

**2015-2016 University Senate
Minutes for the 20 Nov 2015 Meeting**

University Senate Officers: Presiding Officer John R. Swinton, Presiding Officer Elect Chavonda Mills, Secretary Craig Turner

PRESENT (38) Angel Abney, Kay Anderson, Karen Berman, Louis Bourne, Kelli Brown, Jan Clark, Jolene Cole, Nicole DeClouette, Donovan Domingue, Steve Dorman, Renee Fontenot, Heidi Fowler, Emily Gomez, David Johnson, Mary Jean Land, Juan Ling, Daniel McDonald, David McIntyre, Ben McMillan, Yeprem Mehranian, Chavonda Mills, Kevin Morris, Lyndall Muschell, Stephanie Opperman, Joanne Previts, Barbara Roquemore, Mike Rose, Lindy Ruark, Carol J. Sapp, Costas Spirou, Susan Steele, John R. Swinton, Tom Toney, Craig Turner, Allison VandeVoort, Shaundra Walker, James J. Winchester, Howard Woodard.

ABSENT (5) Netta Ben-Hashal, Juawn Jackson, Amy Pinney, Claire Sanders, Katie Simon.

REGRETS (7) Susan C. Allen, Ruth J. Carter, Josie Doss, Douglas A. Goings, Brittny Johnson, Vicky Robinson, Daniel Simpson.

GUESTS (8)

First Name	Last Name	2015-2016 Committee	Description Role on University Senate or Position at the University
Colandra	Boyer	None	<i>Coordinator of Office Services, Academic Advising Center</i>
Brenda	Deal	SAPC	<i>Administrative Assistant, Psychological Science</i>
Josefina	Endere	None	<i>Special Assistant to the Vice President, Administrative Services & Campus Operations</i>
Mary	Magoulick	SoCC	<i>SoCC Chair; Professor, Department of English and Rhetoric</i>
Julia	Metzker	None	<i>Director, ENGAGE</i>
Wendy	Mullen	None	<i>Provost Fellow</i>
John	Sirmans	APC	<i>Parliamentarian of the 2015-16 University Senate</i>
Carol	Ward	RPIPC	<i>Associate Director, Human Resources</i>

CALL TO ORDER: John R. Swinton, Presiding Officer of the 2015-2016 University Senate, called the meeting to order at 3:30 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 *18 Sep 2015 meeting of the 2015-2016 University Senate* and the *20 Oct 2015 meeting of the 2015-2016 University Senate* were circulated by university senate secretary, Craig Turner, to the university senate by email for review with no revisions and were presented to those present for consideration. These minutes were approved as circulated by email.

PRESIDENT’S REPORT: President Steve Dorman

1. **WORKSHOPS** I have asked the Vice Presidents and Deans to make sure that two workshops are delivered to all faculty and staff as soon as possible. ***“What to do in the event of an armed assailant”*** conducted by Ms. Anna Lumpkin and ***“What do to when a student reports sexual misconduct”*** conducted by Ms. Jennifer Graham are two very important workshops that all faculty and staff should attend. If you have not been to one of these workshops, I would ask that you contact your department chair or dean and ask that they be arranged.
2. **AVPSC HIRED** I am pleased to announce we have hired Mr. Omar Odeh to serve as the new associate vice-president for strategic communication. Mr. Odeh will be here on 19 Jan 2016.
3. **COMMENCEMENT REMINDER** Fall commencement will be 12 Dec 2015 at 1:00pm in the Centennial Center. During that ceremony, the university will grant our first honorary doctorate of human letters degree to Dr. Mary Sue Coleman, former president of the University of Michigan.
4. **STATE OF THE UNIVERSITY ADDRESS** The annual *State of the University Address* is scheduled for Friday, 29 Jan 2015 at 2:00pm in Russell Auditorium with a reception immediately following.

5. **RECEPTION** Dr. Paul Jones was recently selected to be the next permanent president of Fort Valley State University. There will be reception for Dr. Jones and his wife Sylvia on 1 Dec 2015 from 2:00pm to 4:00pm in the Magnolia Ballroom. Please come help us celebrate his appointment to this new position.
6. **STATE CHARITABLE CAMPAIGN PROGRAM (SCCP)** As of 15 Nov 2015, 266 of the 1,250 (over 20%) GC employees have given to this year's campaign and \$33,629 had been raised.
7. **HOLIDAY EVENTS**
 - a. Tonight (20 Nov 2015) is the annual Holiday Preview Fundraiser for the Old Governor's Mansion.
 - b. Janie and I will be welcoming all faculty and staff to the mansion for the annual gathering from 4:30pm to 6:00pm on Friday, 11 Dec 2015. We hope to see you there.
8. **QUESTIONS** President Dorman invited questions from the floor. There were none.

PROVOST'S REPORT: Provost Kelli Brown

1. **FACULTY EXCELLENCE**

a. **Faculty & Staff Leadership Development**

- i. **Emerging Leadership Institute (ELI)** This year's ELI participants are Dr. Andy Lewter (Dean of Students) and Ms. Leslie Pierce (Chief Human Resources Officer)
- ii. **Higher Education Resource Services (HERS)** Dr. Tsu-Ming Chiang was selected to attend HERS Bryn Mawr in Summer 2016. Since 1976, over 5,000 women in faculty, staff and administrative roles in higher education have further developed their leadership ability by attending a HERS Institute. Please join me in congratulating Dr. Chiang on this accomplishment.
- iii. **Faculty Scholarship Support Program** The Office of Academic Affairs will be offering the Georgia College Faculty Scholarship Support Program (GC FSSP). This opportunity provides additional support for faculty to disseminate their research, artistic work and/or teaching and learning scholarship in a peer-reviewed publication and/or juried context. The idea is to award one of the most valuable resources of all – time. This “time” would be used to write one's scholarship or prepare a performance or exhibition. The goal is to increase the scholarly productivity of Georgia College faculty by making additional resources (i.e., time) available to our faculty. By increasing our dissemination of scholarship through peer-reviewed/juried outlets, we will enhance our national reputation; and the higher education learning community will have an opportunity to learn about all of the excellent research, creative work, and teaching and learning that is occurring at Georgia College. Applications are currently under review by the deans and will be sent to the Office of Academic Affairs on 30 Nov 2015.
- iv. **Provost Fellow** The applicants for the Provost Fellow 2016-2017 are currently under review. The goals of this program are to 1) provide interested faculty with opportunities to broaden their understanding of and experience in academic administration, and 2) increase and diversify faculty leadership on campus.

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

- a. **Fall 2015 Graduation Ceremonies** Fall Commencement is right around the corner and as you can imagine this is an exciting time for all our students graduating as they enter a new phase of their lives. Students enjoy introducing their family to the faculty who taught them, mentored them, coached them, and nudged them along the way.

Undergraduate and Graduate Ceremony There will be one ceremony this fall for both undergraduate and graduate students.

- i. **Time, Date, Location** 1:00 p.m. on Saturday, 12 Dec 2015 at the Centennial Center
- ii. **Degree Recipient Count** There are 394 degree recipients eligible to participate in this ceremony; undergraduate (322) and graduate (72).

- iii. **First Honorary Doctorate** At this ceremony Georgia College will also present its first Honorary Doctor of Humane Letters to Dr. Mary Sue Coleman, President Emeriti of the University of Michigan.
 - iv. **Reception** A reception for graduates and their families will immediately follow the ceremony within the Centennial Center.
 - v. **Watch for Details** Ms. Kay Anderson, Registrar, will be sending out more detailed information regarding exact times and when and where to show up for the processional.
 - vi. **No Regalia?** If you do not have regalia and wish to attend, please contact Dr. Jan Clark by 1 Dec 2015, and she will assist in securing regalia for you to participate in the ceremony.
 - vii. **Plan to Attend** As you begin preparing for the upcoming holidays as well as finals, I hope you can plan time to attend the Fall Commencement Ceremony
 - viii. **See You Then** I look forward to seeing you at commencement.
- b. **Strategic Planning**
- i. **Committee Charge** The Strategic Planning Committee received its charge from Dr. Dorman on Monday, 9 Nov 2015.
 - ii. **Demographer** Following the President's charge, Mr. Matt Hauer from the Carl Vinson Institute of Government's Applied Demography Program presented current demographic data and detailed population projections so that the committee can more effectively address issues and plan for the future.
 - iii. **Steering Committee Members** Co-chaired by Drs. Andy Lewter and Dale Young, Members include Susan Allen, Jan Clark (University Senate Representative), Kyle Cullars, Bill Doerr, Sandra Gangstead, Juawn Jackson, Robert Orr, and Veronica Womack
 - iv. **Co-Facilitators** Drs. Chris Ferland and Mark Pelton
 - v. **Update** Subcommittees are up and running and beginning to determine the top two to three measurable and actionable objectives to move Georgia College toward being the best public liberal arts university.
 - vi. **Invitation to Participate** All are invited to participate. If you are interested please contact Dr. Mark Pelton and/or Dr. Chris Ferland.
- c. **Promotion & Tenure Task Force** The members of the Promotion and Tenure Task Force met with President Dorman on Friday, 9 Oct 2015 and received their charge. They also were able to ask questions of the President during this time. The task force elected Drs. Lisa Griffin and Doug Goings as co-chairs of the task force.
- i. **First Meeting** They held their first meeting Friday, 13 Nov 2015 from 3:30pm to 4:45pm.
 - ii. **Members** Stephen Auerbach, Karen Berman, Ryan Brown, Doug Goings (co-chair), Lisa Griffin (co-chair), Eric Griffis, Karl Manrodt, Lyndall Muschell, Craig Turner, Edward Whatley, Diana Young.
- d. **Mayfair/McIntosh** still on schedule to open in fall 2016.
- e. **Beeson** still on schedule to open in fall 2017.
3. **STUDENT EXCELLENCE** As always there are many great stories to share regarding our GC students. Here is an example of what our students are doing.
- a. **Math Department Capstone Day** Saturday, 21 Nov 2015 from 8:00am to 2:15pm, the GC Department of Mathematics will be holding its 4th Annual Capstone Day, with 12 students presenting their work.
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 seven motions (two sponsored by ECUS, two sponsored by FAPC, and three sponsored by CAPC) listed as items of new business.

1. **MOTION 1516.EC.003.B (BYLAWS AMENDMENT: SCON COMPOSITION)** On behalf of the committee, John R. Swinton, ECUS Chair, presented the motion: *To amend the University Senate Bylaws from:*

V.Section1.D.1.a. Minimal. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair.

to:

V.Section1.D.1.a. Minimal. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Subcommittee on the Core Curriculum Chair, the Student Government Association President and the Staff Council Chair.

- a. **SUPPORTING DOCUMENTS** There were no supporting documents for Motion 1516.EC.003.B.
- b. **CONTEXTUAL INFORMATION** John R. Swinton shared the following contextual information.
 - i. The motion was a proposed revision to the university senate bylaws that was classified as a non-editorial change by the members of the Executive Committee as it proposes changes to the minimal membership of the Subcommittee on Nominations.
 - ii. By the university senate bylaws, the following process is required for proposed revisions that are deemed non-editorial
VI.Section 3.Non-editorial Revisions. *Motions regarding non-editorial revisions of these bylaws shall receive consideration at two consecutive regular meetings of the University Senate. At the first of these meetings, the motion shall receive a first reading wherein it is introduced by the Executive Committee in compliance with VI.Section2 and debated by the University Senate but may not be voted on. At the conclusion of this first reading, the motion must be postponed to the next regular meeting of the University Senate. At this next meeting, the motion shall receive a second reading wherein it shall receive disposition. Adoption of the motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.*
 - iii. The proposal is simply to add the Subcommittee on the Core Curriculum Chair to the minimal membership of the Subcommittee on Nominations codifying what has been the practice for the last several years.
- c. **DISCUSSION** There was no discussion.
- d. **SENATE ACTION** The disposition of Motion 1516.EC.003.B was postponed to the 22 Jan 2016 meeting of the University Senate at which it is scheduled to receive its second reading.

2. **MOTION 1516.EC.004.B (BYLAWS AMENDMENT: ELIGIBILITY OF ELECTED FACULTY SENATORS)** On behalf of the committee, John R. Swinton, ECUS Chair, presented the motion: *To modify the University Senate bylaws from:*

II.Section1.A.2. Elected Faculty Senators.

The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the time her/his term of service begins.

to:

II.Section1.A.2. Elected Faculty Senators.

The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the beginning of the fall semester following her/his election as a Senator.

- a. **SUPPORTING DOCUMENTS** There were no supporting documents for Motion 1516.EC.004.B.
- b. **CONTEXTUAL INFORMATION** John R. Swinton shared the following contextual information.

- i. The motion was a proposed revision to the university senate bylaws that was classified as a non-editorial change by the members of the Executive Committee as it proposes clarification to the eligibility requirements to serve as an elected faculty senator.
 - ii. By the university senate bylaws, the following process is required for proposed revisions that are deemed non-editorial

VI.Section 3.*Non-editorial Revisions. Motions regarding non-editorial revisions of these bylaws shall receive consideration at two consecutive regular meetings of the University Senate. At the first of these meetings, the motion shall receive a first reading wherein it is introduced by the Executive Committee in compliance with VI.Section2 and debated by the University Senate but may not be voted on. At the conclusion of this first reading, the motion must be postponed to the next regular meeting of the University Senate. At this next meeting, the motion shall receive a second reading wherein it shall receive disposition. Adoption of the motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.*
 - iii. The proposal is a revision of the articulation of the two year eligibility requirement for elected faculty senators and is an attempt to remove the perceived ambiguity in the current language. This allows faculty who are nearing completion of their second year to be eligible to serve as an elected faculty senator.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** The disposition of Motion 1516.EC.004.B was postponed to the 22 Jan 2016 meeting of the University Senate at which it is scheduled to receive its second reading.
3. **MOTION 1516.FAPC.001.P (POLICY DEFINING EMERITUS/EMERITA STATUS)** On behalf of the committee, Barbara Roquemore, FAPC Chair, presented the motion *To recommend the proposed policy in the supporting document entitled "Faculty and Administrative Emeritus Status and Benefits" as University Policy, and to endorse the definitions and procedural recommendations made therein.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.FAPC.001.P, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - i. *Faculty and Administrative Emeritus Status and Benefits* An MSWord file providing the proposed policy and procedure.
 - b. **PREVIOUS CONSIDERATION** The following documents the deliberation of the university senate on this matter at its 24 April 2015 meeting.
 - i. **MOTION 1415.FAPC.001.P (POLICY DEFINING EMERITUS/EMERITA STATUS)** On behalf of the committee, Tom Toney, FAPC Chair, presented the motion *To recommend the proposed policy in the supporting document entitled "Faculty and Administrative Emeritus Status and Benefits" as University Policy, and to endorse the definitions and procedural recommendations made therein.*
 - **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1415.FAPC.001.P, accessible in the online motion database, was displayed on the big screen. There was one supporting document.
 - *Faculty and Administrative Emeritus Status and Benefits* An MSWord file providing the proposed policy in the university senate template format.
 - **CONTEXTUAL INFORMATION** Tom Toney shared the following contextual information.
 - The supporting document was drafted by Douglas A. Goings guided by a Kennesaw State University policy and was reviewed, edited, and endorsed by FAPC at its 3 Apr 2015 meeting for presentation as a motion to the university senate.
 - **DISCUSSION** There was only one point of discussion.

- A point of clarification was sought from the floor with the question – are the proposed items of entitlement viable – specifically the eligibility for free membership at the Georgia College Fitness Center?
 - Tom Toney noted that there was a qualifier citing the language *with the approval of the appropriate department and/or unit authority, and subject to budgetary constraints, an emeritus faculty may be entitled to* as a preface to items whose viability was not absolutely certain in the minds of the members of FAPC who had endorsed the proposal.
 - A MOTION to CALL THE QUESTION was seconded and adopted on a 13 for and 10 against hand vote only to have the main motion fail on an 11 for to 12 against hand vote.
 - A MOTION to COMMIT, specifically *To send the policy document back to the Faculty Affairs Policy Committee to review the viability of the proposed entitlements in consultation with appropriate university departments* was made and seconded and approved by a voice vote.
- c. **CONTEXTUAL INFORMATION** Barbara Roquemore shared the following contextual information.
- i. Changes from the proposal of Motion 1415.FAPC.001.P include
 - Removal of “Faculty discount on selected Georgia College bookstore purchases”
 - Removal of “Eligibility for free membership at the Georgia College Fitness Center”
 - Replaced “Parking privileges for emeritus faculty and administrators not currently employed by Georgia College” with “Emeritus faculty and administrators not currently employed by Georgia College may purchase an employee parking pass”
 - ii. I’d like to emphasize the language in the document that qualifies the awarding of some of the proposed benefits. The specific language reads as follows “Upon approval of emeritus status, the faculty member / administrator shall be entitled to the following, subject to fiscal constraints placed upon the university” and “In some specific situations, with the approval of appropriate departments and / or unit authority, and subject to budgetary constraints, an emeritus faculty may be entitled to”
- d. **DISCUSSION** The discussion included the following.
- i. A point of clarification was sought from the floor with the question – is the document proposing a modification to the current procedure by which emeritus status is awarded? – to which the answer was “No, it is not.”
 - ii. A point of clarification was sought from the floor with the question – could you clarify the last paragraph in the document? – to which the response indicated that the last paragraph permitted a window during which faculty who were not awarded emeritus status at the time of retirement may make a written request to the associate provost.
 - A correction was offered from the floor and accepted for this request to be submitted to the Office of Academic Affairs rather than the associate provost. The date when the policy takes effect was yet to be determined and not explicit.
 - iii. A concern that the proposal was not in the university senate policy template format was expressed from the floor. Further discussion indicated that the draft submitted with Motion 1415.FAPC.001.P had been in that format.
 - iv. In light of this point of concern, A MOTION to COMMIT, specifically *To send the policy document back to the Faculty Affairs Policy Committee to correct the language in the last paragraph and to place the document in the university senate policy template format* was made and seconded and approved by a voice vote.
- e. **SENATE ACTION** Motion 1516.FAPC.001.P was *committed* (see 3.d.iv above).

4. **MOTION 1516.FAPC.002.R (RESOLUTION TO ADOPT AAUP RED BOOK AS GUIDE TO NEW POLICY DEVELOPMENT)** On behalf of the committee, Barbara Roquemore, FAPC Chair, presented the motion: *The University Senate endorses the use of the current edition of the AAUP Policy Documents and Reports (Red Book) as the university guiding principles when developing or modifying policies and procedures.*
 - a. **SUPPORTING DOCUMENTS** There were no supporting documents for Motion 1516.FAPC.002.R.
 - b. **CONTEXTUAL INFORMATION** There was no contextual information provided.
 - c. **DISCUSSION**
 - i. A question – wouldn't this conflict with our policy on polices? – was posed from the floor and the answer was “No.”
 - ii. Barbara Roquemore noted that FAPC intends that the AAUP Redbook is used as a guide not a definitive must do.
 - d. **SENATE ACTION** Motion 1516.FAPC.002.R was endorsed by the university senate as a resolution.
5. **MOTION 1516.CAPC.003.C (BACHELOR OF SCIENCE IN PUBLIC HEALTH PROPOSAL)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend*
 1. *a name change to the current Bachelor of Science in Community Health Major to the new name Bachelor of Science in Public Health.*
 2. *a substantive revision to the current Bachelor of Science in Community Health Major, which includes the addition of two new courses and modifications in content of existing courses.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.003.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Public Health Proposal* A pdf file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** There was no contextual information provided.
 - c. **DISCUSSION**
 - i. A question from the floor – What are the two new courses? – was answered with KINS 4353 Global Public Health and KINS 4363 Public Health Policy & Systems.
 - d. **SENATE ACTION** Motion 1516.CAPC.003.C was *approved* with no additional discussion.
6. **MOTION 1516.CAPC.004.C (NEW MINOR IN GLOBAL HEALTH PROPOSAL)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Minor in Global Health Studies as proposed in the supporting document titled Minor in Global Health Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.004.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Minor in Global Health* A pdf file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** A point of information was offered from the floor to note the proposed minor was interdisciplinary in nature referring explicitly to the variety of course prefixes included in the requirements of the proposed minor.
 - c. **DISCUSSION** There was no discussion.
 - d. **SENATE ACTION** Motion 1516.CAPC.004.C was *approved* with no discussion.
7. **MOTION 1516.CAPC.005.C (NEW CERTIFICATE IN FILM PROPOSAL)** It was noted that deliberation on this motion will be postponed to permit further administrative review.

COMMITTEE REPORTS: The following committee reports were given.

1. **ACADEMIC POLICY COMMITTEE (APC)** – Donovan Domingue
Officers: Chair Donovan Domingue, Vice-Chair David McIntyre, Secretary John Sirmans
 - a. **Meeting** APC met on 6 Nov 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Academic Calendar** The possible change to the academic calendar for future semesters to provide more time for final exams. More information is being sought from the University Registrar to inform deliberation at the next APC meeting.

- ii. **Withdrawal (W) Policy** The proposed change for the W policy from the current maximum of five courses to a credit hour cap was discussed. More information is being sought from the University Registrar to inform deliberation at the next APC meeting,
 - iii. **Curriculum Review Policy** Discussion on the creation of a curriculum review policy began at this meeting. More information is being sought from the University Registrar and CAPC to inform deliberation at the next APC meeting.
 - iv. No actions were taken by APC on these three discussion items.
2. **CURRICULUM AND ASSESSMENT POLICY COMMITTEE (CAPC)** – Angel Abney
Officers: Chair Angel Abney, Vice-Chair Amy Sumpter, Secretary Nicole DeClouette
- a. **Meeting** CAPC met on 6 Nov 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Community-based Engaged Learning (C-bEL) Designation**
Note: This is a "designation" (not an overlay) modeled after the Honors Program.
 - 1) ENGAGE sends a list of C-bEL designated courses to the Registrar's Office so they are coded on the backend. That way ENGAGE can analyze data on students and outcomes. Students won't know that they are being tagged.
 - 2) Anyone can apply to have his/her course designated as a C-bEL course and it's on a section-by-section basis.
 - 3) After registration coding because it's too difficult for faculty to confirm that their course is a C-bEL course a year in advance.
 - ii. **Updates to ongoing changes in the College of Education programs**
 - 1) Over the past few years informational items that were supposed to be circulated from CoE were not, so this is a "clean up" informational item. This will serve as "notice" that these programs have moved online.
 - iii. **Update on the M.Ed. Proposal in Curriculum & Instruction**
 - 1) It was approved by CAPC but had not gone through the Graduate Council - it should have gone through Graduate Council first, then CAPC.
 - 2) CAPC will have to reconsider when it comes through again because it will likely entail substantive changes. It would be helpful if CAPC can gain access to the suggestions for revisions sent forth by the Graduate Council.
3. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – Mary Magoulick
Officers: Chair Mary Magoulick, Vice-Chair Roberta Gorham, Secretary Kay Anderson
- a. **GC2Y** The Subcommittee on the Core Curriculum has reviewed and approved proposals for new sections of GC2Y, including:
 - i. "New Zealand: Tragedy, Nationality & Diversity" by Dr. Hank Edmondson in Government & Sociology, to be taught on a study abroad program in New Zealand;
 - ii. "Religion and Media" by Dr. Juli Gittinger in Philosophy & Liberal Studies.
 Two other new sections of GC2Y that were reviewed today and approved:
 - iii. Culture & Civilization of France, by Dr. Peggy Elliott in Modern Languages & Cultures
 - iv. Crimes Against Humanity by Dr. Claudia Yaghoobi in English & Rhetoric
 All these sections will be added to the SoCC website once they have been approved by the Provost's office.
 - b. **SoCC Seminars** SoCC hosted two seminars to discuss teaching Area B classes: Friday, Oct. 23 for GC1Y and Friday, Oct. 30 for GC2Y. These seminars were well attended, informative discussion sessions about how we've been teaching these sections - our successes, challenges, new ideas, hopes, etc. We shared ideas on assignments, teaching methodologies, the role of these courses in the core and as part of our liberal arts mission, and so on. Participants asked for regular opportunities for further such discussions, so we are planning to host more of these seminars next semester. Look for the announcements about them in email and on Frontpage.

c. **SoCC Announcements**

- i. SoCC has streamlined our online presence (to the website rather than both the website & D2L). We request that faculty now seek all forms and information related to SoCC (including how to propose teaching a section of GC1Y or GC2Y) on our website: <https://intranet.gcsu.edu/socc> *Note that unify credentials are required to access this site.*
- ii. We are revising the forms and instructions for proposing Area B sections (GC1Y and GC2Y), so please be sure to use the most recent forms, all linked to on the SoCC Website referenced above. If you have any question about which form to use or any other aspect of proposing a section for Area B, please contact me or any member of SoCC.

4. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – John R. Swinton

Officers: Chair John R. Swinton, Vice-Chair Chavonda Mills, Secretary Craig Turner

- a. **Meeting** ECUS met on 6 Nov 2015 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **ECUS Chair Items (prior to meeting)**

- 1) **Foundation Account** Research into existence of University Senate Foundation Account hits snag. Ruth McMullen (Executive Assistant to Vice President) says that fund was probably part of President Leland's Office Heritage Fund. I will continue to dig deeper.
- 2) **AAUP Redbooks** Ten AAUP Redbooks have been received and delivered to the Library where they are on reserve.
- 3) **Apportionment** Results of apportionment of elected faculty senator positions to academic units (colleges, library) have been circulated to university senate members.
- 4) **Election Oversight** Letters to Colleges and Library providing guidance for implementing elections of elected faculty senators have been sent.

- ii. **New Items (at meeting)**

- 1) **Academic Unit Procedures** Following Costas Spirou's presentation of draft of Procedures for Establishing or Renaming an Academic Unit I promised to:
 - a) Look for people interested in helping further develop the Procedures
 - b) Assign a committee to prepare parallel policy(ies)
- 2) **At-large Election** Point person for At-large elected faculty senator election - Chavonda Mills (with my help)
- 3) **Governance Calendar** Point person(s) for drafting 2016-2017 governance calendar - Craig Turner, Chavonda Mills and John Swinton.
- 4) **AAUP Redbooks** Committee agreed to purchase additional AAUP Redbooks to be distributed to ECUS members and Standing Committee Chairs (as well as the Chair of SoCC). I need to check to see if Mary Magoulick and Angel Abney have copies.
- 5) **Electronic Presence** Craig Turner will announce the timetable for the new University Senate Electronic Presence to go live.
- 6) **Budget** The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$2667.30. The expenditures for AAUP Redbook purchases for both the ten copies on reserve in the library and the proposed copies for ECUS members and standing committee chairs are not yet included.

5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Chavonda Mills

Officers: Chair Chavonda Mills, Secretary Craig Turner, No Vice-Chair position for this committee.

- a. **Election Oversight** On 26 Oct 2015, SCoN distributed letters and supporting documents to each of the academic units requesting their elected faculty senator election procedures. To date, I have

received a response from one unit (the College of Business). I will be contacting the other units to remind them of the request and 1 Dec 2015 deadline in the coming week.

b. **Senator and Committee Vacancies and Replacements**

- i. James Schiffman resigned his position as a volunteer on the Academic Policy Committee as of 5 Nov 2015. SCoN is in the process of identifying a replacement for the remainder of his term.
- ii. The late Eve Puckett was serving as a selected staff senator at the time of her passing. Staff Council Chair Daniel McDonald has appointed Melinda M. "Lindy" Ruark (lindy.ruark@gcsu.edu) as her replacement on the University Senate and RPIPC.
- iii. We have been notified of the upcoming retirement of Howard Woodard, an at-large Senator, which will leave that position vacant as of 1 Jan 2016. As dictated by the At-Large Elected Faculty Senator replacement procedure, the candidate (Doug Keith) who received the second highest number of votes during the election of that position (2013) has been contacted to determine his willingness to serve the remainder of Howard's term.
- iv. We hope that we will be able to submit nominations for all three replacements for confirmation at the next University Senate meeting.

- c. Question: A question from the floor – What happens if the candidate contacted declines? – for which the answer was that as the other candidates during the election of that position are either no longer at the university (Karynne Kleine) or presently serving on the university senate (Amy Pinney), an at-large election would need to be implemented following the at-large election procedure that was used to elect Howard Woodard to serve a 2013-2016 term.

6. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC)** – Barbara Roquemore

Officers: Chair Barbara Roquemore, Vice-Chair Tom Toney, Secretary Alex Blazer

- a. **Meeting** FAPC met on 6 Nov 2015 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Report on Policy for Faculty Summer Work**
 - 1) The discussion on this issue varied widely between pro and con.
 - 2) The old motion from 2010-2011 formed a basis for this discussion.
 - 3) FAPC members will go back to colleges to get feedback from constituents.
 - 4) Further deliberation on this matter was postponed to the 4 Dec 2015 FAPC meeting
 - b. **Question** A question from the floor was posed. Was the concern of Faculty Summer Work including uncompensated work? The answer from Barbara Roquemore was Yes.

7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** – Jan Clark

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

- a. **Meeting** The Resources, Planning and Institutional Policy Committee met on 6 Nov 2015 from 2:00pm to 3:15pm.
 - i. **Motions for Jan 2016** Both of the following policy motions will be entered into the senate motion database in time for presentation to the University Senate at its 22 Jan 2016 meeting.
 - 1) RPIPC members voted to approve a policy motion accepting the GC Educational Support Leave Policy (presented by Patrice Terrell for Human Resources) to be in accordance with the BOR mandated USG policy and practice.
 - 2) RPIPC members voted to approve a policy motion accepting a specification of a particular element of the GC Drug and Alcohol Policy (presented by Patrice Terrell for Human Resources).
 - ii. **Parking** In a follow up to the October decision to re-assign 25 parking spaces in the Kilpatrick lot from commuter to employee, the chair of RPIPC contacted the Parking and Transportation Services Director and was informed that while the spaces were supposed to be re-assigned by October 30, the rainy weather had delayed the process, but as soon as the weather clears, the spaces would be re-stenciled as "employee" spots. Thanks to President Dorman for his support and Ryan Greene (the Parking and Transportation Services

Director) the 25 parking places have now been reclaimed. Please contact Jan Clark if you have any other parking concerns.

- iii. **Recycling/Sustainability** Based on constituency inquiries, a request was made to ask representatives of the campus recycling/sustainability programs and procedures to come to the next RPIPC meeting on December 4 to discuss the possibility of again placing trash receptacles in campus offices and classrooms. In subsequent communication it was determined that Mark Duclos and possibly Lori Strawder will attend the next RPIPC meeting on 4 Dec 2015 to discuss the sustainability reorganization and address constituent concerns regarding campus recycling receptacles.
- b. **Personal Note (Jan Clark)** On a personal note, I immensely enjoyed serving on the Academic Policy Committee with Howard Woodard and wish to note that he has served this university with distinction. Please join me in expressing appreciation to Howard who is scheduled to retire at the conclusion of this academic semester. Those present expressing their appreciation did so with applause.
- c. **Parking Concern** A parking concern was expressed from the floor – that students using the perimeter lot (Irwin Street) using the shuttle to get to a class in the Centennial Center reported having to take a shuttle from the perimeter lot to the Arts & Sciences stop on main campus and then make a transfer to a shuttle from that stop to the Centennial Center and experienced a lengthy wait (more than thirty minutes) for the transfer. This was a point of concern. Jan Clark expressed appreciation for the information which she would share with RPIPC.

8. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** – David Johnson

Officers: Chair David Johnson, Vice-Chair Heidi Fowler, Secretary Clifford Towner

- a. **Meeting** The Student Affairs Policy Committee met on 6 Nov 2015 from 2:00pm to 3:15pm.
 - i. **SAPC Officers Elected** David Johnson, chair; Heidi Fowler, vice chair; Cliff Towner, secretary
 - ii. **Student Veterans' Issues**
 - 1) Jordan Wilcher, a student veteran and member of Omega Delta Sigma, requests a physical space to seek additional funding/support for student veterans.
 - 2) Jordan Wilcher will be invited to speak to the University Senate.
 - iii. **Student Government Association (SGA) Issues**
 - 1) SGA recommends a full-time staff member for gender identity and expression.
 - 2) SGA recommends review of language in the academic non-discrimination policy.
 - 3) SGA requests clarity and accessibility for the academic grievance/grade appeals policy, with inclusion in the syllabi.
 - 4) SGA requests looking into the fairness of the withdrawal system (should a lab count as a withdrawal on top of the class to which it is attached?) and
 - 5) SGA requests looking into the necessity of a medical “partial” withdrawal.
 - 6) SGA recommends that non-academic organizations be given priority to use non-academic spaces on campus (R25).
 - 7) SGA recommends that it’s time to review the Academic Bill of Rights.

9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Juawn Jackson

Officers: President Juawn Jackson, Vice President Laura Ahrens, Secretary Altimease Lowe, Treasurer David Gastley

- a. **Oral Report** When Presiding Officer John R. Swinton invited someone to come forward to provide the SGA Report, there were no takers. Thus, there was no oral report for SGA.
Note During the preparation of these minutes, SGA President Juawn Jackson was invited to submit a written report for SGA and responded to indicate there was no new report. Thus, there is no report for SGA for this meeting.

ANNOUNCEMENTS: There were two announcements.

1. **University System of Georgia Faculty Council (USGFC)** – Chavonda Mills

- a. **USGFC Report** Chavonda indicated that she had circulated a written report on the 24 Oct 2015 USGFC meeting to the university senate email list prior to the meeting and that she would file this report electronically so that it could be attached as a supporting document to these minutes.
- b. **Highlights** Chavonda provided some highlights from the report
 - i. **Morning Session** The morning session of the meeting was a Question and Answer session with USG Chancellor Hank Huckaby and Vice-Chancellor Houston Davis. The topics included but were not limited to salary increases for state employees (the Governor will recommend a 3% salary increase for all state employees in FY17 and USG institutions encouraged to augment salary increase), budget funding formula, faculty summer salary, future consolidations, shared sick leave, role of faculty in the hiring of administrators, and an upcoming campus climate survey for all USG institutions.
 - ii. **Afternoon Session** The afternoon session of the meeting was report-outs from RACAA (Regents Administrative Committee on Academic Affairs), AAUP (American Association of University Professors), and USGRC (University System of Georgia Retiree Council). The meeting concluded with discussion on campus safety plans, status updates of past USGFC resolutions, the forming of ad hoc committees, and an announcement that a campus climate survey will be distributed to all USG institutions in the spring 2016 semester.
- c. **Suggestions to University Senate from the USGFC meeting** Chavonda also shared two suggestions for University Senate consideration.
 - i. USG Chief Academic Officer Houston Davis indicated his willingness to attend a faculty governance body (for us that is the University Senate) meeting at any USG institution for a Q&A session. Do we want to accept this invitation? The response from the floor was silence.
 - ii. The USG Retiree Council suggested consideration of placing a faculty representative of the University Retiree Council on the University Senate. Provost Brown noted that Georgia College has an active Retiree Council and this group is represented on the USG Retiree Council by Pat Wilkins.
 1. Chavonda posed the question “Do we want to add a representative of the University Retiree Council to the university senate membership?” (noting that a retiree perspective could have been useful in the context of the Emeritus proposal receiving consideration by the university senate at both its 24 Apr 2015 and 20 Nov 2015 meetings and that formalizing this would likely require revisions to the university senate bylaws) for which the response from the floor was silence.
 2. Chavonda posed the question “Might we prefer to have a representative from the University Retiree Council provide a report to the university senate at least periodically?” There was support from some of the members although there was no formal vote taken.
- d. **Questions?** There was only one question posed.
 - i. An individual present at the meeting asked if there was any context or details regarding the proposed campus climate surveys to USG institutions.
 - ii. The answer provided was that no explicit details on the nature of the questions to be included on the campus climate survey were provided at the USGFC meeting and that this survey is a partial response to some of the recent concerns that have come to the attention of the USG including concerns in the attached USGFC report.
- e. **Accolades** Chavonda concluded her USGFC announcement by expressing accolades to our administration for its general support of the university senate as well as allocating a budget of \$5000 annually to the university senate from which the USGFC representative is reimbursed for expenditures to attend USGFC meetings. Chavonda indicated that this was the exception rather than the rule based on her conversations with other members of the USGFC. Some of the members

present expressed their appreciation to the administration (President Dorman and Provost Brown who were present at the meeting) with applause.

2. **University Senate Electronic Presence** – Craig Turner

a. **Summary**

- i. Craig Turner shared that he had provided extensive feedback to the Enterprise Applications development team (James Carlisle, David Smith, Kelly Rickman). The issues identified in the feedback were primarily editorial in nature and seem to be easy to remedy.
- ii. That said, the draft electronic presence would benefit from other sets of eyes performing a review. The Standing Committee Chairs and ECUS members will be credentialed to be able to test-drive the new electronic presence – particularly asked to test the entering a motion functionality to offer feedback.
- iii. The hope is that version 1 of the electronic presence will go live in January 2016, at which time it will replace the information at <http://senate.gcsu.edu>. Among the many features this new version will provide is improved functionality: specifically motion text will be editable.
- iv. The url for the proposed replacement electronic presence (<https://eadev1.gcsu.edu>) was provided and university senators were invited to review the draft electronic presence and provide suggestions and feedback. The new site was projected to the screen at the front of the room to provide visual sampling of the site. Unify credentials are necessary to login and access functionality on the back side of the site such as entering motions or revising content. Please let Craig Turner know if you desire credentials to test behind the scenes functionality or have any suggestions or feedback on the current draft. *Note: Following the meeting, this offer was reiterated via the university senate email list to ensure all members of the university senate would be aware of these opportunities.*

b. **Questions?** There was one question.

- i. Are credentials needed to enter minutes?
- ii. Yes, credentials are needed to enter minutes, to submit or take action on motions, to revise content and to enter terms of service for university senators or committee members.

OPEN DISCUSSION: There were two items of discussion

1. **Governance Calendar** Concerns were expressed from the floor on the governance calendar including
 - a. Meetings of some university-wide committees are scheduled during teaching times rather than common meeting blocks designated as *Open* on the governance calendar introducing conflicts with class meetings that would not present themselves if *Open* blocks were used.
 - b. Some meeting schedulers who hold a meeting during a common meeting block designated as *Open* on the governance calendar receive *Regrets* from potential participants citing conflicts with department and college meetings which have designated meeting blocks (designated as *College* or *Department*) on the governance calendar.
 - c. As the governance calendar receives review annually by department chairs and college deans, presumably the final draft meets with their support and yet some of the departments and colleges use *Open* meeting blocks rather than *Department* or *College* meeting blocks.
 - d. A question from the floor inquiring if the university senate approves the calendar received the answer that it has not been practice to have the university senate formally review or endorse the governance calendar and that the university senate bylaws charge the executive committee to finalize the calendar by 1 April. Speaking as executive committee chair, John R. Swinton indicated that he would ensure that the university senate has an opportunity during the spring 2016 semester to review and offer feedback on the draft governance calendar for 2016-2017.
2. **Jennifer Flaherty Update – David Johnson**

- a. Jenny Flaherty's recent surgery was a success. She was discharged from the hospital and into a rehab facility in Macon. She is especially appreciative of the flowers, phone calls, and positive thoughts sent her way.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** John R. Swinton 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 4:30 p.m.

SUPPORTING DOCUMENTS:

1. The document *USGFC Report 11-6-15* (pdf and MSWord formats) is attached as a supporting document to supplement the University System of Georgia Faculty Council (USGFC) announcement made by Chavonda Mills.