advisers; concerns of participation of various players in each area on campus in each other’s events and meetings. The SGA (Student Government Association) has survey data from the past year as a resource.
 - d. **Postponed to the next SAPC meeting**
 - i. Grading appeal process to possibly be added to the set of required syllabus statements.
 - ii. Housing policy on removing upperclassmen from residence halls in order to accommodate freshmen.
 - iii. Issues concerning accessibility to FrontPage.
7. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Juawn Jackson
Officers: President Juawn Jackson, Vice President Gina Webber, Secretary Laura Ahrens, Treasurer David Gastley
- a. Prioritization Efforts
 - b. SGA Reunion during Homecoming Fri, Feb 20 (tentatively 5PM) at the Old Governor's Mansion
 - c. Early College Mentorship Starting
 - d. Charter-Eve Celebration
 - i. Laser Show (7:30)
 - ii. Co-Sponsors are welcomed
 - e. Amici Trivia Night (Nov. 3rd) - Georgia College themed
 - i. Faculty & Staff are invited
8. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Jan Clark reporting for Ben McMillan
Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittiny Johnson
- a. **MOTION 1415.RPIPC.001.P (TOBACCO AND SMOKE-FREE CAMPUS POLICY)** On behalf of the committee, Jan Clark, RPIPC Vice-Chair, presented the motion which presently read simply *See attached document.*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.RPIPC.001.P, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - 1) *Smoking Policy* An MSWord file providing the proposed policy statement as well as the other information to comply with the university senate policy template.
 - ii. **CONTEXTUAL INFORMATION** Jan Clark shared the following contextual information.
 - 1) Jan Clark proudly held up her certificate of completion dated 30 Mar 2009 as the first graduate of a free university-sponsored smoking cessation class offered while Motion 0809.RPIPC.005.P Campus Smoking Policy was under consideration by the university senate during the 2008-2009 academic year. Some of the meeting attendees responded with applause to this revelation.

- 2) Jan Clark noted that the motion was to adopt the proposed university policy that was implementing the March 2014 Board of Regents Policy that all University System of Georgia campuses will be Tobacco and Smoke Free Campuses effective 1 Oct 2014.
 - 3) This proposed policy had been reviewed and approved by RPIPC and was being proposed for consideration by the University Senate.
 - 4) Jan Clark acknowledged the trio of motions to amend circulated to the university senate email list by Craig Turner.
- iii. **DISCUSSION** The following were points of discussion.
- 1) **Proposed Amendment 1** A MOTION *To revise the motion text from “See attached document” to “To recommend the proposed Tobacco and Smoke-Free Campus Policy articulated in the supporting document entitled ‘Smoking Policy’ be adopted as University Policy and to endorse the guidelines and procedural recommendations made therein.”* was proposed and seconded.
 - a) There was a brief discussion expressing some confusion about the action being requested by the amendment. This was cleared up when a point of clarification was offered to note that the amendment was proposing to amend the motion text in a manner to conform to the standard motion text associated with policy (type “P”) motions.
 - b) There was a brief discussion expressing concern that the name of the supporting document – *Smoking Policy* – was not reflective of its contents which were not advocating for a ban on only *smoking* but rather advocating for a ban on *use of any tobacco products* which includes smoking as well as chewing tobacco, snus, etc. There was a response to note that the name *Smoking Policy* referred only to the supporting document and that the name both in that document and of the motion itself was *Tobacco and Smoke-Free Campus Policy*.
 - c) **Senate Action** Proposed Amendment 1 was *approved* with no further discussion following the two points of clarification noted above.
 - 2) **Proposed Amendment 2** A MOTION *To revise the **Tobacco Products** subsection of the **Definitions** section of the supporting document titled **Smoking Policy** from “a. Cigarettes b. Cigars c. Pipes d. All forms of smokeless tobacco including any other smoking devices e. Clove cigarettes” to “a. Cigarettes b. Cigars c. Pipes d. Clove cigarettes e. All forms of smokeless tobacco including but not limited to chewing tobacco, snuff, and snus f. Any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes”* was proposed and seconded.
 - a) The first comment requested a definition of snus. A member from the floor read a definition obtained via a quick internet search of “snus: a moist powder tobacco product originating from a variant of dry snuff.”
 - b) An observation offered from the floor for consideration in the future was the inclusion of marijuana as its legalization may not be that distant and most don’t consider marijuana a tobacco product. This observation found insufficient support to emerge as an amendment during the deliberation.
 - c) A concern about trying to legislate against smoking paraphernalia was expressed noting that this type of legislation has been unsuccessfully attempted in numerous states.
 - d) An observation that the language proposed was simply importing language from the superseding USG/BoR policy curtailed the continuing discussion of the details of this proposed amendment.

- e) **Senate Action** Proposed Amendment 2 was *approved* with no further discussion on a hand vote of 24 *for* and 2 *against* after the Presiding Officer declared the voice vote as too close to call.
- 3) **Proposed Amendment 3** A MOTION *To revise the Use subsection of the Definitions section of the supporting document titled Smoking Policy from "a. Burning of any tobacco product for personal satisfaction. b. Orally employing any smokeless tobacco products for personal satisfaction. c. The operation of any electronic tobacco delivery product for personal satisfaction. d. Any other means on employing tobacco for personal satisfaction."* to *"a. Smoking which means inhaling, exhaling, burning, or carrying any lighted tobacco product including cigarettes, cigars, and pipe tobacco b. Any smokeless tobacco products employed orally including but not limited to dipping, spitting, chewing and sucking c. Nasally employing any smokeless tobacco products including but not limited to all forms of snuff and snus d. The operation of any electronic tobacco delivery product e. The operation of any smoking devices that simulate the use of tobacco f. Any means on employing tobacco for personal satisfaction"* was proposed and seconded.
 - a) There was some brief discussion reiterating points made in the consideration of proposed amendment 2.
 - b) **Senate Action** Proposed Amendment 3 was *approved* by voice vote with a vocal minority expressing disapproval of the amendment.
- iv. **SENATE ACTION** Motion 1415.RPIPC.001.P was *approved as amended* by voice vote with a vocal minority expressing disapproval of the motion.
- v. **FOLLOWING THE MEETING** The following actions were taken by university senate secretary Craig Turner to document the adopted amendments.
 - 1) The addition of a second supporting document called *Tobacco and Smoke-Free Campus Policy (as amended)*. This document includes the revisions, resulting from the adoption of Proposed Amendments 2 and 3, to the original supporting document titled *Smoking Policy*. The title of this second supporting document – *Tobacco and Smoke-Free Campus Policy (as amended)* – was chosen to be more reflective of its contents.
 - 2) The addition of a third supporting document called *Motion Text (as amended at the 24 Oct 2014 meeting of University Senate)*. This document includes the revisions to the main motion text resulting from the adoption of Proposed Amendment 1 further revised to explicitly reference the second supporting document (which incorporated the adopted changes to the **Tobacco Products** and **Use** subsections of the **Definitions** section). To be explicit, the motion text contained in this third supporting document is *To recommend the proposed Tobacco and Smoke-Free Campus Policy articulated in the supporting document titled "Tobacco and Smoke-Free Campus Policy (as amended)" be adopted as University Policy and to endorse the guidelines and procedural recommendations made therein.*
- b. **MOTION 1415.RPIPC.004.R (ENDORSE THE OBJECTIVES OF THE 2014-2019 DIVERSITY ACTION PLAN)** On behalf of the committee, Jan Clark, RPIPC Vice-Chair, presented the motion *To endorse the three objectives of the 2014-2019 Diversity Action Plan articulated in the supporting document entitled "Objectives of the Diversity Action Campaign."*
 - i. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.RPIPC.004.R, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - 1) *Objectives of the Diversity Action Plan* An MSWord file articulating the three objectives of which endorsement was being requested.
 - ii. **CONTEXTUAL INFORMATION** Jan Clark shared the following contextual information.

- 1) The Diversity Action Plan has four objectives. We bring only three as one of the objectives spoke to matters outside the purview of RPIPC.
- iii. **DISCUSSION** The following were points of discussion.
 - 1) A concern seeking clarification of who would develop the *system of accountability in hiring, promotion, and professional development activities* in the *Faculty and Staff Recruitment and Retention Success* objective, indicating that this system would ideally be customized by the faculty of each department rather than be prescribed externally.
 - a) It was pointed out that the wording of the objective could not be amended and that the actions available were to endorse or not to endorse.
 - b) The level of concern was diminished in the presence of the information that the group that would flesh out the details of this objective had a diverse composition and did include faculty, staff, and student representatives.
 - c) The level of concern remained sufficiently strong for the speaker expressing this concern to recommend against endorsement.
 - iv. **SENATE ACTION** Motion 1415.RPIPC.004.R was *approved* with no further discussion on a hand vote of *21 for* and *9 against* after the Presiding Officer declared the voice vote as too close to call.
- c. **MOTION 1415.RPIPC.002.R (ACKNOWLEDGMENT AND APPRECIATION OF DIVERSITY ACTION PLANNING COMMITTEE)** On behalf of the committee, Jan Clark, RPIPC Vice-Chair, presented the motion *To express appreciation to the entire membership of the Diversity Action Planning Committee for its tremendous efforts in developing the Diversity Action Plan and to acknowledge the importance of this work to the future of our university.*
 - i. **SUPPORTING DOCUMENTS** Motion 1415.RPIPC.002.R, accessible in the online motion database, was displayed on the big screen. There were no supporting documents.
 - ii. **CONTEXTUAL INFORMATION** Jan Clark shared the following contextual information.
 - 1) We bring this resolution to you for endorsement to recognize the work of our colleagues on this initiative.
 - iii. **DISCUSSION** The following were points of discussion.
 - 1) A question from the floor asking “Is there a precedent for this type of a motion?”
 - a) The answer was “Yes, other committees have been recognized in this way.”
 - b) The follow-up question was “Which committees?”
 - c) The follow-up answer was “SACS Committees and the Core Committee”
 - d) *Note: During the preparation of these minutes, there were two prior similar motions identified: 0910.EC.003.R Recognition of GCSU SACS Committees and 1011.EC.002.R Recognition of the Work Done by Faculty Advocates to Create the University System of Georgia Faculty Council.*
 - iv. **SENATE ACTION** Motion 1415.RPIPC.002.R was *approved* with no further discussion by voice vote with a vocal minority expressing disapproval of the motion.
 - d. **Staff Training** In consultation and coordination with Daniel Simpson, the newly hired Training Specialist in Human Resources, RPIPC plans to field a survey of faculty to request participation in training staff and would like to plan for this survey to be an annual occurrence. The main goal is to match the training needs of staff with faculty possessing the ability to fill these training needs.
 - e. **Faculty to Faculty List Serve** RPIPC is continuing to work on the proposal for restoring the faculty list serve. It will be accompanied with a survey of demand for the service. RPIPC members will approach administration with a proposal for approval before asking for a senate vote. Representatives of University Communications and DoIT (Division of Information Technology) have said that it could be restored. The proposal will request an opt-out policy.
 - f. **Class Prerequisites**

22 Aug 2014 *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. 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. 28 students were enrolled in these class sections from majors outside of the Business School. Policy would not be based in the academic requirement of the class but be focused simply on capacity and availability to teach the sections.*

3 Oct 2014 The university registrar recommended that the aforementioned classes be restricted to majors and minors of the College of Business. In light of this, no new policy will be requested.

- g. **Terrell Hall ADA** RPIPC has been asked by faculty working in Terrell Hall to review its compliance with the Americans with Disabilities Act (ADA).
 - h. **Steered to RPIPC by ECUS**
 - i. A proposal to significantly streamline the existing institutional technology policies in the Policies, Procedures and Practices Manual
 - ii. A proposal for the allocation of campus space(s) for a faculty club and an emeritus lounge
 - i. **Common Meeting Time** The issue of the common meeting time emerging from the SAPC and SGA was also steered to RPIPC.
 - j. **FRAUD AWARENESS WEEK** – Julia Hann
 - i. Georgia College in conjunction with the USG BoR is promoting International Fraud Awareness Week during Nov. 16-22. A small task force has put together some events for the week. This will be a primary opportunity to remind employees and the community that supporting an ethical culture includes ensuring that we are all aware of our Ethics and Compliance Reporting Hotline which gives stakeholders a method to report confidentially.
 - ii. In celebration of Fraud Awareness Week, Georgia College plans to:
 - 1) Mail a post to all employee for awareness to events and hotline,
 - 2) Update the GC Internal Audit website to include information about ethics, fraud and Fraud Awareness Week,
 - 3) Create a Front Page announcement,
 - 4) Contact Staff Council, University Senate, and The Colonnade,
 - 5) Plan a special event to host a panel of speakers to discuss their experiences with fraud and creating a more ethical culture. Students and employees are strongly encouraged to attend.
 - a) Date: Tuesday, Nov. 18, 5:15pm to 6:45pm, A&S Auditorium
 - b) Panel will include:
 - (1) Dr. Susan Steele, College of Health Sciences
 - (2) Dr. Robert Sumowski, College of Education
 - (3) Ms. Myra Tisdale, Assistant District Attorney, Macon-Bibb County
9. **MOTION TO EXTEND MEETING:** As it was 4:43pm, Susan Steele noted that there was a need to adjourn the meeting at 4:45pm in the absence of a motion to extend the meeting time. A *MOTION To postpone adjournment and extend the meeting time to complete the remaining business* was made, seconded and approved with a vocal minority expressing their preference to adjourn.
10. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Susan Steele
Officers: Chair Susan Steele, Vice-Chair John R. Swinton, Secretary Craig Turner
- a. **Steering Items** The following requests sent to ECUS for consideration were steered to standing committees as follows.
 - i. Faculty contract conversion factor between academic and fiscal year – steered to FAPC
 - ii. Proposed Student Opinion Survey Policy – steered to FAPC
 - iii. Designation Process and Rights of Faculty with Emeritus Status – steered to FAPC
 - iv. Proposed Technology Policy – steered to RPIPC
 - v. Allocation of University Space for a Faculty Club – steered to RPIPC

- vi. Allocation of University Space for an Emeritus Faculty Lounge – steered to RPIPC
- vii. Common Meeting Time (emerging from SAPC and SGA) – steered to RPIPC
- b. **Apportionment** The apportionment of thirty-four of the thirty-seven elected faculty senator positions to the academic units (colleges and the library) for the 2015-16 academic year was completed by the Executive Committee. There were no changes to the apportionment from the 2013-14 academic year: CoAS 17, CoB 5, CoE 5, CoHS 5, Library 2. The remaining three elected faculty senator positions are designated as at-large elected faculty senators.
- c. **Service Recognition Policy** Confirmation of the implementation of the service recognition process (recognition of employees for 10, 15, 20, 25, 30, and 35 years of service) is being sought. Concerns have been expressed to ECUS members regarding recognition omissions (failure to recognize individuals who should have been) and recognition errors (recognition of individuals who should not have been).
- d. **University Senate Budget**
 - i. **Annual Allocation** is \$500 in foundation funds and \$5000 in operating funds.
 - ii. **Recent Activity** All 2014 governance retreat bills have been paid. Current balance in operating funds is \$3,024.
 - iii. **To Be Processed** An outstanding bill for travel reimbursement (mileage) for attendance at the USGFC meeting will be presented at the next ECUS meeting.
- e. **Joint Meeting with Standing Committee Chairs on 3 Oct 2014**
 - i. **Academic Policy Committee** APC issues include (a) definition of mentoring vs. advising, (b) recommendations to evaluate mentoring, and (c) considering modifications to the final exam schedule that allows for a reading day.
 - ii. **Curriculum and Assessment Policy Committee**
 - 1) CAPC reported working on the issue of global overlays and concerns that some students have not had the opportunity to meet this overlay requirement in the upper level courses. The Provost and Registrar are working with this committee and students to waive requirement for 2014-15 graduates and considering changes in overlays for graduates on target to complete degrees in the 2015-16 academic year.
 - 2) CAPC is also considering proposing a diversity overlay as a means to meet part of the global overlay requirement. The committee is seeking a measurable definition of diversity prior to further discussion about a diversity overlay.
 - iii. **Faculty Affairs Policy Committee** FAPC discussion included concerns by faculty about the process by which the recent changes to student opinion survey frequency were administered and plans further discussion.
 - iv. **Fraud Awareness Task Force** Ben McMillan volunteered to talk to a colleague about serving as University Senate representative on a Fraud Awareness Task Force. If the colleague cannot serve, Ben McMillan will serve.
 - v. **Compliance Task Force** Presiding Officer Susan Steele announced that she agreed to serve as the University Senate representative on the Compliance Task Force.
 - vi. **Agenda 24 Oct 2014** The tentative agenda for this university senate meeting was prepared.

INFORMATION ITEMS: Of the following informational reports, only the USGFC report was provided orally. If written reports were received during the preparation of these minutes, they are included here.

- 1. **TECHNOLOGY ASSISTED INSTRUCTION TASK FORCE** – Victoria Deneroff
 - a. *Following the meeting and during the preparation of these minutes, Howard Woodard, who also served on this task force in another capacity, indicated that this task force had completed its work.*
- 2. **ASSOCIATE PROVOST FOR STUDENT SUCCESS AND STRATEGIC INITIATIVES SEARCH** – Ben McMillan
 - a. Four candidates were brought to campus in the last six weeks: Dr. Idna Corbett, Dr. Mary Wearn, Dr. Nancy KingSanders, and Dr. Caroline Denard.
 - b. The search committee has met and made its recommendations to the Provost.

3. **DATA STANDARDS COMMITTEE** – Craig Turner
 - a. This committee has not met since summer 2014. There is no new information to provide at this time.
4. **ELECTRONIC PRESENCE OF THE UNIVERSITY SENATE UPDATE** – Craig Turner
 - a. **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 senate. Both David and Kelly serve in Enterprise Applications under the direction of James Carlisle.
 - b. **Update** This development is moving forward. In particular, the online senator database will soon be transferred from its current server administered by Dr. Bryan Marshall to a server administered by Enterprise Applications.
 - c. **Suggestions Invited** Please funnel suggestions or observations regarding the electronic presence of the university senate through your point person Craig Turner who we will forward them to the developers.
 - d. **Additional Detail** If more detail is desired on this initiative, please contact Craig Turner.
5. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – Susan Steele for John R. Swinton
 - a. **Meeting:**
 - i. Date Saturday 11 Oct 2014 from 9:30am to 4:00pm
 - ii. Location Georgia Gwinnett College, 1000 University Center Lane, Lawrenceville, GA 30043
 - b. **Representative** Susan Steele attended the meeting as John R. Swinton’s designee as John had a conflict with the meeting date and was unable to attend.
 - c. **Report** Due to the lateness of the hour, Susan Steele elected to limit the oral report to a list of the discussion topics and provide the details of a select few topics deferring most of the details to the written report. She highlighted the 12-month Pay Option for Faculty item and briefly advertised the various reports which had been circulated to USGFC members indicating that there were links to these reports in the written report. She indicated that her written report had been submitted to Craig Turner for inclusion in the minutes. *Following the meeting, Craig Turner posted this written report – also included here in its entirety – to the university senate email list.*

Chancellor Hank Huckaby and Vice Chancellor Houston Davis	
TOPIC	KEY POINTS
Budget	<ul style="list-style-type: none"> • Upcoming budget request to legislature is based on current formula. • \$7 million additional requested based on graduate and upper division expansion. • Performance-based funding will be implemented using a block grant type system to institutions and the BoR will decide how to allocate those funds to institutions,
Student Housing	<ul style="list-style-type: none"> • System currently has \$3.6 billion in debt. • System seeking to sell the debt and create public-private partnerships • System seeking a ballot referendum to allow tax exemption to individuals or corporations that assume the debt.
Adjunct Faculty	<ul style="list-style-type: none"> • Ratio of adjuncts to full-time faculty is out of balance; more full-time faculty needed. • Affordable Care Act will impact adjuncts, RAs, and graduate assistants who may not have a partner with health insurance.
Special Mission Schools	<ul style="list-style-type: none"> • No plans to change special missions • Trend will be to allocate more special missions to colleges & universities in the university system
Complete College Georgia	<ul style="list-style-type: none"> • BoR continues to support this initiative as part of Complete College America • USG has been slow to adopt in comparison to the tech school system

Summer Pay	<ul style="list-style-type: none"> The current limit of (33+1/3)% of full-time salary is intended to ensure that no faculty member can earn more than would be earned if on a 12 month contract.
Consolidations	<ul style="list-style-type: none"> BoR is learning from previous experience with the consolidations regarding cultural clashes, faculty and staff anxiety, salary inequities, differences in tenure and promotion standards. Initial focus in salary adjustment has been on the inequities between the lowest paid faculty and staff.
Joint Staffing	<ul style="list-style-type: none"> Different institutions may “share” a faculty member to enable someone who is part-time to become a full-time BoR employee and benefit – eligible. Benefit costs will be divided between the institutions.
University President Veto of Motions Passed by Institutional Senate	<ul style="list-style-type: none"> Because the Senate on each campus serves in an advisory role, the President of each institution has the ultimate authority to approve or veto. The President is required to notify the BoR of the veto so that the board is aware of the situation.
Sexual Assault & Harassment Task Force	<ul style="list-style-type: none"> BoR has established a task force which President Dorman co-chairs Anticipation of resources at both the system and university level for expanded resources, including potentially a position of a faculty ombudsman
Promotion & Tenure	<ul style="list-style-type: none"> BoR has recently changed the policy regarding P&T Changes do not affect the timeline, but allow for changes in the credit toward tenure/promotion, providing greater flexibility in credit to try and attract faculty.
12 Month Pay Option	<ul style="list-style-type: none"> Will definitely occur when a new payroll processing platform is implemented
e-Core	<ul style="list-style-type: none"> All system schools have some students enrolled in e-Core courses BoR making adjustments to try to be more student-centered <ul style="list-style-type: none"> Use of affordable or free textbooks for courses Processes for tuition collection flexible Use of per-credit tuition plans Becoming an e-Core institution is based on the development of courses and an administration system ready for management. Some faculty present expressed concern that faculty teaching e-Core courses earn \$3,600 per course, which reduces faculty willingness to teach courses on campus. I expressed concern about access in rural parts of the state, as well as ability to obtain hardware needed if e-Courses intended to be more affordable. BoR response regarding slow internet access in rural areas is being addressed with use of public libraries, tech schools, and public access areas.
Affordable Textbooks	<ul style="list-style-type: none"> 37 grants recently approved for development and/or adoption of free or low-cost textbooks. Next round of grants will be established for department within individual institutions to adopt or create alternative resources.
Special Institutional Fees	<ul style="list-style-type: none"> Cannot be phased out quickly because they actually represent a form of hidden tuition. System plans a gradual transition to higher graduate tuition fees.

for Graduate Students	
GALILEO (Georgia Library Learning Online)	<ul style="list-style-type: none"> • \$5 million requested for past year to enhance GALILEO; \$2.5 million received from legislature. • Acquisition focus is on peer-reviewed resources that can enhance Affordable Georgia program and from publishers willing to create resources that can be integrated with Brightspace (formerly D2L)
Benefits	<ul style="list-style-type: none"> • Health care costs are increasing a burden on faculty and staff • There is a need for both students and faculty/staff to have availability of mental health services. Employee Assistance Plans may be an option. • Abortion coverage was removed from the general state health insurance coverage plan, but remains in the USG plan.
Endangered Academic Programs	<ul style="list-style-type: none"> • Annual review to investigate reasons for low graduation rates needs to occur. • Special circumstances may reveal reasons for low productivity should be considered. • BoR definition of low productivity <ul style="list-style-type: none"> ○ < 10 undergraduates graduating per year over a 3 year period ○ < 5 graduate or associate degree programs graduating per year over a 3 year period. • BoR report was issued May 24th and is available online. • Schools also considering consolidating majors, but using multiple concentrations to distinguish the differences.
USGFC Business and Discussions	
TOPIC	KEY POINTS
Format for Election of USGFC Representatives	<ul style="list-style-type: none"> • Recommendation that representatives be determined by direct election from among the institutional Senate members • Recommendation for a minimum 2 year term to allow for continuity • Presiding Officer or designee of each institutional Senate would always be welcome to attend, but only elected representative be allowed to vote.
Faculty Salary	<ul style="list-style-type: none"> • Disparities continue to be an issue for USGFC representative both between and within institutions • Discussion at some institutions has centered on paying faculty per credit hour vs. salary. • Concerns expressed about administrative salaries continuing to rise while faculty salaries remain stagnant.
Recommended Reading for USGFC Members	<ul style="list-style-type: none"> • Equinox Blueprint for Learning 2030 (report) • Affordable Learning Georgia (website) • Academic Degree Productivity (BoR report) • Academic Programs Year in Review (BoR report)

UNFINISHED BUSINESS: There was one item of unfinished business.

1. **UNIVERSITY SENATOR PINS** Presiding Officer Susan Steele distributed a university senator pin to the first-time members of the University Senate who were present at the meeting. Bill Fisher was the only recipient.

NEW BUSINESS: There was no new business.

ADJOURN:

1. **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.
2. **MOTION TO ADJOURN** As there was no further business, a motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:50 p.m.