

**2014-2015 University Senate
Minutes for the 27 Mar 2015 Meeting**

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

PRESENT (31) Angel Abney, Susan C. Allen, Kay Anderson, Karen Berman, Kelli Brown, Victoria Deneroff, Donovan Domingue, Steve Dorman, Ruth Eilers, Renee Fontenot, Heidi Fowler, Mike Gleason, Douglas A. Goings, Maureen Horgan, Amanda Jarriel, Brittiny Johnson, Ben McMillan, William Miller, Lyndall Muschell, Amy Pinney, Barbara Roquemore, Mike Rose, Claire Sanders, Susan Steele, Amy Sumpter, John R. Swinton, Evelyn Thomas, Tom Toney, Craig Turner, Stephen Wills, Howard Woodard.

ABSENT (8) Elissa Auerbach, Louis Bourne, Tyler Bragg, Ruth J. Carter, Victoria Ferree, Juawn Jackson, David McIntyre, Katie Simon.

REGRETS (11) Jan Clark, Ben Davis, Nicole DeClouette, Josie Doss, Macon L. C. McGinley, Julia Metzker, Vicky Robinson, Lindy Ruark, Costas Spirou, Shaundra Walker, James J. Winchester.

GUESTS (7)

First Name	Last Name	2014-2015 Committee	Description Role on University Senate or Postion at the University
Andy	Lewter	SAPC	<i>Dean of Students</i>
Tom	Ormond	None	<i>Senior Associate Provost</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Crystal	Reeves	None	<i>Assistant Director for Compensation and Benefits</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>
Monica	Starley	None	<i>Executive Assistant to the President</i>

CALL TO ORDER: Susan Steele, Presiding Officer of the 2014-2015 University Senate, called the meeting to order at 3:33 p.m.

AGENDA: A motion to approve the agenda was made and seconded. Two amendments to the agenda were offered from the floor. The first was to include the USGFC (University System of Georgia Council) Report under Open Discussion (time-permitting). The second was to add one announcement under Announcements. The agenda was approved as amended.

MINUTES: A draft of the minutes of the 13 Feb 2015 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. **LAFAYETTE DAY** Today we joined with the City of Milledgeville and GMC in honoring the 190th anniversary of the Revolutionary War hero’s visit to Milledgeville. Earlier in the day there was a parade, speeches and picnic on the grounds at GMC. And this evening at 6:00pm there will be a reception at the Old Governor’s Mansion and a Concert in Russell Auditorium as we continue to honor the visit of the Marquis to our town. I hope you can plan to be present at the Mansion this afternoon and/or for the concert this evening that will feature a tribute to the music of the Andrews Sisters.
2. **NEW COMMITTEES** I would like to announce the creation of two new committees for our campus.
 - a. **Committee on Traditions** The purpose of the Traditions Committee is to advise the President and Executive Cabinet on all things pertaining to campus traditions and ethos. The composition of the committee will be a current student from the SGA Ethos Committee; a current student appointed by the Vice President for Student Affairs, the GC Alumni Director, the GC Alumni Association Board member, the GC University Senate Presiding Officer or appointee, the GC Staff Council

Chair or appointee, a GC Faculty member, and a GC Staff member both appointed by the President. The Committee will advise the Executive Cabinet regarding the traditions and practices considered essential to the ethos of Georgia College, to ensure that these traditions and practices are truly representative of the values held by the Georgia College community.

- b. **Committee on Campus Nomenclature and Taxonomy** The purpose of this committee is to ensure consistency, parallelism and accuracy in the names of units and their leaders within the organizational structure within Georgia College. The composition of the committee will be the Chief Human Resources Officer (Leslie Pierce); the Director of Institutional Effectiveness (Cara Meade); the Director of Institutional Research (Chris Ferland); the Director of Payroll & Financial Services (Dan Hann); and the Assistant Director for Compensation and Benefits (Crystal Reeves). The committee will develop clear definitions for what constitutes the name of a unit at Georgia College (such as Division, Department, Unit, Program, Office, College, Center, etc.) to ensure that there is consistency, parallelism and accuracy in the proliferation of units across campus.
3. **SIZE OF DIPLOMA / MAJOR ON DIPLOMA** We were recently asked to consider a change in the size and the descriptors on the university diploma. After discussion with the registrar, consideration of trends of other universities and in consultation with the executive committee of the university senate, the Executive Cabinet has approved a larger size diploma for graduate level graduates. In addition, the cabinet approved that diplomas will have the name of the major in addition to the degree written out on the diploma. These changes will take place with the Spring 2016 graduation.
4. **LEGISLATIVE SESSION** The legislative session is drawing to an end with the last day of the session expected to be April 2. As of now the \$9 million renovation of Beeson Hall continues to remain in the state budget for next year and we are not anticipating that to change. News about the university budget for next year will not be clear until after the session. Currently, there is \$10 million in the budget for raises for university employees. This amounts to a .55% increase. We are hoping to be able to add to this amount institutionally and provide a 3% raise which must be delivered meritoriously. More on this will be announced in April.
5. **MAY GRADUATION** I would like to encourage all faculty to attend the spring undergraduate graduations which will be held on May 9. The College of Arts & Sciences will graduate at 9:00 and the Colleges of Education, Health Sciences and Business will graduate at 2:00. Each graduation will be held in the Centennial Center. This spring we will invite parents and students to meet you at a reception to be held in tents located outside of the Centennial Center immediately following the respective ceremony. I would ask that the faculty from each college please attend the appropriate ceremony and remain for a brief reception after the graduation ceremony.
6. **CAREER CENTER** I am pleased to announce what I think will be an amazing opportunity for our students – the expansion of our Career Center for our students here at Georgia College. In response to student interest and demand, and because we know that students prepared in the liberal arts make outstanding employees, over the next three years, the university will be phasing in a schedule of six key career preparation benchmarks as well as a menu of additional suggested career activities that will become an essential part of the GC experience. During their four-year experience, all undergraduate students will be expected to complete a first-year career assessment and appointment, a second-year resume appointment, a career planning meeting, and a final senior year check-in to include a resume review and establishing a LinkedIn presence. In addition to being valuable in their own right, these benchmarks will serve as preparation for internships in students' junior and senior years, and will help to make our undergraduate experience distinctive. Our students will leave GC with both the multiple perspectives and flexibility of a liberal arts education as well as a sense of how to translate those backgrounds into career strategies. This initiative is a part of our student success efforts and comes as a great collaboration of academic affairs and student affairs. I would urge you all to work with our Career Center to support and supplement what you are doing in your coursework to make sure our students have the best launch from Georgia College into the work world.

7. **PRESIDENTIAL DEBATE APPLICATION** I am pleased to announce that Georgia College will submit an application to be considered as a site for one of the 2016 Presidential Debates. An official announcement regarding the applicants will come from the Commission on Presidential Debates on April 1, so I would ask that you please not publicize our application until then as well. The Commission on Presidential Debates coordinates the Presidential Debates and will make a determination on the locations of the 2016 debates at some point this fall. I would like to thank Dr. Mark Pelton and an amazing group of university staff that have worked diligently on this application for the past month or so.
8. **QUESTIONS** President Dorman invited questions from the floor. There were none.

PROVOST'S REPORT: Provost Kelli Brown

1. **FACULTY EXCELLENCE** The Center for Faculty Excellence (Dr. Steve Jones & Ms. Sara Stephens) will be moving from the North Clarke Street House to Arts & Sciences 2-56A within the next few weeks. The ENGAGE office (Dr. Julia Metzker & Cathy Stevens) will be moving from their space within The GIVE Center to the North Clarke Street House within the next few weeks. Thank you GIVE Center for providing temporary space for ENGAGE.
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. **University System of Georgia Major Project: ADP transitions to oneusg**
 - i. **What and When** The University System of Georgia is embarking on a new project called *oneusg*, which will focus on business excellence through shared services and standardization of administrative systems, practices and procedures. The initial scope of this important project is intended to be a progressive movement towards a holistic approach to our human capital management and financials, to unite the University System into a common platform, and to start discussions for additional system improvements. The projected go-live date for the *oneusg* pilot institution is January, 2016 and the remaining institutions currently using the ADP platform – to include Georgia College – are expected to go live July, 2016.
 - ii. **Goals** The goals of *oneusg* include a comprehensive host of improvement opportunities to include a set of uniform business procedures, policies and practices; one technical platform and software solution; one support team and service center; one approach to solution delivery; one source of data; one governing structure; and one set of third-party relationships that will provide complimentary service offerings. This complex project will include oversight from an executive council, and there will be representation from all

institutions forming numerous committees consisting of subject-matter and technical experts.

- iii. **Fit-Gap Phase** Right now we are in the fit-gap phase of this important project. This phase includes a formal process to determine how our current systems meet or fail to meet our documented business requirements. One of the guiding principles of *oneusg* is to leverage existing bench strength and experts across the system. This initial phase is focused on a design solution that will allow for a seamless transition from ADP to a new human capital system. This will initially support our business processes for human resources, faculty events (i.e., hiring), payroll accounting and budget, time and labor, absence management, payroll distribution, benefits administration, and self-service. This round of analysis is scheduled to be completed the first of July, 2015.
 - iv. **Communication** Another guiding principle of *oneusg* is communication, and Susan Allen and Kelli Brown intend to take several measures to ensure we clearly communicate changes throughout this and future transitions. GC Front Page will be our primary venue for important updates on the progression of this project.
 - v. **Next Steps** Future human capital management initiatives in the *oneusg* project are expected to include talent acquisition and onboarding, sponsored research and effort reporting, budget preparation and salary distribution, performance management, and reporting and analytics.
3. **STUDENT EXCELLENCE** Eleven Georgia College students will be attending the annual COPLAC Undergraduate Research Conference being held April 17-18 at UNC-Ashville. The students are: Alex Bruner, Amelia Fitch, Elaine Friend, Brooke Hoffman, Jeffrey Jones, Margaret (Olivia) Langford, Mikaela Lafave, Belinda Schaafsma, Tyler Whitehouse, Chris Wilson, and Scott York.
 4. **QUESTIONS** Provost Kelli Brown invited questions from the floor. There were none.

UNFINISHED BUSINESS: There were no items of unfinished business.

NEW BUSINESS: There were four items of new business.

1. **MOTION 1415.CAPC.005.C (CHANGE AND DEGREE DESIGNATION AND NAME OF MASTER'S PROGRAM IN HHP)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To change the degree designation from M.Ed. to M.S. and the title from "Kinesiology" to "Health and Human Performance" as proposed by the College of Health Sciences and the School of Health and Human Performance.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.005.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *Supporting Documentation for Change in Degree Designation and Name Change: Master HHP* A pdf file documenting the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.
 - i. The proposal is change the degree from a M.Ed. in Kinesiology to a M.S. in Health and Human Performance.
 - ii. There are no proposed changes to the curriculum or concentrations within the degree, this is a change only to the nomenclature.
 - iii. The primary reasons for making this change are for better branding of the degree (to more accurately reflect the nature of the degree and to conform to disciplinary nomenclature) and to improve the accuracy of data reporting.
 - c. **DISCUSSION** There was only one point of discussion.
 - i. A point of clarification was sought from the floor with the question – given this is a change from a Master's of *Education* to a Master's of *Science*, are there really no curricular

changes? The answer was that the current name - Master's of Education - is a misnomer and does not accurately reflect the curriculum comprising the degree and that is one of the reasons for the proposed change.

- d. **SENATE ACTION** Motion 1415.CAPC.005.C was *approved* with no further discussion.
2. **MOTION 1415.CAPC.006.C (NEW MASTER'S PROGRAM IN ATHLETIC TRAINING)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To approve a new Master's of Science degree program with a major in Athletic Training as proposed by the College of Health Sciences and the School of Health and Human Performance.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.006.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *MS degree in Athletic Training* A pdf file providing a letter of intent in support of the proposed new program.
 - b. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.
 - i. The proposal is to transition the degree in Athletic Training from a bachelor's degree to a 3+2 master's degree.
 - c. **DISCUSSION** There was only one point of discussion.
 - i. A point of clarification was sought from the floor with the question – given this is a change from an undergraduate to a graduate degree, what new resources (if any) will be necessary to deliver the new program? The answer was that one new faculty position (but it is really not new since the position is already approved and the search is presently in progress) is necessary so this is just a rebranding/modification of current curriculum.
 - d. **SENATE ACTION** Motion 1415.CAPC.006.C was *approved* with no further discussion.
3. **MOTION 1415.CAPC.007.C (NEW CONCENTRATION IN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER)** On behalf of the committee, Stephen Wills, CAPC Chair, presented the motion *To approve a new concentration in Psychiatric Mental Health Nurse Practitioner as proposed by the College of Health Sciences and the School of Nursing.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.007.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *New Concentration in Psychiatric Mental Health Nurse Practitioner* A pdf file documenting the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** Stephen Wills shared the following contextual information.
 - i. This proposal is in direct response to changes in national credentialing bodies.
 - ii. This program will utilize all the core courses from the existing MSN program.
 - iii. The addition of five new courses to address didactic and clinical requirements will be necessary to support this proposed curricular change.
 - iv. No additional faculty will be necessary for 2015-2016. Thereafter, an additional faculty line may be necessary to meet the projected increase in the number of students in the program.
 - c. **DISCUSSION** There was only one point of discussion.
 - i. A point of clarification was sought from the floor with the question – Is there a need for this new program? The answer was yes, for the following three reasons (1) changes in certification within nursing, (2) insurers are starting to cover these types of claims so more people are seeking this type of help, and (3) supports a need of military personnel with post-traumatic stress disorder (PTSD).
 - d. **SENATE ACTION** Motion 1415.CAPC.007.C was *approved* with no further discussion.
4. **MOTION 1415.ECUS.001.P (GEORGIA COLLEGE SERVICE RECOGNITION)** On behalf of the committee, Susan Steele, ECUS Chair, presented the motion *To recommend adoption of the proposed Georgia*

College Service Recognition policy as described in the attached document in place of the existing Service Recognition Policy.

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.CAPC.005.C, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *Georgia College Service recognition proposed policy* An MSWord file providing the proposed revisions to the existing Service Recognition Ceremony formatting in compliance with the university senate policy template.
- b. **CONTEXTUAL INFORMATION** Susan Steele shared the following contextual information.
 - i. Crystal Reeves, present with us today, was the primary architect of these changes, which were drafted in consultation with a work group consisting of Leslie Pierce, Monica Starley, Susan Steele, and Craig Turner.
 - ii. While there are minor editorial changes to the policy statement, the substantive changes are to articulate, in detail, the procedures to implement service recognition at Georgia College.
- c. **DISCUSSION**
 - i. Crystal Reeves was invited to come to the front of the room to assist in summarizing the proposed revisions and field questions from the floor.
 - ii. The summary of proposed changes included the introduction of a five year recognition (currently the first recognition is for ten years of service), a tightening of the procedures with specific attention to (1) compliance with USG definitions of employee (faculty and staff) categories, (2) provide each employee the opportunity to review her/his number of years of service for accuracy and offer corrections if necessary, (3) clarification of the service start date being used, (4) noting that anniversaries of all start dates of employment from January 1 to December 31 are being considered, (5) ownership of the ceremony is shifting from the university president's office to human resources, and (6) eligibility for recognition is possibly different than that for retirement within the USG (as the recognition is for only the years of service at Georgia College and the retirement within the USG may, for some individual employees, be based on service to other institutions).
 - iii. Questions from the floor were invited. Forthcoming was only a reminder that by the university senate bylaws, *committee of the whole* consideration can occur only with a two-thirds majority approval by the university senate. *Note: During the preparation of these minutes, the relevant university senate bylaw is being explicitly provided here.*
 - **IV. Section 1. Committee Business.** The regular operations of the University Senate shall follow a committee review procedure. The University Senate by a two-thirds majority vote may suspend committee review of a specific matter and act as a committee of the whole. In all other cases, the University Senate shall submit all matters of substance for study, recommendations, and/or action by a committee prior to definitive action being taken by the University Senate. Standing committee business may be initiated by any member of the committee, by the Executive Committee of the University Senate, by the University President, or by a written request to the Executive Committee signed by at least three Senators.
- d. **SENATE ACTION** Motion 1415.ECUS.001.P was *approved* by a hand vote of 26 *for* and 0 *against*. This hand vote simultaneously satisfied compliance with the two-thirds vote necessary for the university senate to act as a *committee of the whole*.

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 27 Feb 2015. Actions taken:
 - i. **University Senate Agenda** for the Friday 27 Mar 2015 meeting was set, including discussion of impending motions.
 - ii. **Service Recognition Policy** Voted, in consultation with standing committee chairs, to present the service recognition policy changes to university senate directly from ECUS and to recommend university senate consider this policy as a committee of the whole.
 - iii. **Graduate Council Bylaws** Reviewed bylaws drafted by the newly formed Graduate Council and made recommendations to Dr. Ormond for changes.
 - iv. **Diploma Size and Wording** Endorsed, in collaboration with standing committee chairs, recommendations for changes in diploma sizes recommended by SGA in consultation with President Dorman, Provost Brown and University Registrar Kay Anderson.
 - b. **Visiting Regent**. ECUS also provided support for organization of a meeting of faculty with a member of the Board of Regents on Wednesday 25 Mar 2015. Faculty from all colleges were present at this meeting. Concerns were voiced regarding salary and loss of faculty to surrounding states. Faculty also delivered a strong message of support for the liberal arts mission of Georgia College, including the strong job success of graduates in fine and performing arts majors.
2. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – John R. Swinton

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

- a. **Committee Preference Surveys** Need everyone to fill out the survey for University Senate Committee Preferences. Still missing responses from twelve elected faculty senators. If you got an email from me this week you probably have not done it. I will try again next week. Note: If you opened it to take a look and closed it or forgot to put your name on it I will not get a list of your preferences.
- b. **Volunteers for Committees** Need more volunteers, particularly from CoE and CoHS. There have been thirteen volunteers responding to the survey to date, some with very specific preferences.
- c. **Eligibility for Elected Faculty Senator** Coming up at next ECUS/SCC meeting slated for 3 Apr 2015, the Subcommittee on Nominations (includes the members of ECUS, standing committee chairs, SGA President, Staff Council Chair, and the SoCC chair) will prepare a slate of nominees for the committees and officers of the 2015-16 university senate. We need also to consider putting forward a proposal to amend the bylaws to clean up the language concerning the eligibility to serve as an elected faculty senator. With the current language it appears that anyone who has served two years should be eligible. But, because new senators are sworn in (typically) in April or May and new faculty (typically) start in August effectively faculty have to serve three years before being eligible to serve. This glitch held up a number of our elections this year. So we need to decide if we mean two or three years as of August 1 to align with contract dates.
- d. **Update on Governance Retreat** As I also serve as chair of the governance retreat planning committee, I will update you on the following items pertaining to the retreat.
 - i. **Date** is set for Tuesday 11 Aug 2015
 - ii. **Location** will be Rock Eagle - same venue as last year. Reservation is in progress.
 - iii. **Agenda** Compiling a list of potential topics for discussion that will, at least in part, include the suggestions from the Preference Surveys.
 - iv. **Food and Transportation** There will be a survey concerning special dietary needs for the retreat and we will need to determine if contracting for a university bus is needed - in the past more people say they want to take a bus than actually take the bus. Perhaps car-pooling may make more sense.
 - v. **Invitees** This retreat will be open to all members of the 2015-2016 university senate committees and is not exclusive to the university senators. This invitation to all committee

members has been practice for the last three years. Any assistance you can provide to get this word out is appreciated.

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

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

a. **Meeting** The APC met on Fri 27 Feb 2015 and discussed the following items.

i. **Academic Calendar/Exam Schedule**

- 1) Reviewed academic calendars from seven other institutions: some USG, some COPLAC, and others.
- 2) Reviewed the suggestions received from constituents. Among these
 - a) shift fall break to Thanksgiving week in the fall semester
 - b) begin spring semester one week earlier.
- 3) This deliberation will inform the next academic calendar committee slated to meet in spring 2016.
- 4) There may be a survey seeking feedback from faculty, staff, and students on academic calendar in fall 2015.

ii. **Grade Appeal/Grievance Policy** After deliberation, the APC recommendation is to keep current policy, specifically to maintain the procedure to start this appeal with a consultation by the student with the instructor, and to recommend to academic affairs the addition of a link to the current policy on the list of statements required for all course syllabi.

iii. **Priority Registration** APC consulted with the Priority Registration Task Force and was educated on the existing process by which a group of students can request approval for priority registration. This process will be reported back to the student group that submitted a request for priority registration.

b. **Next Meeting** At present the APC has no tentative agenda items. Unless new items of business are identified, the APC may cancel its 3 Apr 2015 meeting.

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

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

a. **Guidelines for Submitting Proposals** Language pertaining to graduate curricular revisions in the *Guidelines for Submitting Proposals to CAPC* was reviewed as had been requested.

i. **Request** At the 14 Nov 2014 ECUS-SCC meeting, Susan Steele requested that Stephen Wills facilitate CAPC review of one particular passage in the document *Guidelines for Submitting Proposals to the Curriculum, Assessment, and Policy Committee Revised October 7, 2011*. The specific language is *Note If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee*. The specific clarifications sought were answers to questions such as: Who specifically needs to be consulted? All graduate faculty in the college? What is the specific meaning of the word consult as used in this context?

ii. **Resolution** The wording revision for the graduate proposal submission (revisions shown in bold type) *Note: If the proposal involves a graduate program, the department must consult with **all those affected by the proposed changes, including the department chair and faculty, both within and outside the college** prior to sending the proposal to the College Curriculum and Instruction committee*. We (CAPC members) determined that it was not necessary for us to specify what consulting entails or any approval requirements.

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

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

- a. **No Oral Report** As Julia Metzker had extended regrets and was unable to attend this meeting of the university senate, no oral report was provided. Julia Metzker did submit the following written report.
 - b. **SoCC Intranet Site**
 - i. Policies, procedures and courses under review are viewable at <http://intranet.gcsu.edu/socc>
 - c. **Courses Recently Approved**
 - i. Black Women Artists of the African Diaspora (Area B2)
 - ii. War Literature (Area B1)
 - iii. THEA 1105: Theatrical Heritage (Global Overlay)
 - in process of submission to USG for approval
 - iv. Through the Looking Glass: Utopian and Dystopian Worlds (Area B1)
 - v. Cultural Violence: Roots, Correlates, & Consequences (Area B2)
 - d. **Courses Submitted: Review in Progress**
 - i. Big Data & Technology Transforming Life & Work (Area B2)
 - e. **Other Activity**
 - i. **State of the Core Report** A subgroup has begun 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. **Five More Meetings** There are only five more scheduled meetings of SoCC to review courses. The process typically takes one to three weeks, so please encourage your colleagues to submit their proposals as soon as possible if they wish to have them considered during this academic year.
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 on 27 Feb 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Student Opinion Surveys** Ashley Taylor and Mike Rose are reviewing the proposed policy changes and will report to the full committee.
 - ii. **Emeritus Faculty** Douglas Goings is drafting a rights/privileges document guided by Kennesaw State University document and consistent with existing USG policy.
 - iii. **Contingent Faculty Participation in Shared Governance** A work group of the Faculty Affairs Policy Committee has prepared an on-line survey and it has just recently been implemented. They will do appropriate follow-ups to try to maximize participation.
 - iv. **Pretenure Review** There continue to be issues regarding notification - who is responsible for notifying faculty, standard dates for notification and submission of materials, etc. Seems to vary A LOT among departments and colleges.
 - v. **IFR Due Date** The IFR (individual faculty report) due date was moved forward (from 15 Mar 2015 to 27 Feb 2015) for reasons perceived as reasonable (to inform possibilities of merit increases to faculty salaries on the anticipated USG timeline) but it did cause a lot of faculty to have to scurry around to get this in sooner than expected. This could continue to be problematic if dates can be “changed” based on issues such as possible merit pay increases.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIP) – Ben McMillan

Officers: Chair Ben McMillan, Vice-Chair Jan Clark, Secretary Brittney Johnson

- a. **Meeting** The RPIPC met on Fri 27 Feb 2015 and discussed the following items.
 - i. **Banner/PAWS Access to Classes with No Restrictions / Prerequisites** RPIPC is working with Division of Information Technology (DoIT) staff and the Registrar's Office to have functionality in place potentially by the start of the fall semester.
 - ii. **Common Meeting Time** Reviewed common meeting times and could not make a recommendation to allow students more access to our common meeting times.
 - iii. **Space Utilization Policy** Space utilization has no specific policy. Therefore no changes could be made for modifications for priority of program type through drop add week.
 - iv. **Sustainability Council** The council recommendations were tabled so that the sustainability council could approach the areas impacted by their recommendations for feedback. When recommendations are made to RPIPC, we will refer specific requests to the committees that have oversight.
 - v. **Faculty List Serve** List Serve for faculty is in the process of being implemented. A potential moderator has volunteered and restrictions / limitations of comments are being developed. This proposal is pending and to be submitted to University Communications. It will be an opt-in list.
 - vi. **Background Check Policy** ECUS referred a modification for the Background Check Policy from Human Resources. Last year, the university senate adopted the USG Policy in its entirety as the university policy. Changes were the result of modifications to the USG policy and implementation procedures. Thus, no action by RPIPC will be required.
- b. **Next Meeting** At present the RPIPC has no tentative agenda items. Unless new items of business are identified, the RPIPC may cancel its 3 Apr 2015 meeting.

8. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Amy Pinney for Macon McGinley

Officers: Chair Macon McGinley, Vice-Chair Amy Pinney, Secretary Nicole DeClouette

- a. **Cancelled Meeting** After receiving my seventh "regrets" notification, I realized we wouldn't have a quorum, so I sent the committee a note letting them know that while we could not hold an official meeting, I'd be in our regular meeting location anyway to chat if they'd like.
- b. **Attendees** Dr. Andy Lewter showed up, as did Juawn Jackson near the end of the scheduled meeting time, after he'd completed his SGA duties.
- c. **Class Absences** Andy and I discussed professors not allowing students to make up work when they miss class for medical reasons. He is running into issues with some professors not allowing students to make up work which is leading to students making bad medical decisions. For example, returning to class after having surgery before they have been medically cleared to do so. He is afraid this could be a dangerous situation. He has discussed this issue with the provost, and would like to begin a conversation among faculty and administration.
- d. **APC Membership** Juawn arrived later wanting to informally address adding a student to APC. At the 27 Feb 2015 meeting of the ECUS-SCC, Howard Woodard agreed to take up this issue with APC.
- e. **University Senate Deliberation** Amy Pinney invited Dean Andy Lewter to augment her report on the class absences, which triggered some deliberation on the floor of the university senate with the following conversation points.
 - i. Dean Lewter noted that (1) he works with both students and parents in documenting student absences from class (2) most faculty work with responsible students (3) some faculty have a *no makeups no matter what* policy and concerning is that some students don't even ask for a makeup in the presence of such a policy even though some faculty with such a policy do permit a makeup in circumstances of the kind being discussed, (4) concerned about students returning prior to being medically cleared to do so (5) the option of medical

- withdrawal from the class/semester is routinely shared with students and parents (6) two to three weeks generally very hard to make up, one week much more plausible to make up.
- ii. Is there any official university policy? No official policy on this, yet there is an official form on which absence from class to represent the university in some official capacity (athletic competition, academic competition, etc.) can be authorized by appropriate university officials such as the chief academic officer or chief student affairs officer or athletic director.
 - iii. There was an expression of preference that students meet face-to-face with faculty on such matters rather than simply send an email. Dean Lewter indicated that he routinely advises students to meet face-to-face with faculty to discuss the matter.
 - iv. Faculty were asked to be mindful of implications of no make ups policy in light of this conversation (see in particular point (3) in item i above).
 - v. Is it possible to add something on this to the required syllabus statements? Yes, it is but at present the current policy is that attendance policies are set at the discretion of each course instructor so at present this is all that could be added as a common syllabus statement.
 - vi. Is there any implication to 504? No particular response was offered to this question which wound up being treated rhetorically.

Note: During the preparation of these minutes, a google search brought the following contextual information to light. Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 394 (Sept. 26, 1973), codified at 29 U.S.C. § 701 et seq., is American legislation that guarantees certain rights to people with disabilities. There are abundant resources on the web providing interpretations and clarifications including the full text.

- *Included as an amendment to the Rehabilitation Act of 1973, the message of this section is concise; Section 504, 29 U.S.C. § 794, states “No otherwise qualified individual with a disability in the United States. shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*
- *Therefore, programs receiving federal funds may not discriminate against those with disabilities based on their disability status. All government agencies, federally-funded projects, K-12 schools, postsecondary entities (state colleges, universities, and vocational training schools) fall into this category.*

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

- a. **No Oral Report** No one was present at the meeting to provide an oral report for the Student Government Association.

ANNOUNCEMENTS: There was one announcement.

1. **ELEVATOR PITCH EVENT** – Renee Fontenot – We are having an elevator pitch event. An elevator pitch is a concise presentation of an idea covering all of its critical aspects and delivered in the approximate duration of an elevator ride. In this event, participating students are preparing videos of elevator pitches of themselves as a job candidate. I am requesting volunteers to serve as judges for this event and am hoping to secure fifty-one judges. The time commitment should be modest – at most an hour – and will be asking you to assess some of these recorded elevator pitches. I will circulate a sign-up sheet and I thank you in advance for your consideration.

OPEN DISCUSSION: There were two items of open discussion.

1. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – John R. Swinton

- a. **Meeting** The University System of Georgia Faculty Council (USGFC) met at the Georgia Regents University campus Saturday March 21, 2015
- b. **Representatives** Georgia College was represented by its voting member John Swinton (Presiding Officer Elect of University Senate) and Craig Turner (attending as a guest).
- c. **Agenda** The agenda of the meeting was:
 - i. 9:00-9:20 Meet and greet, coffee, snacks
 - ii. 9:20 Welcome from Provost Gretchen Caughman, Georgia Regents University
 - iii. 9:30 -11:30 USG Leadership - Remarks and Q&A with Vice Chancellor for Human Resources Marion Fedrick, Executive Vice Chancellor and Chief Academic Officer Houston Davis, and Chancellor Hank Huckaby. The main topics of discussion were:
 - 1) **Legislative Session** Transportation getting more traction than education. BOR budget requests (particularly capital requests) look good. Performance-based funding not ready for roll out - so formula funding (enrollment-based) persists. Governor recommended money for salary increases as was done last year – in the same amount (but smaller percent).
 - 2) **Tuition** Looking to attract more out-of-state students by offering out-of-state tuition waivers to students of the border states. Tuition increases at most institutions will likely remain around 2.5% (exceptions (as usual): UGA, GT, GSU, GRU).
 - 3) **Foreign Students** Trying to attract more foreign students with one USG staff person at BOR coordinating.
 - 4) **Shared Governance** What can BOR do to aid in fostering atmosphere of shared governance? A. Constant work in progress (USGFC one indication) B. Clear up misconception that there are more BOR constraints on campus initiatives than there really are.
 - 5) **Task Force on Title IX Issues:** There is an increased awareness of the need to address sexual assault issues within the system. Current task force (Our President Dorman one of the co-chairs) to establish “Best Practices” approach to issues. These issues include cooperation between campus and local police, balancing required reporting policies with right to privacy policies, due process issues, and evaluation of fraternity/sorority policies. VPs of Student Affairs involved on all campuses.
 - 6) **Retiree Health Care** (BIG Issue): Nut shell: System is going from a self-funded to a managed provider (public exchange). This conversion applies only to retirees (or their dependents) who are eligible for Medicare. Reason for the change is that by switching to a larger pool of insurees the risk pool can be better managed and costs better contained. All persons impacted by this change are being contacted directly with a detailed letter and will be offered an in-person (or phone) meeting with a counselor / advisor / advocate to review options and advise in selecting a plan from those available in the public exchange. Two major concerns were retiree’s contribution (no way to estimate without knowing what options retiree picks), and continuation of care (if Medicare eligible, all doctors who were previously accepting Medicare patients would remain in the program). Updates available at: <http://www.usg.edu/hr/benefits/>
 - 7) **12-month Pay Option for Academic Year Faculty** will be an option (as well as 10-month pay) when new payroll system is adopted. May also include option to spread insurance payments over longer period. Phasing out ADP, transitioning to Oracle PeopleSoft.
 - 8) **Shared Leave** Question about using shared leave to cover time spent caring for family member – does not seem to be an option that is universally available but no clear answer was forthcoming.
 - iv. 11:30-12:15 Lunch, Charge to consider a Chair-Elect for next year.

- v. 12:30 -4:30 (with break) Discussions on Issues for Faculty and the USG Faculty Council. Two break-out topics resulted in resolutions subject to asynchronous electronic USGFC vote (in progress):

1) **Shared Governance**

- a. Resolved, that the BOR Policy manual paragraph establishing the USGFC (3.2.4.1) be changed to align more closely with the AAUP's Statement on Shared Government.
- b. Resolved, that the system-wide changes in areas that affect faculty or are within faculty purview include pre-decisional consultation with established shared governance bodies.
- c. Resolved, that the University System encourage all System Colleges and Universities to fully fund shared governance. This funding should include travel and conference attendance as well as shared governance training institutes.

2) **Faculty Compensation and Quality Assurance**

- Whereas the state of GA competes for faculty with other states in the southeast region
- Whereas that GA pays lower salary on average than comparable systems and (citation chancellor's speech)
- Whereas quality student classroom experiences are dependent on quality faculty and
- Whereas quality faculty have opportunities elsewhere and
- Whereas it is more expensive for GA business to recruit a quality workforce from out of state and
- Whereas it is difficult to attract new business to GA without there being a highly educated workforce already in place

Therefore we recommend the BOR produce a study that enumerates the benefits of maintaining quality faculty and the costs of failing to do so.

2. **COMMENDATION**

- a. President Dorman commended Vice President Bruce Harshbarger, Dean Andy Lewter, and the other campus personnel who responded to seek and provide accommodations and care for the three students displaced by a fire to their residence. They have arranged alternative housing, books, computers and meal plans for these students. Their care for these students is an example of what makes Georgia College a special place and they deserve our thanks for their good work and care for our students.

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 4:42 p.m.