

**2014-2015 University Senate
Minutes for the 13 Feb 2015 Meeting**

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

PRESENT (36) Susan C. Allen, Kay Anderson, Elissa Auerbach, Louis Bourne, Tyler Bragg, Kelli Brown, Ruth J. Carter, Jan Clark, Steve Dorman, Josie Doss, Heidi Fowler, Mike Gleason, Douglas A. Goings, Maureen Horgan, Macon L. C. McGinley, Ben McMillan, Julia Metzker, William Miller, Lyndall Muschell, Amy Pinney, Vicky Robinson, Barbara Roquemore, Mike Rose, Claire Sanders, Katie Simon, Costas Spirou, Susan Steele, Amy Sumpter, John R. Swinton, Evelyn Thomas, Tom Toney, Craig Turner, Shaundra Walker, Stephen Wills, James J. Winchester, Howard Woodard.

ABSENT (4) Karen Berman, Victoria Deneroff, Victoria Ferree, David McIntyre.

REGRETS (10) Angel Abney, Ben Davis, Nicole DeClouette, Donovan Domingue, Ruth Eilers, Renee Fontenot, Juawn Jackson, Amanda Jarriel, Brittiny Johnson, Lindy Ruark.

GUESTS (6)

First Name	Last Name	2014-2015 Committee	Description Role on University Senate or Postion at the University
Cassie	Napier	RPIPC	<i>Program Coordinator, Continuing Education and Public Services</i>
Tom	Ormond	None	<i>Senior Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Mary	Magoulick	SoCC	<i>Professor, English and Rhetoric Department</i>
Carter	Shadden	None	<i>Graduate Assistant of the 2014-15 University Senate</i>
John	Sirmans	APC	<i>Parliamentarian 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 2:00 p.m.

AGENDA: A motion to approve the agenda was made and seconded. The agenda was approved as circulated.

MINUTES: A draft of the minutes of the 5 Dec 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. **STATE OF UNIVERSITY ADDRESS** Thanks to everyone who attended the State of the University address last Friday. I appreciate the very positive responses I have heard to my remarks and would encourage a continued dialogue on campus regarding the ideas mentioned.
2. **CARNEGIE FOUNDATION COMMUNITY ENGAGEMENT CLASSIFICATION** At the 5 Dec 2014 university senate meeting, I mentioned that I hoped to bring good news regarding our application for Community Engagement Classification; and indeed, in January, we were officially noted by the Carnegie Foundation with the Community Engagement Classification. We are one of five USG schools to have been designated. Thanks to Dr. Steve Jones and all who participated in putting together the application and the review.
3. **GC DAY AT THE CAPITOL** This week, over fifty Georgia College students visited the capitol and were encouraged to visit their representative and senator and advocate for Georgia College. We were also fortunate in that there was a resolution by Governor Deal and resolutions in the House and Senate that acknowledged the 125th anniversary of Georgia College. It was an honor to be asked to address the House, and SGA President Jackson and I both addressed the Senate.
4. **GCSU FOUNDATION BOARD MEETING** The GCSU Foundation Board will meet on our campus next Friday, 19 Feb 2015, at 2:00 at The Depot. You are certainly invited to attend all or part of that meeting.
5. **QUESTIONS** President Dorman invited questions from the floor. There were none.

PROVOST'S REPORT: Provost Kelli Brown

1. **FACULTY EXCELLENCE**

- a. **Faculty Excellence Awards** Beginning this year, the Faculty Excellence awards will be revised in light of comments made by faculty and the Task Force on Faculty Awards recommendations. The revision is intended to simplify the process and recognize faculty for their contributions to Georgia College. Colleges will select nominees for four awards and forward to the university faculty awards committee who will select the recipient for each award category. Award recipients will remain a "secret" until the awards. The four awards are:

- i. Excellence in Teaching Award
- ii. Excellence in Scholarship & Creative Endeavors Award
- iii. Excellence in University Service
- iv. Excellence in Scholarship of Teaching and Learning

For their meritorious work award recipients will receive \$1000 in their base salary effective the following fiscal year.

Due Dates

- i. Nominations to college due by: February 13, 2015
 - ii. Nominees notified by college by: February 16, 2015
 - iii. College selection received by Dr. Steve Jones by: March 13, 2015
 - iv. University selection by: April 8, 2015
- b. **Other Excellence Awards** The following awards will be awarded at the university level only:
- i. Department/Program Excellence Award: recipient will receive \$2500 in one time operating funds the following fiscal year.
 - ii. Irene Rose Community Service Award: recipient will receive \$500 from the Georgia College Foundation.
 - iii. Laurie Hendrickson McMillan Faculty Award (College of Business makes this award in 2014-15): recipient will receive \$500 from the Georgia College Foundation.

Due Dates:

- i. Nominations to Dr. Steve Jones by: February 13, 2015
 - ii. Nominees notified by university by: February 16, 2015
 - iii. Applications due to Dr. Steve Jones by: March 13, 2015
 - iv. University selection by: April 8, 2015
 - v. Notified by: April 10, 2015
- c. **Eligibility** Past award recipients are not eligible to receive an award in the same category until a minimum of five years has elapsed. However, in subsequent years past award recipients will be considered in other award categories. **For the 2014-2015 awards only, past award recipients may submit application for consideration in the 2014-15 application year.**
- d. **Presentation of Awards** This year, Georgia College will have a combined Faculty & Staff Celebration of Excellence on 16 Apr 2015 at 9:00 a.m. in Russell Auditorium. This celebration will allow the university community to recognize the good work of faculty and staff alike. I look forward to seeing you there!
- e. **For more information** about each award go to:
<http://frontpage.gcsu.edu/announcement/faculty-awards-call-nominations>

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

- a. **Spring 2015 Graduation Ceremonies** There will be one graduate ceremony and two undergraduate ceremonies, both at the Centennial Center.
- i. **Graduate Ceremony** Fri 8 May 2015 The processional will begin promptly at 6:45 p.m.
 - ii. **Undergraduate Ceremonies** Sat 9 May 2015
 - The College of Arts & Sciences ceremony will begin at 9 a.m. with the processional beginning promptly at 8:45 a.m.

- The Colleges of Business, Education and Health Sciences ceremony will begin at 2 p.m. with the processional beginning promptly at 1:45 p.m.
- iii. **More Details** about each ceremony and when faculty need to arrive, etc. will be forthcoming from Ms. Kay Anderson.
- iv. **Reception** Immediately following each undergraduate ceremony, graduating students and their guests are invited to join the Georgia College faculty, staff, and administration for a reception on the reflecting pool lawn. This will be an exciting time for students to introduce their families and friends to the faculty and staff who have worked with them throughout their time at Georgia College.
- v. **Regalia** For faculty in need of regalia to be able to attend the ceremony please contact Dr. Jan Clark.

- b. **National Assessment of Service and Community Engagement (NASCE)** Between February 9th and 20th Georgia College will participate in the National Assessment of Service and Community Engagement (NASCE), a web-based survey that measures an institution's overall level of community engagement. The data acquired from this survey will allow us to quantitatively measure our students' service contribution so that that we can more effectively and efficiently focus our community engagement efforts to better serve the entire community.

Starting on February 9th all undergraduate students started receiving emails - with a link to the online survey - inviting them to participate. We need your help to emphasize the importance of the survey and to encourage all undergraduate students to complete it. Please announce the survey during class time and in other academic settings (it should take about 10-15 minutes to complete). If you would you be willing to spare 15-20 minutes of class time for students to complete the survey, please contact Julia Metzker at engage@gcsu.edu to arrange to have someone come to your class.

3. **QUESTIONS** Provost Kelli Brown invited questions from the floor. There were none.

UNFINISHED BUSINESS: There was one item of unfinished business.

1. **MOTION 1415.CAPC.003.B (BYLAWS REVISION OF MOTION 1314.EC.001.B)** On behalf of the Subcommittee on the Core Curriculum, Stephen Wills, CAPC Chair, presented the motion *To amend the bylaws revisions of motion 1314.EC.001.B previously adopted by the University Senate at its 25 April 2014 meeting as indicated in the supporting documentation.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.003.B, accessible in the online motion database, was displayed on the big screen. There was one supporting document.

- i. *Bylaws Revision of Motion 1314.EC.001.B* An MSWord file providing three versions of the language pertaining to the Subcommittee on the Core Curriculum (SoCC) in the university senate bylaws: (1) the current bylaws (2) the proposed revisions of motion 1314.EC.001.B, and (3) the proposed compromise revisions to address the concerns of President Dorman with the proposed revisions of motion 1314.EC.001.B.

- b. **CONTEXTUAL INFORMATION** Stephen Wills invited SoCC Chair Julia Metzker to join him at the front of the room to field questions as Julia Metzker had shepherded the most recently proposed revisions through consultations with SoCC members, ECUS members, Standing Committee Chairs, and President Dorman as they had been drafted.

- i. **Consultation with President Dorman** The specific issues and proposed compromise positions (solutions) are detailed below.

1) **Teaching Representative**

- **Issue** The term teaching representative isn't clearly defined and could be subject to interpretation.
- **Solution** The definition below is acceptable to Dr. Dorman and was endorsed by SoCC.

A teaching representative is defined as a full-time member of the Corps of Instruction who has taught at least one (1) course in the represented area in the two (2) calendar years preceding the date of appointment to the subcommittee.

2) **SoCC Chair Eligibility**

- **Issue** The bylaw change allows for non-senator members of SoCC to be eligible to hold the chair position. This is not common practice in University Senate committees. However, restricting the chair to the senator members would limit the potential candidates to three members, which could be as little as twenty percent of the members of the committee.
- **Solution** The following process for electing the SoCC chair was acceptable to Dr. Dorman and was endorsed by SoCC.

Only members of the subcommittee who are elected faculty senators or teaching representatives are eligible to serve as the-chair. The election of the chair is subject to confirmation by a majority secret ballot vote of the members of the Curriculum and Assessment Policy Committee. The election of SoCC officers shall occur at the organizational meeting of CAPC.

c. **DISCUSSION** The following were points of discussion.

- i. A point of clarification was sought from the floor: Why does the proposal not include at least one CAPC member on SoCC? Julia Metzker indicated that recently there have been members of CAPC on SoCC: specifically the University Registrar is an ex officio non-voting member of SoCC and has often been the Presidential Appointee or Chief Academic Officer appointee to CAPC. Similarly for the last two years Cara Meade has served on both CAPC and SoCC.
- ii. A motion to divide the question was made asking specifically to separate consideration of the insertion of a definition of teaching representative from consideration of the eligibility criteria and election process for the SoCC Chair. This motion was seconded and approved with no further discussion.
 - 1) Teaching Representative language passed on a hand vote meeting the 2/3 majority threshold with no further discussion.
 - 2) SoCC Chair Eligibility and Election Process language passed on a hand vote meeting the 2/3 threshold with the following discussion points.
 - A reiteration from the floor of a concern of a non-elected-faculty-senator being eligible to serve as SoCC Chair. A committee chair should be beholden to a constituency.
 - The opinion that as proposed, those eligible to serve as SoCC Chair were beholden to a constituency. Specifically the elected faculty senators are beholden to the constituency who elected them, the teaching representatives are beholden to the Core Area they represent.

d. **SENATE ACTION** In summary, Motion 1415.CAPC.003.B was *approved* by 2/3 majority vote as indicated above.

NEW BUSINESS: There were three items of new business.

1. **MOTION 1415.CN.002.O (US VOLUNTEER AND SENATOR CHANGES)** On behalf of the committee, John R. Swinton, SCoN Chair, presented the motion *Changes to US representation 1) To replace Bill Fisher with Karen Berman as the Presidential Appointee to FAPC for 2014-15 academic year. 2) To replace Andrei Barkovskii with Mike Gleason as elected CoAS Faculty Senator for the remainder of Andrei*

Barkovskii's term (ending at the completion of the 2014-15 academic year). 3) To replace Selected Student Senator Moriah Thomas with Tyler Bragg for 2014-15 academic year. II. Changes to Committee representation 1) FAPC: To replace Bill Fisher with Karen Berman as the Presidential Appointee to FAPC for 2014-15 academic year. 2) APC: To replace Andrei Barkovskii with Mike Gleason as elected CoAS Faculty Senator for the remainder of Andrei Barkovskii's term (ending at the completion of the 2014-15 academic year). 3) SAPC: To replace Selected Student Senator Moriah Thomas with Tyler Bragg for 2014-15 academic year.

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CN.002.O, accessible in the online motion database, was displayed on the big screen. There were three supporting documents.
 - i. *Summary of US and Committee revisions* An MSWord file detailing the proposed revisions to memberships of the university senate and its committees.
 - ii. *edited slate of nominees* An Excel file showing the committee rosters of the 2014-15 university senate with the proposed revisions highlighted in yellow.
 - iii. *Updated sCoN compliance report* An MSWord file demonstrating that the committee memberships with the proposed revisions were in compliance with the requirements on committees articulated in the university senate bylaws.
 - b. **CONTEXTUAL INFORMATION** John R. Swinton shared the following contextual information.
 - i. This motion is filling vacancies introduced by recent retirements/resignations from the university senate and its committees.
 - ii. Each of the replacements are nominated to serve on the same committee that the individual they are replacing was serving on.
 - c. **DISCUSSION** There was only one point of discussion.
 - i. A point of clarification was offered from the floor indicating that the action of the university senate is technically focused on the committee assignments of these replacements and leaves the (s)election of the university senators to the process required by university senate bylaw.
 - d. **SENATE ACTION** Motion 1415.CN.002.O was *approved* with no further discussion.
2. **MOTION 1415.RPIPC.005.P (INFORMATION TECHNOLOGY POLICY)** On behalf of the committee, Ben McMillan, RPIPC Chair, presented the motion *To recommend the proposed Information Technology Policy in the supporting document entitled "Adoption of USG System Information Technology as GCSU Information Technology Policy" as University Policy, and to endorse the definitions and procedural recommendations made therein.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.RPIPC.005.P, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *Adoption of USG System Information Technology as GCSU Information Technology Policy* An MSWord file providing the proposed Information Technology Policy as well as definitions, procedures, forms, and other information in compliance with the university senate policy template.
 - b. **CONTEXTUAL INFORMATION** Ben McMillan shared the following contextual information.
 - i. The proposed policy is to adopt USG Information Technology Policy as GCSU Information Technology Policy.
 - ii. Specifically, this would include policies pertaining to IT Institutional Profile, Password Policy, Encryption Policy, Security – People Soft, Security – Banner, Imaging Policy, and General as listed in the supporting document in the Definitions section.
 - iii. Recently the USG Instructional Technology Policy has been fluid and resulted in the necessity for GCSU to consider frequent rewrites of institutional policy to remain in compliance with superseding USG Policy. The approval of this motion will prevent the necessity of such frequent revisions.

- c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1415.RPIPC.005.P was *approved* with no discussion.
3. **MOTION 1415.CAPC.004.C (RENAME THE CURRENT MSN PROGRAM)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To approve the renaming of the MSN program "Adult Health Nurse/Nursing" to "Nurse Educator" as proposed by the College of Health Sciences.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.004.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *MSN Program Name Change Documentation* An MSWord file which is a memo to the CoHS Curriculum Committee from Deborah MacMillan, Interim Director of the School of Nursing, indicating the rationale for the name change.
 - b. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.
 - i. The language Adult Health Nurse/Nursing is dated and no longer applicable. The name change to Nurse Educator will conform to the nomenclature used for comparable nursing programs of study.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1415.CAPC.004.C was *approved* with no discussion.

COMMITTEE REPORTS: The following committee reports were given.

- 1. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Susan Steele
Officers: Chair Susan Steele, Vice-Chair John R. Swinton, Secretary Craig Turner
 - a. **Executive Committee Meeting** ECUS met 2:00pm-3:15pm on 23 Jan 2015. Actions taken:
 - i. **Election Procedures** Received from academic units their elected faculty senator election procedures and adopted procedures for the at-large elected faculty senator election.
 - ii. **Governance Calendar (2015-2016)** Appointed Craig Turner as point person to draft the 2015-2016 governance calendar for ECUS review.
 - iii. **Governance Retreat** Appointed John Swinton as Chairperson for the 2015 Governance Retreat Planning Committee.
 - iv. **State of University Address 2016** Recommended retention of the February time frame for the President's State of the University address in 2016.
 - v. **Committee Annual Reports** Chose Wed 22 Apr 2015 as a candidate for the due date for the annual reports from standing committees and subcommittees to allow sufficient time to prepare for the transitional process according to the governance calendar. Also recommended the same template for the reports as was used for the 2013-14 reports. These proposals are subject to change in consultation with standing committee chairs.
 - vi. **Tokens for Governance Service** Appointed presiding officer Susan Steele to informally poll and investigate wishes of University Senate committee volunteers regarding some type of token of recognition for service.
 - vii. **Editorial Revisions to the University Senate Bylaws** Approved editorial revisions to the university senate bylaws as prepared by Craig Turner, Secretary. According to the provisions of the current bylaws, these editorial changes shall become effective following announcement at this (13 Feb 2015) university senate meeting. A summary list of the editorial revisions is attached as a supporting document to these minutes.
 - b. **Announcements from ECUS.**
 - i. **Risk Assessment** Risk Assessment process has been completed and actions assigned to various Vice Presidents.
 - ii. **USG Initiatives** The University System of Georgia leadership has announced a number of changes and documents were made available for interested parties. These documents are also available on USG websites.
 - Oneusg designed to expand Shared Services

- Affordable Learning Georgia
 - Changes in retiree healthcare benefits
- iii. **University Senate Electronic Presence** The university senate electronic presence revisions continue, and final changes are still several months in the future.
 - iv. **Audit** Julia Hann and Internal Audit Services staff have performed a review of University Senate processes and offered suggestions on possible ways to improve processes. The Executive Committee will review these suggestions and follow up as necessary.
 - v. **AAUP Redbook** The 11th edition of the *AAUP Policy Documents and Reports*, also known as *The Redbook* (due to its red cover) has been placed in the reference section of the library and the previous edition is now in the circulating collection, thanks to Craig Turner and Ben Davis.
- c. **Executive Committee and Standing Committee Chairs Meeting** ECUS met with Committee chairs 3:30pm-4:45pm on 23 Jan 2015 and took the following actions:
 - i. **University Senate Meeting** Set the agenda for this (13 Feb 2015) university senate meeting, including motions to be entered into the online motion database.
 - ii. **Motions** Discussed motions intended to be entered into the online motion database.
 - iii. **Student Opinion Surveys** Discussed need for FAPC to take action regarding the SRI (Student Ratings of Instruction) policy steered to the committee during Fall 2014 semester.
 - iv. **Committee Annual Reports** Selected Mon 27 Apr 2015 as the due date for committee annual reports and agreed to make no changes to the report template.
2. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – John R. Swinton

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

- a. **Replacements Motion** A motion for replacements for three university senate positions including committee assignments has been entered into the online motion database. This motion was approved by the university senate earlier at today's meeting.
- b. **Election Procedures** All academic units have submitted their procedures for electing their elected faculty senators.
- c. **Election Results** According to the university senate bylaws, elected faculty senator election results should be received by February 1. To date, I have received these election results from the
 - i. **College of Business**
 - 1) Juan Ling was elected to replace outgoing Senator Ben Miller and
 - 2) John Swinton was re-elected.
 - ii. **Library**
 - 1) Jolene Cole has been elected to replace outgoing senator Ben Davis.
 - iii. **College of Health Sciences**
 - 1) Sandra Handwerker has been elected to replace Mandy Jarriel.

I do not have results from the College of Arts and Sciences nor do I have results from the College of Education.
- d. **Selected Senators** Craig Turner reminded me that selected senators from Staff Council and the Student Government Association are due by 1 Mar and 31 Mar, respectively.
- e. **At-Large Election** The call for nominations for an at-large elected faculty senator went out, was put on Front page twice and a notice went to an email list of chairs. The nominations are scheduled to be closed today. As of my last check there are two nominations:
 - i. Chavonda Mills from Chemistry and
 - ii. Carol Sapp from Health Sciences.
- f. **Governance Retreat** I have been informed that traditionally the Presiding Officer Elect is in charge of planning for the next governance retreat. Please let me know if you are willing and able to help out with all that that task entails. I will be asking around for people's preferences concerning just about everything.

3. **ACADEMIC POLICY COMMITTEE (APC)** – Howard Woodard
Officers: Chair Howard Woodard, Vice-Chair Donovan Domingue, Secretary John Sirmans
 - a. **Meeting**
 - i. **Date** The APC committee met on Friday January 23 2015.
 - ii. **Topics** The APC activity consisted of discussions of the following items:
 - 1) **Academic Calendar** The committee deferred Academic Calendar discussion to a later meeting to allow more research of calendars of other USG institutions.
 - 2) **Grade Appeals** The committee discussed Grade Appeals and the Grievance Policy. The location seemed to be an issue with students having difficulty finding the policy on the website. The committee recommended that Academic Affairs place a link on the page with other policies that are included in syllabi. Other policy discussion deferred pending consultation with the university counsel for legal advice and perspective.
 - b. **Next Meeting** The members of the Academic Policy Committee will continue discussion on their topics at their 27 Feb 2015 meeting.
4. **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.
5. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – Julia Metzker
Officers: Chair Julia Metzker, Vice-Chair Amy Sumpter, Secretary Kay Anderson
 - a. **SoCC Intranet Site**
 - i. Policies, procedures and courses under review are viewable at <http://intranet.gcsu.edu/socc>
 - b. **Courses Recently Approved**
 - i. The Sexual Sublime in Music, Literature, and Film (Area B1)
 - ii. Mathematics in the House of Wisdom (Area B2)
 - iii. MSCM 3379: Comparative International Media Systems (Global Overlay)
 - c. **Courses Submitted: Review in Progress**
 - i. Cultural Violence: Roots, Correlates, & Consequences (Area B2)
 - ii. Through the Looking Glass: Utopian and Dystopian Worlds (Area B1)
 - d. **Other Activity**
 - i. **State of the Core Report** A subgroup will begin the process of preparing a state of the core report to share with campus. This report will address the history and current status of the core as well as make recommendations for future development in the curriculum. This group will develop a survey for students to provide feedback about the curriculum. Faculty still have an opportunity to complete the faculty survey at <http://bit.ly/GCCoreSurvey>.
 - ii. **Changes to SoCC Review Process** Each proposal is assigned to a team of three to four members of the committee with a liaison to the proposer. The proposal liaison acts as the point of communication between the committee and the proposer, which will streamline the review process.
 - iii. **Applying Global Overlay to Existing Courses** SoCC encourages departments to seek the Global Overlay for courses taught in their departments (core or major) that have significant global content. The forms necessary to do so are available at <http://intranet.gcsu.edu/socc>
6. **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 2:00pm-3:15pm on 23 Jan 2015. The following topics were discussed.
 - i. **Student Opinion Surveys**

- 1) Concern was raised about being able to survey small classes, cross-listed classes, graduate sections of 4000/5000 level classes, etc. Many committee members feel a statement needs to be inserted along the lines of “Exceptions being allowed for some classes to be surveyed when under ten students if agreed between the faculty member and the departmental chair” and then to give some examples such as the ones listed above.
 - 2) NOTE: At the 23 Jan 2015 joint meeting of the Executive Committee with Standing Committee Chairs, someone brought up the issue of “student rights” as a potential problem with implementing the student opinion surveys for small classes. In the case of these small classes, it might be easier for a faculty member to identify the student than is the case for larger classes.
 - ii. **Faculty Contract Conversion**
 - 1) The conversion factors for fiscal to academic year and vice versa are under consideration.
 - 2) Is percolating and a continuing topic of deliberation
 - 3) Consensus among the members of the Faculty Affairs Policy Committee: it’s problematic if a faculty member goes from 0.75 EFT to 1.0 EFT and a base pay conversion factor of 12/10 is used rather than 12/9.
 - iii. **Contingent Faculty Participation in Shared Governance** An email list of contingent faculty has been secured thanks to Senior Associate Provost Tom Ormond, the survey is in preparation, the survey is likely to be implemented soon.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Ben McMillan
Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittiny Johnson
- a. **Update Banner to Allow Student Access to Classes with No Prerequisites** Allow Banner/Paws to search for classes with no prerequisites during drop/add. Functionality already in place after drop/add for students. Purpose would be to allow student to enroll in classes that meet their scheduling needs as well as fill under-utilized section offerings. Committee members are working with our Division of Information Technology (DoIT) staff to survey students about specific needs that students may have.
 - b. **Common Meeting Time** deliberation has been postponed to the next meeting.
 - c. **OIED Civility** Office of Institutional Equity and Diversity staff met with the committee to discuss the Spring Civility campaign and ask for participation from faculty and staff.
 - d. **Six Hour Minimum Tuition Payment Requirement** The six hour minimum enrollment for Spring and Fall approved by the Board of Regents is impacting off-campus internships that are taken for credit. A specific issue for the Accounting Department in the College of Business due to the number of internships that are taken in Atlanta during the spring. The current work around is to allow students to earn six hours for the internship (these are 45 to 60 hour work weeks during tax season.) Allowing six hours however takes all electives from the accounting curriculum.
8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – Macon McGinley
Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette
- a. **Old Business**
 - i. **Student Housing Concern** Housing policy on displacing upperclassmen from residence halls in order to accommodate freshmen. Reviewing information from Chief Student Affairs Officer Dr. Bruce Harshbarger.
 - b. **New Business.**
 - i. **Greek Organizations** The policy on Greek organizations that have been put on probation, suspension or some other form of disciplinary action but that are still recruiting/pledging current students. Action: remove name of offending organization from list of active Greek organizations on GC online presence.

- ii. **Student Rights** Student Academic Bill of Rights and Responsibilities to be sent to ECUS for steering: to APC.
 - iii. **Space Reservation Concern** This item was steered to RPIPC. Suggest amending policy as necessary so that priority given to academic units for academic spaces before end of drop-add and priority given to non-academic units for non-academic spaces before end of drop-add.
9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Mahmood Al Bayati for Juawn Jackson
Officers: President Juawn Jackson, Vice President Gina Webber, Secretary Laura Ahrens, Treasurer David Gastley
- c. **Homecoming Updates**
 - i. We are gearing up for Homecoming next week which is shaping up to be an exciting time!
 - ii. The decision for the concert was made by the Homecoming Concert Committee and individuals can email the Committee Chair Victoria Fowler or SGA President Juawn Jackson with any questions.

ANNOUNCEMENTS: There were two announcements

- 1. **UPCOMING ENGAGE SURVEY** – Julia Metzker
 - a. **NASCE Survey** Between February 9th and 20th Georgia College will participate in the National Assessment of Service and Community Engagement (NASCE), a web-based survey that measures an institution’s overall level of community engagement. The data acquired from this survey will allow us to quantitatively measure our students’ service contribution so that that we can more effectively and efficiently focus our community engagement efforts to better serve the entire community.
 - b. **Please Announce** Starting on February 9th all undergraduate students will receive an email – with a link to the online survey – inviting them to participate. We need your help to emphasize the importance of the survey and to encourage all undergraduate students to complete it. Please announce the survey during class time and in other academic settings (it should take about 10-15 minutes to complete).
 - c. **Survey Link** Students may reach the survey at <http://bit.ly/engagedatGC>
- 2. **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. The only pin recipient was Tyler Bragg.

OPEN DISCUSSION:

- 1. **GOVERNANCE CALENDAR**
 - a. **Communication**
 - i. A concern from the floor was offered indicating that some meeting schedulers on campus schedule meetings out of compliance with the governance calendar (e.g. schedule a department or college meeting on a university senate meeting time) and asked what could be done about this.
 - ii. A suggestion was offered to share such concerns with the university senate presiding officer who in turn could share the concern with the appropriate vice president. (e.g. for department and college meetings – vice president of academic affairs)
 - iii. Provost Brown indicated that she has laid out clearly her expectations to academic deans to schedule their unit (college) meetings in compliance with the governance calendar and expects the deans to communicate this message to department chairs.
 - b. **Department Meetings**
 - i. A concern from the floor was offered indicating a desire to revive the practice of designating a meeting block explicitly with Department rather than having only College designations [with the expectations that department chairs will coordinate with college

deans to schedule department, college, and college committee meetings on College designated meeting blocks] as has recently been the case.

- ii. Craig Turner, point person for drafting the 2015-16 Governance Calendar, indicated that the current draft of the 2015-16 governance calendar has done just that and has common meeting blocks designated Department. *During the preparation of these minutes, the current draft of the governance calendar for 2015-16 was consulted to note that there are seven such Department designated blocks, one in each of the following months: September, October, and November of 2015 as well as January, February, March and April of 2016.*
- c. **Governance Retreat and Book Circle Meetings**
 - i. A concern from the floor was offered indicating that in 2014-15, the governance retreat for the university senate and the book circles meetings conflicted and requested that this conflict be avoided for the 2015-16 governance calendar.
 - ii. Susan Steele promptly assumed ownership of introducing that conflict indicating that the governance retreat date was finalized late and only two dates were feasible and at the time she didn't notice the selected date for the retreat conflicted with book circles.
 - iii. Both John Swinton (Governance Retreat Planning Committee Chair) and Craig Turner (2015-16 Governance Calendar drafter) agreed to do what they could to ensure that this conflict was not present for 2015-16.

2. **ACADEMIC CALENDAR**

- a. A question from the floor was directed to Howard Woodard (APC Chair) and was "Regarding the Academic Calendar item in the APC report, could you provide more detail on what is being deliberated and what aspects of the academic calendar might be changing?"
- b. Howard Woodard responded noting the following (1) When the academic year starts might be changing (2) The insertion of Reading Days (PAWS to Think Days in the past) – a reading day (time to prepare for final exams) is a day between the last day of classes and first day of final exams - are under consideration (3) Consultation with Kay Anderson (University Registrar) on pros and cons of recent variations of the institutional academic calendar (4) the academic calendars of other USG institutions are under review to see if there are any variations on them worthy of emulation (5) the question of "does the final exam block count as academic/instructional time?" – if so, then we could consider reducing the class meetings by one week.
- c. A suggestion from the floor was to avoid scheduling a final exam on Tuesday for a class that met on Monday as it was felt that there should be at least one calendar day between the last day a class meets and the day on which its final is scheduled.

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 2:51 p.m.

SUPPORTING DOCUMENTS

1. Editorial Revisions to the University Senate Bylaws (see part 1.a.vii of the ECUS report)