

**2015-2016 University Senate
Minutes for the 19 Feb 2016 Meeting**

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

PRESENT (30) Angel Abney, Susan C. Allen, Kay Anderson, Karen Berman, Louis Bourne, Jan Clark, Jolene Cole, Nicole DeClouette, Donovan Domingue, Steve Dorman, Renee Fontenot, David Johnson, Ben McMillan, Chavonda Mills, Lyndall Muschell, Christine Mutiti, Stephanie Opperman, Amy Pinney, Joanne Previts, Barbara Roquemore, Mike Rose, Lindy Ruark, Claire Sanders, Katie Simon, Costas Spirou, Susan Steele, John R. Swinton, Tom Toney, Craig Turner, Shaundra Walker.

ABSENT (8) Heidi Fowler, Douglas A. Goings, Juawn Jackson, Brittiny Johnson, Mary Jean Land, David McIntyre, Kevin Morris, Vicky Robinson.

REGRETS (12) Netta Ben-Hashal, Kelli Brown, Josie Doss, Emily Gomez, Juan Ling, Daniel McDonald, Yeprem Mehranian, Carol J. Sapp, Daniel Simpson, Catherine Whelan, Cliff Wilkinson, James J. Winchester.

GUESTS (14)

First Name	Last Name	2015-2016 Committee	Description Role on University Senate or Position at the University
Shea	Council	None	<i>Administrative Assistant to University Senate</i>
Johnny	Grant	None	<i>Director of Economic Development and External Relations</i>
Mary	Magoulick	SoCC	<i>SoCC Chair; Professor, Department of English and Rhetoric</i>
Wendy	Mullen	None	<i>Provost Fellow</i>
Sam	Mutiti	APC	<i>Associate Professor of Geology</i>
Omar	Odeh	None	<i>Associate Vice President for Strategic Communications</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Joseph	Peters	None	<i>Dean, College of Education</i>
Sadie	Simmons	None	<i>Compliance and Policy Officer</i>
John	Sirmans	APC	<i>Parliamentarian of the 2015-16 University Senate</i>
Patrice	Terrell	None	<i>Associate Director, Employee Relations</i>
Elaine	Whitaker	None	<i>Chair and Professor, Department of English and Rhetoric</i>
Qiana	Wilson	None	<i>Director of Legal Affairs</i>
Wendy	Woodrum	None	<i>Shadowing President Dorman in the USG Executive Leadership Institute</i>

CALL TO ORDER: John R. Swinton, Presiding Officer of the 2015-2016 University Senate, called the meeting to order at 2:00 p.m.

WELCOME AND UNIVERSITY SENATOR PIN

- **New University Senators** John R. Swinton awarded a university senator pin (recognizing first-time membership on the University Senate) to Christine Mutiti (CoAS, elected faculty senator) and welcomed her to the university senate. John R. Swinton welcomed other recently named university senators to the university senate noting that this was not their first term of service. These included Lindy Ruark (selected staff senator), Cliff Wilkinson (CoAS, elected faculty senator), and Catherine Whelan (CoB, at-large elected faculty senator).
- **New Administrative Support** John R. Swinton welcomed Shea Council as the new administrative assistant to the university senate. Shea Council serves as the Executive Assistant in the Center of Student Success.
- **New Compliance Officer** John R. Swinton welcomed Sadie Simmons who recently joined Georgia College as the Compliance and Policy Officer.

AGENDA: A motion to approve the agenda was made and seconded. The following revisions were offered and adopted by those present.

- Barbara Roquemore withdrew motion 1516.FAPC.001.P Policy Defining Emeritus/Emerita Status on behalf of the Faculty Affairs Policy Committee (FAPC).
- Jan Clark, RPIPC Chair, requested that motions 1516.RPIPC.002.P Drug and Alcohol Policy and 1516.RPIPC.001.P Education Support Leave be moved to the top of the list of motions to be considered as New Business to ensure the campus personnel who were most knowledgeable of these motions would be present to field questions (if necessary) to inform the university senate deliberation.

The agenda was approved as amended.

MINUTES: The most recent meeting of the university senate scheduled for 3:30-4:45 Friday 22 Jan 2016 had been cancelled as the university closed at noon due to inclement weather. A draft of the minutes of the *20 Nov 2015 meeting of the 2015-2016 University* 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. **ATHLETICS AT GC** I continue to be very proud of our athletic program under the direction of Mr. Wendell Staton. This fall, the average GPA of our athletes was 3.29.
 - a. Women's Cross Country are at 3.72, while Men's Cross Country had the best team in school history and come in at 3.29
 - b. Women's Tennis is ranked #13 in the country on the court, and they sport a 3.71
 - c. Softball finished #10 nationally last year and will be pre-season Top 10 this year, and they came in at 3.60
 - d. The Volleyball program is just three years old, yet they hold a 3.49
 - e. Soccer had its third ten win season in four years, and carried a 3.31
 - f. Men's Tennis is ranked #12 nationally, and they are our top men's program at 3.31
 - g. Women's Basketball is currently #24 in the country, and they check in at 3.20
 - h. Baseball recorded the highest semester on record at 3.06
 - i. Men's Basketball checks in at 2.92
 - j. Golf, which has been one of the top programs in the country over the last twenty years, is at 2.91
2. **HOVERBOARDS AT GC** I wanted to make you aware that effective the first of this semester, Georgia College prohibited self-balancing scooters, known as hoverboards, because of recent concerns by the United States Consumer Product Safety Commission. This ban could be reviewed in the future as further information and recommendations regarding their safety become available.
3. **2016 SERVICE RECOGNITION CEREMONY** Immediately following the university senate meeting this afternoon, we will hold the 2016 Service Recognition Ceremony. It will start at 3:30 in the Magnolia Ballroom. I hope you will attend and congratulate the faculty and staff being recognized for their years of service to the institution.
4. **LEGISLATIVE SESSION** The legislative session continues to move forward and is over half-way complete as of this week. Our two capital projects remain in the budget (equipment for Beeson project and planning for Terrell/Kilpatrick projects). In addition, there is still funding for a 3% merit increase for all university employees included in the state budget. The BoR made a decision this week that there will be no tuition increase in the next fiscal year. There remains discussion about several other issues related to the University System.
5. **GC AT THE CAPITOL DAY** Our students, under the direction of Mr. Johnny Grant, conducted a Georgia College at the Capitol day on Wednesday of this week.
6. **FOUR-YEAR GRADUATION RATES** I am pleased to announce that our four year graduation rate has increased by almost 10 percentage points, representing about a 25% increase, over the last four years.

Term	Cohort Count	3Yr	4Yr	5Yr	6Yr	7Yr	8Yr
Fall 2008	1177	1.02%	39.93%	58.37%	61.26%	61.94%	
Fall 2009	1206	0.83%	39.55%	57.63%	60.36%		
Fall 2010	1202	1.08%	42.01%	57.57%			
Fall 2011	1204	1.41%	49.67%				
Fall 2012	1304	3.30%					

7. **360 REVIEW** Recently the USG has commissioned a 360 review of presidents. My review was completed in the fall and I have talked with a representative from Talent Quest the organization conducting the review and with the Chancellor about the findings in the review. In the spirit of transparency, if you would like to see the results of the review they are on hold in the president's office. You may stop by and ask to see the folder containing the review. I would ask that you not copy or photo any of the results or content of the review.
8. **INTRODUCING OMAR ODEH** I am pleased to introduce our new VP for Strategic Communications, Mr. Omar Odeh. Mr. Odeh joins us from Khalifa University in Abu Dhabi, United Arab Emirates where he has extensive experience in university communications. Many of you participated in the interviews of our candidates for this position before the holidays and we are pleased that Mr. Odeh decided to join the Georgia College Community.
9. **POLICY FOR USE OF STUDENT OPINION SURVEYS** I have approved the university senate motion regarding the **Policy for the Use of Student Opinion Surveys** as it was presented to me. After the original motion was submitted, some procedural edits were recommended that deal with directions on accessing the survey online. It is understood that the directions included here may need to be updated from time to time to reflect modifications to technology – in this case, the implementation of *Unify* across campus. Therefore, I would recommend that these modifications to the directions be accepted. The changes made are procedural only and do not impact, in my opinion, the intention of the policy that was submitted to be approved.
10. **QUESTIONS** President Dorman invited questions from the floor. There was one *What is the status of the campus carry legislation?* President Dorman asked Johnny Grant to respond to this question noting that Johnny interacts with legislators nearly every day.
 - a. This legislation is referenced as either *Campus Carry* or *Campus Safety*.
 - b. It is up for a vote in the house next week and it will pass the house.
 - c. The best chance to stop this legislation is in the senate.
 - d. The general population opposes *campus carry*.
 - e. As debate for this piece of legislation is more emotional than rational and the issue is polarizing, the USG has adopted the position "We support current law."
 - f. If you choose, communicate with legislators as a citizen.
 - g. While you certainly can mention that you are a professor or university employee, don't use your university email address or university letterhead to share your position as this violates USG policy and be clear that you are communicating as a citizen and not as a representative of the university or USG.
 - h. Your communication will be most influential if you direct it to your elected representatives as a registered voter and member of their constituency.

PROVOST'S REPORT As Provost Kelli Brown had extended regrets and was unable to attend this meeting, this report was not provided orally and was submitted in writing for inclusion in these minutes.

1. **FACULTY EXCELLENCE**

- a. **Faculty Scholarship Support Program (FSSP)** This program awards one of the most valuable resources of all – time. This "time" will 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. Four faculty recipients were selected for the 2016 Faculty Scholarship Support Program. They are Dr. Samiparna Samanta (History), Dr. Clifford Towner (Music), Dr. Susmita Sadhu (Mathematics), and Dr. Claudia Yaghoobi (English and Rhetoric).

b. **Provost Fellow** The 2016-2017 Provost Fellow will be Dr. Beauty Bragg.

c. **Professional Leaves for Fall 2016 and Spring 2017**

i. **Fall 2016** The following faculty are recipients of a fall 2016 professional leave Dr. Sam Mutiti (Biology); Dr. Tina Yarborough (Art); Dr. Marty Lammon (English & Rhetoric); and Dr. Brandy Kennedy (Government & Sociology).

ii. **Spring 2017** The following faculty are recipients of a spring 2017 professional leave Dr. Dennis Parmley (Biology); Dr. Mark Huddle (History & Geography); Dr. Charles Ubah (Government & Sociology); Dr. Sunita Manian (Philosophy & Liberal Studies); and Dr. Chris Greer (Professional Learning & Innovation).

iii. **2016-2017** The following faculty member is a recipient of a yearlong professional leave Dr. Michael Pangia (Chemistry, Physics & Astronomy)

2. **INSTITUTIONAL/PROGRAM EXCELLENCE**

a. **Strategic Planning Committee** Information regarding meetings, etc. can be found at <http://www.gcsu.edu/strategic-planning>

i. **Update** There are fourteen subcommittees engaging more than 140 faculty members, staff and students across campus. The plan will include all aspects of the university and will be strategic within Georgia College's mission. Subcommittees are up and running and determining two to three measurable and actionable objectives to move GC toward being a preeminent public liberal arts university.

ii. **Invitation to Participate** All are invited to participate, if you are interested please contact Dr. Mark Pelton and/or Dr. Chris Ferland.

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

b. **Promotion & Tenure Task Force**

i. **Co-Chairs** The task force co-chairs are Drs. Lisa Griffin and Doug Goings.

ii. **Open Meetings** All meetings are open to the university community.

iii. **Task Force Website** Information regarding meetings, etc. can be found at <https://intranet.gcsu.edu/promotion-tenure-task-force>

iv. **Task Force Members** include Stephen Auerbach, Karen Berman, Ryan Brown, Doug Goings, Lisa Griffin, Eric Griffis, Karl Manrodt, Lyndall Muschell, Craig Turner, Edward Whatley, and Diana Young.

c. **Mayfair/McIntosh** still on schedule to open in fall 2016

d. **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 are examples of what our students are doing.

a. **Goldwater** Our two nominees for the 2016 Goldwater Scholarship Competition are

i. **Samantha Clapp**, Junior, Mathematics, Rockmart, GA.

ii. **Cuyler Warnock**, Junior, Mathematics, Montrose, GA.

Thank you to the faculty reviewers Dr. Ashok Hedge (Biology); Dr. Brandon Samples (Math); Dr. Ken Saladin (Biology); and Dr. Ken McGill (Physics and Chemistry).

b. **Truman** Our two nominees for the 2016 Truman Scholarship Competition are

i. **Dillon Johnstone**, Junior, Sociology, Oak Point Texas.

ii. **Kevin Morris**, Junior, Economics and History, Savannah, GA.

Thank you to the faculty & staff who assisted with panel interviews John Bowen (Leadership Programs); Hank Edmondson (Government); Matt Roessing (Business); Kendall Stiles (GIVE); and Jim Winchester (Philosophy).

UNFINISHED BUSINESS: There were two items of unfinished business, specifically two motions proposing university senate bylaws revisions sponsored by ECUS.

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.Section I.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.Section I.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 is 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.Section 2 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.
 - iv. This motion received its first reading at the 20 Nov 2015 university senate meeting so today is its second reading.
- c. **DISCUSSION** There was no discussion.
- d. **SENATE ACTION** Motion 1516.EC.003.B was *approved* with no discussion.

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.Section I.A.2. Elected Faculty Senators.

The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section 2.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.Section I.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 is 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.
 - iv. This motion received its first reading at the 20 Nov 2015 university senate meeting so today is its second reading.
- c. **DISCUSSION** There was no discussion.
- d. **SENATE ACTION** Motion 1516.EC.004/B was *approved* with no discussion.

NEW BUSINESS: There were twelve motions (one sponsored by FAPC, three sponsored by RPIPC, one sponsored by SAPC, one sponsored by SCoN, and six sponsored by CAPC) listed as items of new business.

1. **MOTION 1516.RPIPC.001.P (EDUCATION SUPPORT LEAVE)** On behalf of the committee, Jan Clark, RPIPC Chair, presented the motion *To adopt the Educational Support Leave Policy as described in the supporting document "Education Support Leave" as University policy.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.RPIPC.001.P, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Education Support Leave Document* A pdf file providing the proposed policy formatted in compliance with the university senate policy template.
 - b. **CONTEXTUAL INFORMATION** This policy allows a full-time benefit eligible (40 hours per week), non-temporary USG employee to take up to eight hours of paid leave per year to support education (K-16).This policy is proposed to comply with both current state law and current USG policy.
 - c. **DISCUSSION** The discussion included the following conversation points.
 - i. Question *Is this for educational development?* Answer No, it is to support education, possibly as a parent, in capacities including but not limited to: reading to students at a school, attending a parent/teacher conference, presenting on career day, uncompensated tutoring of students, attending award or recognition ceremonies, attending commencement ceremonies, attending open house functions, and participating in field day or field trips.
 - ii. Question *Must I be a parent to take this kind of leave?* Answer No, you need not be a parent to take this leave and you might take it to support the education of individuals other than your own children.

- iii. Question *Is this leave based on an academic year, does this leave rollover?* Answer This leave is based on a calendar year from Jan 1 to Dec 31 and unused leave does not rollover. It is *use it or lose it* leave. Leave must be taken in one hour increments and up to eight hours can be taken for a single qualifying event.
- iv. Question *How do I request this leave?* Answer Employees must receive approval from their supervisor at least 24 hours prior to attending a qualifying event directly related to student achievement and academic support.
- v. Question *Why is the effective date listed as 1 July 2015 in the supporting document?* Answer 1 July 2015 is the effective date of applicable state law.
- d. **SENATE ACTION** Motion 1516.RPIPC.001.P was *approved* with no further discussion.
- 2. **MOTION 1516.RPIPC.002.P (DRUG AND ALCOHOL POLICY)** On behalf of the committee, Jan Clark, RPIPC Chair, presented the motion *To recommend as University Policy the attached document entitled "Drug and Alcohol Policy"*.
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.RPIPC.002.P, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Drug and Alcohol Policy document* A pdf file providing the proposed policy formatted in compliance with the university senate policy template.
 - b. **CONTEXTUAL INFORMATION** This policy articulates that employees may be subject to the following drug and alcohol screenings: pre-employment, reasonable suspicion, post-accident, follow-up, return to work and random drug testing for evidence of use of illegal drugs and alcohol usage. This policy is proposed to comply with both current state law and current USG policy.
 - c. **DISCUSSION** The discussion included the following conversation points.
 - i. Question *What type of testing is used?* Answer I'd have to check into those details.
 - ii. Question *Who does the testing?* Answer Trained medical technicians, who shall also be available to discuss the nature of the test and the test results with the individual.
 - iii. The majority of drugs listed in the definition of the keyword Illegal Drug are actually legal. Note: During the preparation of these minutes, it is noted that this definition is qualified with the sentence *The term illegal drug does not include any drug used pursuant to and in accordance with a valid prescription or when used as otherwise authorized by state or federal law.*
 - iv. Question *Who are included among the safety sensitive individuals?* Answer shuttle bus drivers, police officers, those mixing chemicals in a laboratory setting.
 - v. A **MOTION to CALL THE QUESTION** was made and seconded and adopted by voice vote with the presiding officer acknowledging a vocal minority in opposition to this motion.
 - d. **SENATE ACTION** Motion 1516.RPIPC.002.P was *approved* with one nay vote.
- 3. **MOTION 1516.FAPC.003.P (COURTESY ADJUNCT FACULTY STATUS)** On behalf of the committee, Barbara Roquemore, FAPC Chair, presented the motion *To recommend the proposed policy in the supporting document entitled "Courtesy Adjunct Faculty Status" as University Policy, and to endorse the definitions and procedural recommendations made therein.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.FAPC.003.P, accessible in the online motion database, was displayed on the big screen. There were two supporting documents.
 - i. *Courtesy Adjunct Faculty Status* An MSWord file providing the definition, length of service, rank, compensation (none), process to initiate, and periodic review of this type of status.
 - ii. *Courtesy Adjunct Faculty Status – Related Policies* An MSWord file providing the pertinent University System of Georgia and Board of Regents policy statements.
 - b. **CONTEXTUAL INFORMATION** Barbara Roquemore shared the following contextual information. As can be seen in the documentation, Courtesy Adjunct Faculty Status

- i. is an honorary appointment to formalize a professional relationship
 - ii. has no benefits, specifically no compensation, no faculty rank, no faculty status, no technology access, no parking permit, no BobcatID card, no eligibility for promotion or tenure, no employee benefits, no teaching duties (note that an individual could simultaneously have teaching duties yet such teaching duties would be negotiated independently of the awarding of this status), no voting rights, no input into college decisions.
 - iii. has a proposed application with approval by department chair, dean and provost required.
- c. **DISCUSSION** The discussion included the following.
- i. Credibility issues aside for this type of status, my concern is the use of the term faculty in this type of status. Response This term is used to comply with the term used in Board of Regents (BoR) policy.
 - ii. *Will individuals garnering this status get counted as faculty? Is there any other term that can be applied without the word faculty included?* There was no formal response to the first question and the response to the second question reiterated compliance with BoR policy. In other states, this status is called affiliate faculty.
 - iii. *What are examples of this type of status?* Response In College of Health Sciences, application of this type of status to a hospital CEO; in College of Education, application of this type of status to a superintendent of schools; in College of Business, application of this type of status to a respected community business leader.
 - iv. *Does this status include teaching?* Response: No. However as stated in the supporting document, an individual holding this status could teach courses yet these teaching duties would be negotiated independently of the awarding of this status.
- d. **SENATE ACTION** Motion 1516.FAPC.003.P was *approved* with a vocal minority in opposition to this motion acknowledged by the presiding officer.
4. **MOTION 1516.CAPC.002.C (NEW ONLINE PROGRAM: MED IN CURRICULUM AND INSTRUCTION)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Masters of Education in Curriculum and Instruction with a distance learning delivery as proposed in the supporting document titled MED C&I Complete Degree Proposal.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.002.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *MED C&I Degree Proposal* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** Angel Abney deferred to Joseph Peters (Dean, College of Education) who indicated that this credential bumps a teacher up on the pay scale.
 - c. **DISCUSSION**
 - i. A question from the floor – *Is this delivered completely online?* – was answered with Yes, it is.
 - d. **SENATE ACTION** Motion 1516.CAPC.002.C was *approved* with no additional discussion.
- During the preparation of these minutes, the following information was brought to light. Motion 1516.CAPC.002.C is proposing the adoption of a curricular proposal for which the corresponding prospectus has not yet received approval from the Board of Regents. Thus, it is recommended that this motion be withdrawn with the possibility that it will be resubmitted as a NEW motion at a later date if the corresponding prospectus receives favorable review by the Board of Regents.*
5. **MOTION 1516.CAPC.006.C (EDS IN TEACHER LEADERSHIP)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Educational Specialist in Teacher Leadership with a distance learning delivery as proposed in the supporting document titled EDS in Teacher Leadership Degree Proposal.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.006.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *EDS in Teacher Leadership Degree Proposal* An MSWord file providing the proposed curricular revisions.
- b. **CONTEXTUAL INFORMATION** Angel Abney deferred to Joseph Peters (Dean, College of Education) who indicated that this was an upgrade to an existing certificate and that if this proposal is approved, the College of Education will deactivate an existing program.
- c. **DISCUSSION**
 - i. None.
- d. **SENATE ACTION** Motion 1516.CAPC.006.C was *approved* with no discussion.

During the preparation of these minutes, the following information was brought to light. Motion 1516.CAPC.006.C is proposing the adoption of a curricular proposal for which the corresponding prospectus has not yet received approval from the Board of Regents. Thus, it is recommended that this motion be withdrawn with the possibility that it will be resubmitted as a NEW motion at a later date if the corresponding prospectus receives favorable review by the Board of Regents.

- 6. **MOTION 1516.CAPC.007.C (POST MSN PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER CERTIFICATE)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Post MSN Psychiatric Mental Health Nurse Practitioner Certificate as proposed in the supporting document titled Post MSN Psychiatric Certificate Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.007.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Post MSN Psychiatric Certificate Proposal* A pdf file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** This is a post graduate certificate program addressing a national critical need program.
 - c. **DISCUSSION**
 - i. A question from the floor – *Is there an internship component?* – was answered with No, but there is a clinical component.
 - ii. Point of Information: *Does the university senate act on certificate programs?* Answer Historically, yes.
 - d. **SENATE ACTION** Motion 1516.CAPC.007.C was *approved* with no additional discussion.
- 7. **MOTION 1516.CAPC.008.C (POST MSN NURSE EDUCATOR CERTIFICATE)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the addition of a new Post MSN Nurse Educator Certificate as proposed in the supporting document titled Post MSN Nurse Educator Certificate Proposal.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.008.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Post MSN Nurse Educator Certificate Proposal* A pdf file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** This is a post graduate certificate program addressing a state-wide critical need program.
 - c. **DISCUSSION**
 - i. None.
 - d. **SENATE ACTION** Motion 1516.CAPC.008.C was *approved* with no discussion.
- 8. **MOTION 1516.CAPC.009.C (MASTER OF SCIENCE IN CRIMINAL JUSTICE ONLINE)** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend moving the Master of Science in Criminal Justice to a completely online delivery.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.009.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *MSCJ Online Proposal* An MSWord file providing the proposed curricular revisions.
 - b. **CONTEXTUAL INFORMATION** This program is shifting to all online delivery. This shift is motivated, in part, by low enrollments.
 - c. **DISCUSSION**
 - i. A question from the floor – *Is this a change in only the delivery method?* – was answered with Yes, it has been a face-to-face delivery and now it is proposed to be totally online.
 - d. **SENATE ACTION** Motion 1516.CAPC.009.C was *approved* with one nay vote.
9. **MOTION 1516.CAPC.010.C (TERMINATION OF BACHELOR OF BUSINESS ADMINISTRATION (BBA))** On behalf of the committee, Angel Abney, CAPC Chair, presented the motion *To recommend the termination of the Bachelor of Business Administration with a major in General Business.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CAPC.010.C, accessible in the online motion database, was available for display on the big screen. There was one supporting document.
 - i. *Termination of BBA General Business Memo* An MSWord file housing a memo from the Dean of the College of Business advocating for termination and documenting support of the Department of Economics and the College of Business.
 - b. **CONTEXTUAL INFORMATION** This is a termination as the program has already been deactivated. At present, there are no students in the program.
 - c. **DISCUSSION**
 - i. None.
 - d. **SENATE ACTION** Motion 1516.CAPC.010.C was *approved* with no discussion.
10. **MOTION 1516.CN.002.O (REVISIONS TO THE SLATE OF NOMINEES FOR 2015-2016 UNIVERSITY SENATE)** On behalf of the committee, Chavonda Mills, ScoN Chair, presented the motion *To adopt the revised slate of nominees for the 2015-2016 University Senate officers and committee members as proposed in the supporting documentation.*
- a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.CN.002.O, accessible in the online motion database, was available for display on the big screen. There were three supporting documents.
 - i. *Revised Slate of Nominees for US 2015-2016* A pdf file showing the proposed revisions to the memberships of the 2015-2016 university senate and its committees.
 - ii. *Report of Bylaws Compliance for the 2015-2016 US Committees* A pdf file showing how the proposed slate of nominations complies with all pertinent university senate bylaws.
 - iii. *Summary of Revisions to Slate of Nominees US 2015-2016* A pdf file providing a listing of each proposed revision.
 - b. **CONTEXTUAL INFORMATION** Chavonda Mills indicated that this proposal reflects the proposed revisions to the slate of nominees to the memberships of the 2015-2016 university senate and its committees since the approval of 1516.CN.001.O. The proposed revisions are
 - i. University Senate (US)
 - 1) Selected Staff Senator from Eve Puckett to Melinda M. "Lindy" Ruark (November 17, 2015)
 - 2) CoAS Elected Faculty Senator from Ruth Carter to Cliff Wilkinson (January 13, 2016)
 - 3) CoAS Elected Faculty Senator, Department of Biology and Environmental Science, from Allison VandeVoort to Christine Mutiti (February 8, 2016)
 - 4) At-Large Faculty Senator, from Howard Woodard to Catherine Whelan (February 8, 2016)
 - ii. Academic Policy Committee (APC)

- 1) CoAS Elected Faculty Senator from Allison VandeVoort to Christine Mutiti (February 8, 2016)
- iii. Faculty Affairs Policy Committee (FAPC)
 - 1) At-Large Faculty Senator, from Howard Woodard to Catherine Whelan (February 8, 2016)
- iv. Resources, Planning and Institutional Policy (RPIPC)
 - 1) Selected Staff Senator from Eve Puckett to Melinda M. "Lindy" Ruark (November 17, 2015)
- v. Student Affairs Policy Committee (SAPC)
 - 1) SGA Appointee from Barrett Stanley to Jordan Bracewell (January 4, 2016)
- vi. Subcommittee on Core Curriculum (SoCC)
 - 1) CoAS Elected Faculty Senator from Ruth Carter to Cliff Wilkinson (January 13, 2016)
 - 2) CAO Designee from Noland White to Cara Meade Smith (February 9, 2016)

Chavonda Mills noted that Catherine Whelan had run unopposed as a candidate for the at-large elected faculty senator (completing the term of Howard Woodard who retired in December 2015) and thus there had been no formal ballot election.

c. **DISCUSSION**

i. None.

d. **SENATE ACTION** Motion 1516.CN.002.O was *approved* with no discussion.

11. **MOTION 1516.RPIPC.003.P (PERSONAL TRANSPORTATION VEHICLE POLICY)** On behalf of the committee, Jan Clark, RPIPC Chair, presented the motion *To recommend the proposed policy as spelled out in the supporting document "Personal Transportation Vehicle Policy" as University Policy.*

a. **SUPPORTING DOCUMENTS** Supporting documentation for Motion 1516.RPIPC.003.P, accessible in the online motion database, was available for display on the big screen. There were five supporting documents.

i. *Personal Transportation Vehicle Policy* An MSWord file with the proposed policy formatted in compliance with the university senate policy template.

ii. Four pdf files showing maps supporting the policy. These files were *Centennial Block map, Houses and Adams map, Kilpatrick map, and Main Block map.*

b. **CONTEXTUAL INFORMATION** The intent of this policy is to outline safe operations and maintenance of Personal Transportation Vehicles which will aid in creating a safer environment for students, faculty, and staff.

c. **DISCUSSION**

i. None.

d. **SENATE ACTION** Motion 1516.RPIPC.003.P was *approved* with no discussion.

12. **MOTION 1516.SAPC.001.O (NEW LANGUAGE TO GCSU'S STATEMENT OF NON-DISCRIMINATION)** On behalf of the committee, David Johnson, SAPC Chair, presented the motion *Student Affairs Policy Committee, in conjunction with Student Government Association, move that the language "gender identity and gender expression" be added to GCSU's Statement of Non-Discrimination.*

The new statement will read:

Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

a. **SUPPORTING DOCUMENTS** Motion 1516.SAPC.001.O, accessible in the online motion database, was available for display on the big screen. There were no supporting documents.

b. **CONTEXTUAL INFORMATION** No contextual information was provided.

c. **DISCUSSION**

- i. Question *How does this affect first amendment rights (religious freedom)?* Response We are not sure – this motion was made to support a recent resolution adopted by our Student Government Association (SGA).
- ii. Question *How does this mitigate liability? This is not included.* Response SGA passed a resolution with more detail.
- iii. Question *Is the SGA Resolution available as a supporting document?* Response No, it was not included as a supporting document.
- iv. Concern If adopted, the risk of litigation may require an update of all university documents to remove pronouns like he and she and require relabeling of restroom signs which presently are gender specific. The adaptations to accommodate this may be even more far reaching.
- v. Question *Isn't the proposed non-discrimination embraced legally by non-discrimination based on sexual orientation?* Response from the floor possibly, yet there is a distinction academically.
- vi. In light of these points of concern, A **MOTION to COMMIT**, specifically *To send the policy motion back to the Student Affairs Policy Committee to clarify the proposal and provide additional supporting documentation to provide rationale for the proposal including but not limited to the pertinent SGA Resolution and context for how this type of non-discrimination has been implemented (what are the challenges?) in other university settings and other states* was made and seconded and approved by a voice vote.

d. **SENATE ACTION** Motion 1516.SAPC.001.O was *committed* (see 3.c.vi above).

COMMITTEE REPORTS: Given the abundance of motions receiving consideration at this meeting, the following committee reports were provided exclusively in writing due to shortness of time to accommodate oral presentations.

1. **ACADEMIC POLICY COMMITTEE** (APC) – Donovan Domingue

Officers: Chair Donovan Domingue, Vice-Chair David McIntyre, Secretary John Sirmans

- a. **Meeting** APC met on 5 Feb 2016 from 2:00pm to 3:15pm. The following topic was discussed.
 - i. **Academic Calendar** The APC discussed preferences and possibilities of adding reading days to the academic calendar. Actions are deferred to the academic calendar committee.

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 5 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Graduate Council** CAPC received policy manual updates from the Graduate Council.
 - ii. **Motions** Some of the motions presented at this meeting of the university senate were also discussed while other motions were carryover items from the cancelled 22 Jan 2016 meeting of the university senate.

3. **SUBCOMMITTEE ON CORE CURRICULUM** (SoCC) – Mary Magoulick

Officers: Chair Mary Magoulick, Vice-Chair Roberta Gorham, Secretary Kay Anderson

- a. **Area B** SoCC has received no new proposals for Area B courses since last semester. If anyone plans to teach a new section of GC1Y or GC2Y in the next academic year, please submit the proposal at least two weeks before the beginning of registration, which means now.
- b. **Discussion** SoCC has been meeting regularly to discuss general core issues and LARP (Liberal Arts Renewal Project) issues.
- c. **Fora** SoCC hosted two seminars to discuss teaching Area B classes last semester. We are in the process of organizing more such forums for this semester, including two, one for Area C1 & one for Area B on Friday, March 4 at 3:30pm. Look on Frontpage for location and other details or contact me.

- d. **Online Presence** 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>.
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 5 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed.
- i. **Chair items from ECUS meeting (2/5/16)**
- 1) Upcoming meeting with Julia Hann concerning Risk Analysis. Will provide the view from the Senate and report back to ECUS. Meeting scheduled for 2/17/16.
 - 2) Will represent faculty leadership on Bookstore Innovation Group (BIG). Will report to ECUS after meeting takes place. Meeting scheduled 2/15/16.
 - 3) Need to check on: Question arose as to who is responsible for maintaining the PPPM (Policies, Procedures, and Practices Manual). This will become clearer as we talk with new Compliance/Policy Officer Sadie Simmons.
 - 4) Discussion item: The Chair was approached by a faculty member who wanted to know what Senate had planned concerning the "campus carry" bill, HB859. There were no plans and the current policy of the BOR is "we support current law" (emphasis added). ECUS remains open to hosting a discussion if there is the desire on campus to have such an opportunity for discussion. Faculty members (and the entirety of the GCSU community) are reminded that they are permitted as always to express their opinions as citizens in other public fora.
 - 5) Routing Item: GC SGA brought a resolution proposing a requirement on all faculty to use Desire2Learn (D2L) for all courses. This item needs to be routed (see below).
- ii. **Chair items from ECUS meeting with Standing Committee Chairs (2/5/16)**
- 1) GC SGA resolution was routed to APC to work with SGA to hammer out a policy proposal. Any policy proposal that is developed will go to FAPC before being considered by the university senate as a whole.
 - 2) The balance of the university senate budget (\$5000 allocation annually) is presently holding at \$1691.72.
5. **SUBCOMMITTEE ON NOMINATIONS (SCoN)** – Chavonda Mills
Officers: Chair Chavonda Mills, Secretary Craig Turner, No Vice-Chair position for this committee.
- a. **At-Large Faculty Senator Election** The call to vote for the 2016-2019 at-large elected faculty senator was emailed to the Corps on Instruction on February 15, 2016 and is scheduled to close on February 24, 2016. There are four nominees of for the position:
- i. Alex Blazer
 - ii. Jan Clark
 - iii. Hedwig Fraunhofer
 - iv. Mike Gleason
- To date, 101 votes have been submitted.
- b. **Faculty Senator Election Results** According to the university senate bylaws, elected faculty senator election results should be received by February 1. To date, I have received election results from the
- i. **College of Arts & Sciences** (7 out of 9 seats reported)
- 1) Hauke Busch
 - 2) Rodica Cazacu
 - 3) Kimberly Cossey
 - 4) Amy Pinney

- 5) Ashley Taylor
- 6) Tom Toney
- 7) James Winchester
- ii. **College of Business** (*1 out of 1 seat reported*)
 - 1) J.F. Yao
- iii. **College of Education** (*N/A*)
 - 1) No open senate seats
- iv. **College of Health Sciences** (*1 out of 1 seat reported*)
 - 1) Will Hobbs
- v. **Library and Information Technology Center** (*N/A*)
 - 1) No open senate seats

Once CoAS informs ECUS of their final two senators, results will be announced to the university community.

c. **2016 University Senate Governance Retreat**

- i. **Confirmed Date** The 2016 Governance Retreat is scheduled for 9:00am-4:00pm on Tuesday 9 Aug 2016.
- ii. **Confirmed Site** The location for the 2016 Governance Retreat will be Rock Eagle
- iii. **Committee Members** Chavonda Mills (Committee Chair), John R. Swinton, Lyndall Muschell, and Craig Turner. If anyone would like to serve on the retreat committee, please let me know. In particular, a staff representative is needed on the committee.

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

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

- a. **Meeting** FAPC met on 5 Feb 2016 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Courtesy Adjunct Faculty Status**
 - 1) Wendy Mullen met with FAPC to discuss Courtesy Adjunct Faculty Status.
 - 2) The BoR uses the term differently from most of higher education. This honorary title would be for local business, educational, political leaders and such for those we want to have an association with. We used to have courtesy adjunct faculty positions. ECUS wondered if faculty would have input in the process. Therefore, the proposal was amended to include faculty input. The adjunct faculty member does not teach, there is no GCID, no Bobcat card.
 - 3) Concern: why call them faculty? This is already a BoR policy, ECUS thinks more than an information item.
 - 4) Motion to approve 5 Feb 2016 Draft titled Courtesy Adjunct Faculty Status
 - 5) Motion passed with one 'nay.'
 - ii. **Office Hours**
 - 1) Can you substitute electronic office hours for regular office hours?
 - 2) There was unanimous approval to follow the currently stated policy, which involves adequate office hours in their current teaching platform.
 - iii. **Emeritus/Emeriti Status (Motion)**
 - 1) Problem that Emeritus faculty previously have free parking but the current do not.
 - 2) Emeritus/Emerita Status Policy - The revised motion will be sent to the university senate.
 - 3) Include a 'Grandfather' clause:
All individuals previously receiving emeritus status will retain all rights and privileges awarded as long as resources are available. In the future, individuals receiving emeritus status will receive rights and privileges outlined in this document.
 - 4) Passed Unanimously

- iv. **Student Opinion Surveys (IDEA)** Issue: Some department chairs using just the surveys for evaluation. Until contract expires, what can we do?
 - 1) Ask Steve Jones and David Smith when current contract expires. When contract comes up, review how effective it was.
 - 2) Would administration renew contract without asking FAPC?
 - 3) Previous instrument basically asked if student liked you or not.
 - 4) Council of Chairs, wanted instrument with national comparison
 - 5) FAPC will attend webinars to view some other instruments to look for a new instrument.
- v. **T & P Task Force Update**
 - 1) The FAPC members (Ryan Brown and Karen Berman) of the university tenure and promotion task force reported back to FAPC
 - a) Reviewed academic unit (colleges, library) T&P documents.
 - b) Starting listening tour to hear faculty concerns on T&P

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

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

- a. **Meeting** The Resources, Planning and Institutional Policy Committee met on 5 Feb 2016 from 2:00pm to 3:15pm.
 - i. **Motion** RPIP members voted to approve a policy motion accepting the GC Personal Transportation Vehicle Policy.
- b. **Personal Note (Jan Clark) Strategic Plan (5 Feb 2016 ECUS-SCC meeting)** As the university representative on the Strategic Plan Steering Committee, Jan Clark indicated her desire to provide an update at the 19 Feb 2016 meeting of university senate. All present supported the addition of this report.

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 5 Feb 2016 from 2:00pm to 3:15pm.
 - i. **Non-Discrimination**

Here's the old version:

Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

New version (changes in bold):

*Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, **gender identity, gender expression,** religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.*

Here are links to this Statement of Non-Discrimination:

- 1) <http://www.gcsu.edu/non-discrimination>
- 2) <http://web1.gcsu.edu/equity/statement.htm>
- 3) <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Affirmative-Action-and-Equal-Employment-Opportunities/Non-Discrimination-Statement>
- 4) <http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Faculty-Handbook/Employment-Policies-Procedures-and-Benefits/Affirmative-Action-and-Equal-Employment-Opportunities/Non-Discrimination-Statement>

5) <http://gcsu.mobile.smartcatalogiq.com/en/2015-2016/Undergraduate-Catalog/Academic-Policies/Non-Discrimination>

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

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

- a. *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 is no new report. Thus, there is no report for SGA for this meeting.*

ANNOUNCEMENTS: There were four announcements.

1. **Procedures to Establish, Restructure, or Rename an Academic Unit** – Costas Spirou

- a. An academic unit is a program, department, school or college. The procedure articulates the steps necessary to establish, restructure or rename an academic unit.
- b. The procedure is a two-stage process
 - i. Stage one: An exploratory conversation among the faculty of the academic unit with the relevant administrators (department chair(s), dean(s), and the provost) focusing on the viability and rationale for the proposed revision.
 - ii. Stage two: If deemed appropriate by the Provost, the preparation of a formal request is authorized in compliance with the included guidelines and subject to review by the administrative chain as well as the university senate, The President makes the final decision.
- c. These procedures (attached to these minutes as a supporting document) have been developed over the last four months and have benefited significantly from consultations with department chairs, deans, and the Executive Committee of the University Senate.
- d. The primary goal in producing this document is three-fold.
 - i. To provide clear guidelines for establishing, restructuring, or renaming an academic unit
 - ii. To provide transparency in establishing, restructuring, or renaming an academic unit
 - iii. To promote consistency in establishing, restructuring, or renaming an academic unit

2. **Strategic Plan** – Jan Clark, who serves as the University Senate Representative on the Strategic Plan Steering Committee, deferred to Mark Pelton for an informational update.

- a. Several months ago, Costas Spirou presented to the university senate an outline of the proposed strategic planning process and received an assurance of support for the effort. I subsequently made a similar presentation to RPIPC and was very happy when Jan Clark, RPIPC chair, agreed to serve as a member of the strategic planning steering committee.
- b. Since that time, we have solicited faculty and staff volunteers for the fourteen subcommittees through the faculty and staff email lists, Front Page, and direct appeals to a number of people with significant expertise in each committee's area of focus. President Dorman gave the steering committee and committee chairs their charge at a kickoff meeting back in November, and the committees, with approximately 140 faculty, staff, and students involved, have been hard at work since. For your information, I've distributed a handout (attached to these minutes) with the membership of each committee.
- c. The committees are in the process of developing their reports, with measurable goals and objectives, and have begun submitting some preliminary information for review. As you will see on the timeline handout, their final reports are due to the steering committee on March 7. After that date, the steering committee will utilize the subcommittee reports to develop a draft strategic plan for the university for 2016 through 2020.
- d. If all goes according to plan, we will have a draft report ready for presentation at the university senate meeting in April, and the campus will have the opportunity to review and provide input from April through early fall. Our goal is to have the strategic plan reviewed and approved by September, 2016, so that it can be used during the FY18 budget cycle.

- e. The strategic planning steering committee also was asked to review the university's mission, vision, and values, and has been focused on this while the subcommittees have worked to develop their own reports. We have developed a draft vision statement which has been posted to the strategic planning website (www.gcsu.edu/strategic-planning). Your thoughts on the draft vision would be appreciated, so please check it out on the website and provide your comments and suggestions to any member of the steering committee, or by email to strategic.planning@gcsu.edu
3. **USG Executive Leadership Institute** President Dorman introduced Wendy Woodrum, who is shadowing him as part of the USG Executive Leadership Institute. Wendy Woodrum serves as the Director of Business Operations at Georgia Southern University.
4. **University Senate Electronic Presence** – Craig Turner
 - a. Given the shortness of time, John R. Swinton asked Craig Turner when the new university senate electronic presence will go live, to which the response was next Friday (meaning 26 Feb 2016).

OPEN DISCUSSION: There was no open discussion.

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 3:20 p.m.

SUPPORTING DOCUMENTS:

1. The document *StrategicPlanHandout* (pdf format) is the handout circulated by Mark Pelton to accompany his announcement on the Strategic Plan.
2. The document *AcademicUnitProceduresFINAL* (pdf and MSWord formats) is attached as a supporting document to supplement the Procedures to Establish, Restructure, or Rename Academic Units announcement made by Costas Spirou.