

**2017-2018 University Senate
Minutes for the 20 Apr 2018 Meeting**

University Senate Officers: Presiding Officer Nicole DeClouette, Presiding Officer Elect Alex Blazer, Secretary Craig Turner

PRESENT (35) Susan Allen, Kay Anderson, Donna Bennett, Alex Blazer, Robert Blumenthal, Linda Bradley, Kelli Brown, Hauke Busch, Rodica Cazacu, Angela Criscoe, Nicole DeClouette, Steve Dorman, Emily Gomez, Glynnis Haley, Sarah Handwerker, Will Hobbs, Jan Hoffmann, David Johnson, Juan Ling, Catrena Lisse, Amelia Lord, Stephanie McClure, Chavonda Mills, Lyndall Muschell, Christine Mutiti, Stephanie Opperman, Amy Pinney, Carol Sapp, Joanna Schwartz, Evita Shinholster, Katie Simon, John Swinton, Craig Turner, Michael Watson, Diana Young.

ABSENT (10) Gabrielle Aladesuyi, Jolene Cole, Sabrina Hom, Monica Ketchie, Alesa Liles, Courtney Manson, Ben McMillan, Ashley Taylor, Tom Toney, J.F. Yao.

REGRETS (5) Hedwig Fraunhofer, Wanda Johnson, Min Kim, Mike Muller, Joanne Previts.

GUESTS (11)

First Name	Last Name	2017-2018 Committee	Description Role on University Senate or Position at the University
Beauty	Bragg	None	<i>Interim Chair, English</i>
Shea	Council	None	<i>Administrative Assistant to the University Senate</i>
Monica	Delisa	None	<i>Vice President of University Advancement</i>
Carolyn	Denard	APC	<i>Associate Provost for Student Success; Director, Center for Student Success</i>
Andy	Lewter	SAPC	<i>Dean of Students</i>
Bob	Orr	None	<i>Chief Information Officer</i>
Shane	Potts	None	<i>Lead Client Support Specialist</i>
John	Sirmans	None	<i>Parliamentarian of the 2017-2018 University Senate</i>
Costas	Spirou	None	<i>Senior Associate Provost & Director of Graduate Studies</i>
Monica	Starley	None	<i>Special Assistant to the President</i>
Robert J.	Wilson III	None	<i>University Historian</i>

CALL TO ORDER: Nicole DeClouette, Presiding Officer of the 2017-2018 University Senate, called the meeting to order at 2:01 p.m.

CONSENT AGENDA:

***Consent Agenda
Special Rule of Order
two-thirds vote required***

A consent agenda may be presented by the Presiding Officer at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

A consent agenda was available as an item of business listed on the meeting agenda and read as follows.

AGENDA/MINUTES

1. University Senate Meeting Agenda (04/20/2018)
2. University Senate Meeting Minutes (03/16/2018)

A **MOTION** to adopt the consent agenda was made, seconded and approved by voice vote with no proposed extractions and no further discussion with no dissenting voice and only voting members of the university senate eligible to vote.

AGENDA: The agenda for this meeting was *approved as circulated* as item 1 of the consent agenda.

MINUTES: The minutes of the 16 Mar 2018 university senate meeting were *approved as circulated* as item 2 of the consent agenda.

PRESIDENT’S REPORT – President Steve Dorman

1. **VICE PRESIDENT FOR STUDENT AFFAIRS SEARCH UPDATE** Our new vice president-elect for student affairs, Dr. Shawn Brooks, will join us on Tuesday, May 1, 2018. Dr. Brooks currently serves as the vice president for student affairs at the University of Pittsburgh – Johnstown. He will work with Dr. Harshbarger and fully assume the position upon Dr. Harshbarger’s retirement on June 30, 2018.
2. **STAFF SUMMER OPTIONAL FLEXTIME PROGRAM** This is an optional program. Participation is voluntary on the part of the employee and subject to approval by the employee’s direct supervisor and/or vice president to whom their unit reports. This program will be available from May 14 – July 27, 2018. The program will be offered to all GC staff but will be determined on a case-by-case basis and based upon the business needs of the unit. A final decision regarding position eligibility will be made by the supervisor of the area with final approval by the respective vice president. The typical flextime granted will be four 10-hour days within one week. Details will be released to the campus on Monday.
3. **BOREN SCHOLARSHIP APPLICANTS** Jonathan Mangrum, a junior economics and political science honors student from Augusta, GA, has been selected as a Boren Scholar. Jonathan will participate in the South Asian Flagship Language Institute, which will entail taking courses in Urdu at the University of Wisconsin this summer, followed by an in-country study at the American Council for International Education in Lucknow, India. The Boren Scholarship is a highly competitive award – Jonathan is our first student to win this award. Boren Scholarships provide funding for undergraduate students to study critical needs languages in world regions vital to U.S. interests. Boren Scholars are those academically ambitious individuals pursuing a career in federal national security. Recipients will work in the federal government for a minimum of one year after graduation. Another of our students, David Williams, a sophomore economics major also from Augusta, GA, was selected as an alternate for the African Language Flagship Institute in Swahili.
4. **FULBRIGHT SCHOLARSHIP FINALIST** Janileyah Thompson has been awarded a Fulbright Scholarship for the South Korea English Teaching Assistantship for 2018-2019. She is a 2017 (December) Mass Communication graduate from Newnan, Georgia.
5. **FORMER STUDENT JOINS KNIGHT COMMISSION OF INTERCOLLEGIATE ATHLETICS** Former Georgia College Class Valedictorian of 2015, who also is our all-time leading scorer in Georgia College Women’s Basketball history, has been appointed as a Board Member of the Knight Commission of Intercollegiate Athletics. To my knowledge, our own Shanteona Keys is the youngest member ever named to the Commission and the only NCAA Division II student-athlete to ever serve. The Knight Commission is THE most influential voice in the alignment of higher education and intercollegiate athletics.
6. **OXFORD EXPERIENCE** Cameron “Cam” Watts, an Economics major, is planning to spend the Michaelmas term (fall semester) at the University of Oxford, Regents Park College. He then plans to travel to Germany to spend the spring semester with our partner, SRH Hochschule Heidelberg. His future goals involve addressing the economics of social injustice; so while abroad, he plans to study behavioral economics, social policy, and law.
7. **MAX NOAH SINGERS AT CARNEGIE HALL** Based on a video submission and her curriculum vitae, Dr. Jennifer Flory has been invited to conduct at Carnegie Hall on Saturday, May 19, 2018. Our auditioned choir and Max Noah Singers were also invited based on their submission of a performance recording. A group of 40 students and 8 faculty/staff began learning the music in January and will participate in the concert. This achievement is truly a step along the path to preeminence.
8. **LEGISLATIVE SESSION** (Submitted by Johnny Grant)
 - a. As previously reported, there were two remaining pieces of legislation (other than the budget) with potential impact to the University System still in play as the session drew to a close. The initial

language of SB 339, the legislation addressing “free expression” on public university campuses, received quite a bit of push-back from members of the university system who felt the legislation would have adverse effects on the university environment. A substitute bill passed the Senate with many changes incorporated at the request of the University System of Georgia. Additional changes were incorporated during the House Judiciary Committee process which further lessened the adverse effects for public universities. SB 339 received final passage on Thursday, March 29, and awaits action by Governor Deal before becoming law.

- b. SB 348 began as a simple bill to allow units of the Technical College System of Georgia to have campus police departments like those operated by the University System. Unexpected changes in the Senate resulted in language reducing the perimeter around university campuses where our campus police departments have jurisdiction. This caused concern by the campus law enforcement community, students, and even municipal police forces who generally welcome the extra coverage. Further changes in the House Public Safety Committee increased confusion over jurisdiction. Ultimately, the original language authorizing TCSG Police was attached to another bill without all of the confusing and controversial perimeter language and SB 348 was allowed to die a quiet death in the House Rules Committee.
 - c. The FY2019 Budget achieved final passage on the last day of the 2018 legislative session. The appropriations bill is the only required action of the General Assembly each year, and final passage of the “big budget” is often one of the last items of business on “Sine Die.” During the last few days of the legislative session, Governor Deal revised the revenue estimate upwards to reflect positive developments in Georgia’s economy. This created an opportunity for several additional expenditures, many of which were for education. Additional expenditures for K-12 education were authorized which enabled full funding of the QBE formula for public schools for the first time since the formula’s creation in the 1980s.
 - d. The University System also benefitted from the increased revenue estimate. In the FY 2019 Budget, which begins on July 1 of 2018, the University System of Georgia has allocations totaling \$2.15 billion in Formula Funds which includes an increase of \$51 million in Formula Enrollment growth and a \$56.9 million increase in funding for TRS which adjusts the employer share of TRS from 16.81% to 20.9%.
 - e. Many capital projects throughout the university system were also funded through Georgia’s Bond program, and Georgia College was successful in obtaining funding for two projects of interest to us this year.
 - i. \$900,000 for furniture, fixtures and equipment to complete the Terrell Hall renovation currently underway, and
 - ii. \$1.7 million for planning and design of an Integrated Science Complex to supplement the severely overcrowded Herty Hall and help meet the increased demands in our science programs.
9. **FY 2019 BUDGET UPDATE** President Dorman read this update into the record noting it would be sent by email to the university community following this university senate meeting.

Dear GC Colleagues,

In my 2017 State of the University Address, I mentioned that there would be speed bumps along the way that might slow our progress on the road to preeminence. Although our Fiscal Year 2019 upcoming budget makes this analogy somewhat of a reality for us, overall, we fared well in new state appropriations. I would like to share some of this fiscal year’s challenges with all of you.

The Board of Regents has determined that for FY 2019, there will be no tuition rate increases. Additionally, we have intentionally maintained a relatively flat undergraduate enrollment base to support our unique mission. While we did realize a small increase in our budget from the BOR, these funds were quickly absorbed by requirements in retirement fund obligations and other mandates on our budget. As a result, our revenues from tuition

will remain stagnant; and our budget for the year will not produce new or additional funds for investment in growth for the institution.

There are additional expenses and financial obligations which must be funded. Specifically, these include:

- *The employer-funded portion of health insurance premium increases will require an additional \$265K from this year's budget.*
- *Faculty promotions will create an additional funding need of approximately \$134K.*
- *Some of our software needs are unfunded, and we will require an additional \$88K to offset this in addition to increases in current contract license fees.*
- *There are permanent commitments which will require an additional \$389K for annual ongoing operations (i.e. academic space leases and benefits on lines realized through redirection).*

The totality of these unfunded budget requirements and gaps amounts to \$876K as we move into our Fiscal Year 2019. As a result, we must find funds from existing dollars. Savings generated through the decommissioning of the Macon Graduate Center will go toward supporting some of these institutional needs; in addition, we will use reserve funding.

These new unfunded demands on our budget along with the lack of tuition increase require that we exercise restraint as we define next year's budget. Unfortunately, since there was no allocation by the legislature for merit increases, our ability to provide salary increases this year will also be impeded.

On a positive note, due to our budget planning process and our continuous redirection efforts, we will be able to support over \$369K in funding redirection to meet the following staffing needs as requested by the deans for GC next year:

- *A part-time Administrative Assistant for Chemistry, Physics, and Astronomy*
- *A part-time Ceramics Studio Technician for the Art Department*
- *A part-time Assistant Museum Registrar/Collections Manager*
- *A part-time Administrative Assistant conversion to full-time in the School of Nursing*
- *A Music Accompanist position*
- *A lecturer in Government and Sociology*
- *A tenure-earning faculty in the School of Nursing*
- *Part-time casual labor support for Mass Communication*
- *Additional administrative support for Student Success*

Additionally, we received \$1.7M in state bond funding to support the planning and design for a new Integrated Science Complex and \$900K in equipment funding to finish out the Terrell Hall and Kilpatrick renovations.

While our budget reality is challenging this year, the unfunded demands will be manageable. We are fortunate that the university's budget office has planned well for scenarios like these – allowing us to mitigate these speed bumps along the way.

Although we will lack the ability to provide funding for salary increases, I am also aware that many of you have increasing obligations on your own personal finances. The cost of living has continued to increase. Please know that I recognize this and understand the hardships that rising costs present to all of you. I am hopeful that next year will be more promising for us for salary increases.

I certainly wish we were in a position to do more, and I am hopeful that next year's budget will be more favorable. Nevertheless, I am confident that our progress will continue to move forward. Tough times reveal true character. Because of this and because of who you are, I know that no matter what the circumstances are, we will continue on our path to preeminence. I thank each of you for your diligence, perseverance, and the excellence you bring every day to Georgia College for our students and for each other.

*Sincerely,
Steve Dorman
President*

10. **SAVE THE DATES**

- a. Graduate Commencement
 - i. Speaker: Mr. Tony Nicely, GC graduate and former CEO of GEICO
 - ii. Friday, May 11, 2018
 - iii. 7:00pm – Centennial Center
- b. Undergraduate Commencement
 - i. Speaker: Dr. Bruce Harshbarger
 - ii. Saturday, May 12, 2018
 - iii. 9:00am & 2:00pm – Centennial Center

11. **QUESTIONS** President Dorman invited questions from the floor. There were none.

PROVOST'S REPORT – Provost Kelli Brown

1. **CHARLES DUNN AWARD** Congratulations to Dr. Jennifer Flory for receiving the 2018 COPLAC Charles Dunn Award. The COPLAC Board of Directors, in memory of the contributions of Charles Dunn to the advancement of the consortium and to student success in the public liberal arts sector, had established an annual faculty award in his name. Charles Dunn understood that members of the faculty play the essential role in advancing this mission. Therefore the COPLAC Award recognizes a faculty member whose commitment to student success goes "above and beyond" the classroom and office, the traditional roles of teacher, academic advisor, and mentor. Those of you that know Dr. Flory know that she has demonstrated, over the course of many years, extraordinary attention to students as individuals who sometimes face unique challenges, both on and off campus that may compromise their academic performance. She has provided student-centered service in all she does. Again, Congratulations to Dr. Flory!
2. **STUDENT RESEARCH** Georgia College celebrated mentored undergraduate research & creative endeavors at the NCUR Conference held in Edmond, OK, April 4-7, 2018. A total of 43 students represented 56 authors and coauthors at the conference. The students provided 15 poster presentations, 16 oral presentations, and one visual arts exhibition. There were 12 disciplines represented (Arts, Biology, Bio-Chemistry, Chemistry, Physics, Communication, English, Environmental Science, Health Sciences, History, Math, Political Science, and Psychology). The students were accompanied by Drs. Doreen Sams, Kelly Massey, and Min Kim, as well as Jaclyn Queen who chaperoned the students on the bus trips and served as the photographer. Thank you to all the faculty who worked with these students to not only work with them in research and creative endeavors but also prepare them to submit an abstract for the conference and present.
3. **INDIRECT COST CHANGE** Thanks to the efforts of Dr. Spirou, our academic deans and Ms. Robin Lewis, effective July 1, 2018 the Indirect Cost for Academic Colleges and other service divisions will change and for the first time at Georgia College include the PI and department in the calculation. The University is specifying more sharing of IDC (Indirect Cost) to the PI and PI's academic unit, in hopes that will incentivize more faculty in writing for external funding. Please share widely.

**IDC DISTRIBUTION RATES
Effective July 1, 2018
Colleges and the University Library Units**

	IDC Rates			
	32%	13.6-31.9%	8.1-13.5%	0-8%
Provost	24%	50%	70%	90%
OGSP	37%	20%	10%	0%
Colleges/Library	13%	8%	0%	0%
Departments	8%	7%	6%	2%
PIs	18%	15%	14%	8%

IDC DISTRIBUTION RATES
Effective July 1, 2018
All Other Units

	IDC Rates			
	32%	13.6-31.9%	8.1-13.5%	0-8%
Provost	25%	58.80%	80%	100%
OGSP	37.50%	20.60%	10%	0%
Units	37.50%	20.60%	10%	0%

4. **EXTRA COMPENSATION ON EXTERNALLY FUNDED AWARDS** All faculty/staff are strongly encouraged to pursue outside funding to support their research, creative endeavors, and/or outreach. In the situation where this funding allows for support of faculty salary, it should be first applied to summer pay, which is limited to the BOR Policy 8.3.12.3 of no more than 33- $\frac{1}{3}$ % of regular academic year salary. For consistency, and based on federal regulations (200.430(h)(2)), *in no event will academic year salary charged to all externally funded awards, irrespective of the basis of computation, exceed the proportionate share of the IBS (institutional base salary) for that period. This principle applies to all members of faculty (12 or 10 month contracts). IBS is defined as the annual compensation paid by an IHE (Institution of Higher Education) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities.* To reiterate, during regular contract periods, faculty or full-time staff may not receive additional pay above their IBS/annual salary from externally funded sources. During the academic year, the external funding could result in faculty/staff salary savings for the home department. The faculty may choose to use the salary savings to underwrite course buyout(s) where available or to rebudget in support of allowable expenses for the faculty/staff, i.e., travel, supplies, and/or minor equipment. Both of these options must receive written approval of the department chair at time of application. This takes effect July 1, 2018.
5. **PROMOTION AND TENURE** Georgia College recently approved the promotion of 24 faculty members for their excellence in teaching, scholarship/creative activities, and service to the university, community and/or profession. The university would also like to announce that 11 faculty members earned tenure. All promotions and tenured statuses become effective with the start of the 2018-2019 contract year. Please take time to review the list and congratulate your fellow colleagues for achieving either promotion and/or tenure.
- a. **College of Arts and Sciences**
- Elissa Auerbach, promotion to Professor
 - Kasey Karen, tenure and promotion to Associate Professor
 - Allison VandeVoort, tenure and promotion to Associate Professor
 - Lori Robinson, promotion to Senior Lecturer
 - Claire Sanders, promotion to Senior Lecturer
 - Stephanie Opperman, tenure and promotion to Associate Professor

- Amanda Respass, promotion to Senior Lecturer
 - Angel Abney, promotion to Professor
 - Jebessa Mijena, tenure and promotion to Associate Professor
 - Hong Yue, tenure and promotion to Associate Professor
 - Ashley Taylor, tenure and promotion to Associate Professor
 - Eric Griffis, promotion to Professor
- b. **College of Health Sciences**
- Josie Doss, tenure and promotion to Associate Professor
 - Leslie Moore, promotion to Professor
 - Kelley Massey, tenure and promotion to Associate Professor
 - JoAnne Raatz, promotion to Senior Lecturer
 - Emily Simonavice, tenure and promotion to Associate Professor
- c. **J. Whitney Bunting College of Business**
- Brooke Conaway, tenure and promotion to Associate Professor
 - Ling Leng, promotion to Professor
 - Bryan Marshall, promotion to Professor
 - Juan Ling, promotion to Professor
- d. **John H. Lounsbury College of Education**
- Linda Bradley, promotion to Professor
 - Yeprem Mehranian, tenure and promotion to Associate Professor
 - Rui Kang, promotion to Professor
6. **QUESTIONS** Provost Brown invited questions from the floor. There were none.

RECOGNITIONS:

1. Nicole DeClouette noted that certificates of recognition were signed by President Dorman and are awarded for participating in shared governance to three groups of individuals who
 - a. serve on a university senate committee who are not also university senators – called “volunteers”
 - b. are completing their term of service as a university senator – called “senators completing terms,” and
 - c. serve as a committee officer, university senate officer, or serve on Executive Committee – called “leaders.”
2. Volunteers received their certificates at the 30 Mar 2018 meetings of committees.
3. Senators completing terms and leaders received their certificates at this meeting. President Dorman was invited to assist in distributing certificates. Nicole DeClouette read the names of those being recognized while President Dorman awarded the certificates of recognition. Senators completing terms and leaders who were not present will receive their certificates at a later date.
 - a. Senators Completing Terms meriting recognition include the following.
 - i. SELECTED STUDENT SENATORS Altimease Lowe, Amelia Lord, Mike Muller.
 - ii. SELECTED STAFF SENATORS Wanda Johnson, Courtney Manson, Evita Shinholster, Michael Watson.
 - iii. PRESIDENTIAL APPOINTEES Susan C. Allen (RIPC), Kay Anderson (CAPC/EAPC), Robert Blumenthal (FAPC), Gabrielle Aladesuyi (SAPC), and Alesa Liles (APC).
 - iv. ELECTED FACULTY SENATORS Jolene Cole (Library), Emily Gomez (CoAS), David Johnson (CoAS), Juan Ling (CoB), Mary Magoulick (CoAS), Chavonda Mills (At-Large), Lyndall Muschell (CoE), Christine Mutiti (CoAS), Stephanie Opperman (CoAS), Joanne Previts (CoE), John R. Swinton (CoB), Carol Sapp (CoHS), and Craig Turner (CoAS).
 - b. Leaders meriting recognition include the following.
 - i. ADMINISTRATIVE ASSISTANT Shea Council.
 - ii. PARLIAMENTARIAN John Sirmans.
 - iii. COMMITTEE OFFICERS
 - 1) APC John R. Swinton (Chair), Rodica Cazacu (Vice-Chair), Catrena Lisse (Secretary)

- 2) CAPC Lyndall Muschell (Chair), Angel Abney (Vice-Chair), Angela Criscoe (Secretary)
 - 3) EAPC Lyndall Muschell (Chair), Angel Abney (Vice-Chair), Angela Criscoe (Secretary)
 - 4) ECUS Nicole DeClouette (Chair), Alex Blazer (Vice-Chair), Craig Turner (Secretary)
 - 5) FAPC David Johnson (Chair), Ashley Taylor (Vice-Chair), Sarah Handwerker (Secretary)
 - 6) RPIP Diana Young (Chair), Donna Bennett (Vice-Chair), Courtney Manson (Secretary)
 - 7) SAPC Emily Gomez (Chair), Wanda Johnson (Vice-Chair), Simplice Tchamna (Secretary)
 - 8) SCoN Alex Blazer (Chair), Craig Turner (Secretary)
 - 9) SoCC Mary Magoulick (Chair Fall 2017), Brandon Samples (Chair Spring 2018)
 - 10) SoCC Brandon Samples (Vice-Chair Fall 2017), Kay Anderson (Secretary)
- iv. EXECUTIVE COMMITTEE MEMBERS Provost Brown, Alex Blazer (CoAS), Jolene Cole (Library), President Dorman, Nicole DeClouette (CoE), Will Hobbs (CoHS), Chavonda Mills (CoAS), Craig Turner (CoAS), and J.F. Yao (CoB).
 - v. UNIVERSITY SENATE OFFICERS Nicole DeClouette (Presiding Officer), Alex Blazer (Presiding Officer Elect), and Craig Turner (Secretary).

UNFINISHED BUSINESS: There was one item of unfinished business.

1. **MOTION 1718.ECUS.005.B (PROPOSED REVISIONS TO THE UNIVERSITY SENATE BYLAWS)** On behalf of the committee, Nicole DeClouette, ECUS Chair, presented the motion *To approve the proposed revisions to the University Senate Bylaws as outlined in the supporting documents.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *Summary_List_Bylaws_Revisions_2018-03-02.docx* An MSWord file containing a summary list of the proposed revisions (editorial and non-editorial) to the university senate bylaws.
 - ii. *USBylaws_ProposedRev_2018-02-21 (1).docx* An MSWord file containing the proposed revisions to the university senate bylaws. Select **All Changes** from the **Review** tab to view the proposed revisions in Track Changes format.
 - b. **CONTEXTUAL INFORMATION** Nicole DeClouette provided the following contextual information.
 - i. This motion received its first reading at the 16 Mar 2018 university senate meeting.
 - ii. This is the second reading of these proposed revisions to the university senate bylaws.
 - iii. These proposed revisions were prepared as follows.
 - 1) Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically.
 - 2) The work group (Craig Turner, Nicole DeClouette, John Swinton, Alex Blazer, Chavonda Mills, Lyndall Muschell, and David Johnson) met on 21 Feb 2018 to discuss the proposed revisions.
 - 3) Craig Turner revised the document once again and this was what was circulated to ECUS to review in preparation for its 2 Mar 2018 meeting. This draft was adopted by ECUS as circulated for inclusion as a supporting document (see item ii above) to this motion.
 - 4) Craig Turner created a summary of the editorial and non-editorial proposed revisions, which is a supporting document (see item i above) to this motion.
 - iv. Nicole DeClouette read into the record the summary list of non-editorial revisions found in a supporting document (see item i above) to this motion.
 - c. **DISCUSSION** – None
 - d. **SENATE ACTION** Motion 1718.ECUS.005.B was **APPROVED** by voice vote with no additional discussion and no dissenting voice – meeting *the two-thirds majority of those casting votes favoring adoption* threshold required by the university senate bylaws revision process quoted below – and only voting members of the university senate eligible to vote.

*Note: This was the second reading of this motion. At the conclusion of its first reading at the previous university senate meeting, further deliberation including a vote on this motion was **POSTPONED** to the next university senate meeting to comply with the university senate bylaws revision process that is quoted here.*

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.

NEW BUSINESS:

1. **MOTION 1718.APC.001.P (PROPOSED REVISION TO OFFICE HOURS POLICY (1 OF 2))** On behalf of the committee, John R. Swinton, APC Chair, presented the motion *To approve the proposed revisions to the existing office hours policy as described in the referenced material.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen. While no supporting documents, **Referenced Material**
The current office hours policy reads:
“Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.”
<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting>
APC proposes the final sentence be reworded from “In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.” to “In no case shall posted office hours for student consultation be less than five hours (300 minutes) per week.”
Upon extensive deliberation, APC considered the final sentence to create constraints that are not entirely consistent with the spirit of the regulation and inappropriate for some circumstances (for example, programs that require considerable field work supervision).
 - b. **CONTEXTUAL INFORMATION** John R. Swinton provided the following contextual information.
 - i. He read the aforementioned **Referenced Material** into the record.
 - c. **DISCUSSION**
 - i. Question: If a faculty member is teaching only one course, does this policy apply? *Yes.*
 - d. **SENATE ACTION** Motion 1718.APC.001.P was **APPROVED** by voice vote with no additional discussion and with a vocal minority expressing a dissenting voice and only elected faculty senators eligible to vote.
2. **MOTION 1718.APC.002.P (PROPOSED REVISION TO OFFICE HOURS POLICY (2 OF 2))** On behalf of the committee, John R. Swinton, APC Chair, presented the motion *To approve the proposed revisions to the existing office hours policy as described in the referenced material.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen. While no supporting documents, **Referenced Material**
The current office hours policy reads:
“Each instructor shall post office hours on his/her door. The instructor is responsible for maintaining adequate office hours to enable him/her to be available for meeting with any

student who wishes to see him/her. In no case shall posted office hours for student consultation be less than a minimum of one clock hour a day.”

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Rights-and-Responsibilities/Faculty-Work-Requirements/Office-Hours-Posting>

APC proposes the addition at the end of the statement the following two sentences: “Scheduling opportunities for synchronous virtual communication with students is acceptable. In the event office hours are cancelled, faculty members should make a conscientious effort to reschedule them.”

It is APC's opinion that for many programs synchronous virtual delivery methods offer students reasonable alternatives to face-to-face office hours and may expand contact between students and faculty members.

- b. **CONTEXTUAL INFORMATION** John R. Swinton provided the following contextual information.

i. He read the aforementioned **Referenced Material** into the record.

- c. **DISCUSSION**

i. Question: What is the problem we are trying to solve? *The addition of synchronous virtual is to broaden the policy so that it can be applied to online courses.*

ii. A **MOTION TO AMEND** To strike sentence two – specifically strike *In the event office hours are cancelled, faculty members should make a conscientious effort to reschedule them.* – from the proposal was made and seconded.

- This **MOTION TO AMEND** was **APPROVED** by voice vote with no additional discussion and with no dissenting voice and only elected faculty senators eligible to vote.

- d. **SENATE ACTION** Motion 1718.APC.002.P was **APPROVED AS AMENDED** by voice vote with no additional discussion and no dissenting voice and only elected faculty senators eligible to vote.

3. **MOTION 1718.APC.003.P (PROPOSED REVISION TO FINAL EXAMINATION POLICIES)** On behalf of the committee, John R. Swinton, APC Chair, presented the motion *To approve the proposed revision to the Final Examination Polices as described in the Referenced Material.*

- a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen. While no supporting documents, **Referenced Material** *The current (Spring 2018) final exam schedule includes the following statement regarding the rescheduling of final exams:*

“The final exam schedule may not be changed without the approval of the faculty member’s department chair and college dean. Faculty who need longer periods in which to give their final exams should contact their chair and dean and request to use the Saturday before finals for this purpose. Instructors may also opt to administer final exams scheduled for Friday, May 5, at 6-8:15 p.m. on Friday, May 5, at either 1-3:15 p.m. or 3:30-5:45 p.m. to avoid conflicts with the graduate commencement ceremony. These changes must be approved in advance and posted in the instructor's syllabus. Instructors who receive approval to change their final time should also consult department staff to ensure that classroom space is available.”

This statement reflects the policy found at:

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Academic-Policies-Procedures-and-Resources/Academic-Policies-Miscellaneous/Academic-Calendar/Final-Examination-Policies> .

APC proposes the inclusion of the following statement as part of the Final Examination Policies (sic):

“The final assigned assessment of any class should be scheduled (or due) during the finals week whenever possible.”

The issue came to APC because of complaints that some faculty members were scheduling final exams (or their last assessment) prior to the scheduled final exams. This creates

pressure on students who claim to need the extra time to fully assimilate all of the material and potentially creates an atmosphere where students (sic) expect to be done with classes prior to the end of the final exam period. Therefore, APC concludes that there should be clear policy concerning the expectations that the final course assessments (sic) be given during the final exam period whenever possible.

- b. **CONTEXTUAL INFORMATION** John R. Swinton provided the following contextual information.
 - i. He read the aforementioned **Referenced Material** into the record.
 - ii. He noted that for the Academic Policy Committee, there was a split vote on this proposal with 6 favoring and 3 not favoring.
- c. **DISCUSSION**
 - i. One concern is the short turnaround between the administration of final exams and the date that grades are due. Thus for some faculty, a final assessment might be due earlier than the final exam period to facilitate ample time for the faculty member to grade the assignment.
 - ii. Some students favor fewer final exams to take during the final exam week and welcome early administration of a final exam.
 - iii. Early finishers cause other courses challenges – sometimes faculty hear that their course is the only one to give a final during the final exam week and that all other courses taken by the student had early final exams.
 - iv. Internships typically have no final exam.
 - v. There aren't always final assessments for practicums.
 - vi. Some courses don't have an exam but rather use the final exam period during the finals week for presentations.
 - vii. One reading of the proposal in my opinion is "If you give a final exam, then schedule that final exam in a manner consistent with the final exam schedule."
 - viii. In my opinion, there is almost certainly no one-size-fits-all policy statement that could be made to govern final exams for all courses.
 - ix. The course syllabus is a contractual agreement between faculty members and their students.
 - x. I've always thought the final exam period was part of the required contact hours to comply with accreditation requirements – is the final exam part of the required contact hours? (There was no response to this question.)
 - xi. Is there a student voice on this? The last two Student Government Association Presidents expressed concern to the Provost about early final exams.
 - xii. The words *whenever possible* in the proposal might be used to justify noncompliance as the faculty member could take the position *it simply wasn't possible to do it for this course*.
 - xiii. I am not ready to vote on this motion as I need to check with my department colleagues as they are my constituency.
 - xiv. A **MOTION TO POSTPONE DEFINITELY** *To postpone further consideration of this motion until the 21 Sep 2018 university senate meeting* was made, seconded, and **APPROVED** by voice vote with no additional discussion and with no dissenting voice and only elected faculty senators eligible to vote.
- d. **SENATE ACTION** See item 3.c.xiv under **NEW BUSINESS**.

COMMITTEE REPORTS:

1. **ACADEMIC POLICY COMMITTEE** (APC) – John R. Swinton

Officers: Chair John R. Swinton, Vice-Chair Rodica Cazacu, Secretary Catrena Lisse

- a. **Meeting** APC met on 30 Mar 2018 from 2:00pm to 3:15pm. Beyond the three motions considered earlier during this meeting, the following topics were discussed.

- i. **Make Up for University Closures** No additional policy is offered at this time. Individual units should be encouraged to have an actionable plan in the case of an extended university closure. Because needs of units vary, plans should be tailored to individual unit needs.
 - ii. **Report on Academic Calendar** The Leadership team has informed APC (through its committee chair) that they have accepted a final version of the Academic Calendar for the fall 2019/ spring 2020 and fall 2020/ spring 2021 semesters, which is attached to these minutes as a supporting document with file name *AY 19-21 Academic Calendar Final Draft 1-6 Starts.docx*.
 - iii. **Topics for the 2018-2019 APC**
 - 1) Consideration of Student Disruptions Policy in conjunction with SAPC.
 - 2) Consideration of inclusion of statement concerning course material that might accompany required BOR statements about cost of materials. Perhaps limiting information about cost might become misleading to students and influence faculty members in a way that might bias the quality of the course material they choose.
2. **EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE (EAPC)** – Lyndall Muschell
Officers: Chair Lyndall Muschell, Vice-Chair Angel Abney, Secretary Angela Criscoe
- a. **Meeting** EAPC met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Annual Reports** EAPC members met to discuss the compilation of the Annual Report for CAPC and EAPC. The reports will be circulated to the committee members for review, then finalized for submission to ECUS.
 - ii. **Certificates of Recognition** were distributed to committee volunteers and appointees to honor their service.
3. **SUBCOMMITTEE ON CORE CURRICULUM (SoCC)** – Brandon Samples
Officers: Chair Brandon Samples, Vice-Chair Vacant, Secretary Kay Anderson
- a. **No Report** When Brandon Samples extended regrets as he was unable to attend this meeting, he indicated that SoCC has nothing to report.
4. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)** – Nicole DeClouette
Officers: Chair Nicole DeClouette, Vice-Chair Alex Blazer, Secretary Craig Turner
- a. **Meeting** ECUS met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Proposed Revisions to the University Bylaws** A set of proposed revisions to the university senate bylaws was submitted by ECUS as a motion and received its second reading earlier during this meeting.
 - ii. **Institutional Statutes**
 - 1) President Dorman has signed the motion to revise the Institutional Statutes and the Chancellor has been copied.
 - 2) The revised Institutional Statutes are now in effect and have been posted on the university electronic presence, specifically on the Green Page as linked in the Statutes entry in the Policies, Procedures and Practices Manual.
 - iii. **ECUS Annual Report** Members of ECUS reflected on what worked well, what did not work well and discussed recommendations for next year's Executive Committee.
 - iv. **Foundation Account** On 11 Apr 2018, Nicole DeClouette filed the paperwork necessary to authorize Monica Starley and Jen Yearwood as signature authorities for the university senate foundation account.
 - v. **Recognitions**
 - 1) Certificates for volunteers and non-senators were distributed to standing committee chairs to be awarded at the 30 Mar 2018 committee meetings.
 - 2) Certificates for university senators ending their terms as well as university senate leaders were awarded earlier during this university senate meeting.
 - vi. **Proposed Revision to ECUS Composition**

- 1) A proposal to amend the composition of ECUS to be university senate officers and standing committee chairs and have this modified group meet following standing committee meetings was made in spring 2017.
 - 2) Consideration of this proposal was postponed until the completion of the first round of proposed revisions to university senate bylaws that focused on addressing the charge from President Dorman to bring university senate bylaws in compliance with the higher order documents (both BoR Policy and Institutional Statutes).
 - 3) At the 30 Mar 2018 meeting of ECUS with Standing Committee Chairs, committee chairs brought feedback from their respective committees, and this group deliberated on the proposal. Ultimately, a **MOTION** *To maintain the current composition of ECUS and to maintain the current practice of ECUS and ECUS-SCC meetings* was made, seconded and adopted with no dissenting voice.
 - 4) The interested reader is directed to the minutes of the 30 Mar 2018 meeting of ECUS with Standing Committee Chairs for additional details on this deliberation.
5. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – Alex Blazer
Officers: Chair Alex Blazer, Secretary Craig Turner, No Vice-Chair position for this committee.
- a. **Report** The Subcommittee on Nominations reports the following.
 - i. **Slate of Nominees 2018-2019:** The 2018-2019 Slate of Nominees will be shared at the upcoming Organizational Meeting of the 2018-2019 University Senate scheduled for 3:30pm to 4:45pm on Friday, 20 Apr 2018.
6. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – David Johnson
Officers: Chair David Johnson, Vice-Chair Ashley Taylor, Secretary Sarah Handwerker
- a. **Meeting** FAPC met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **Emeritus Form** FAPC concluded that the current Emeritus Application Form does not need any alteration. This Emeritus Application Form is accessible (with unify credentials) <https://intranet.gcsu.edu/system/files/users/matthew.buchanan%40gcsu.edu/Emeritusformjune2014.pdf>
 - ii. **Annual Report** FAPC members shared both recommendations and reflections for inclusion in the FAPC annual report, specifically with regards to recommending the 2018-2019 FAPC follow up on the Peer Teaching Evaluation Pilot Program and the shorter Student Opinion Survey.
7. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Diana Young
Officers: Chair Diana Young, Vice-Chair Donna Bennett, Secretary Courtney Manson
- a. **Meeting** RPIPC met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topic was discussed.
 - i. **Internal Salary Study** Guest Russ Williams (Senior Director of Budget Planning & Administration) shared information about reports developed by his office regarding internal salary comparisons by rank, college, and department. RPIPC discussed with Russ the challenges of conducting an internal salary study for both faculty and staff, the need for data quality and integrity, a timeline for analysis, and what data points should be examined. There was general agreement that an internal salary study is overdue, should be undertaken at regular intervals, and should include gender as well as other diversity data. The committee expects to pick up this topic again next year.
8. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Emily Gomez
Officers: Chair Emily Gomez, Vice-Chair Wanda Johnson, Secretary Simplice Tchamna-Kouna
- a. **Meeting** SAPC met on 30 Mar 2018 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **ECUS Composition Revision** SAPC voted unanimously in favor of keeping ECUS and ECUS-SCC meetings separate.
 - ii. **Multi-Cultural Involvement** SAPC met with Stacey Milner, Director of the GC Cultural Center, to ask how SGA can be more involved.

- 1) Suggested SGA be more involved in multi-cultural events, to have more of a presence beyond at election time.
 - 2) Multi-Cultural clubs need more student activity fee funding to bring in speakers, host workshops, etc.
- iii. **Transgender Challenges** SAPC met with Melissa Gerrior, Director of Women’s Center, and Joanna Schwartz, Professor of Marketing, to discuss the process transgender students go through to change their email and Bobcat Cards to their preferred name.
- 1) Last week, the Registrar’s Office put out a form for students to indicate their preferred names for Bobcat Cards and email addresses. This will be helpful for transgender students among others, but there is still a problem with names not being changed on academic course rosters and in Georgia View. Transgender students are essentially outed on the first day of class when they are called by their “dead name.”
 - 2) SGA can help by communicating about the form to transgender students who ask, and also by asking the people in charge of D2L (after finding out who they are) if they can change names for students who ask. Considering there are a small number of students who need this done, it shouldn’t be a huge burden.
9. **STUDENT GOVERNMENT ASSOCIATION (SGA)** – Mike Muller
Officers: President Mike Muller, Vice President Matthew Jones, Secretary Kenneth Adams, Treasurer Sarah Smith
 As SGA President Mike Muller had extended *Regrets* and was unable to attend this meeting, there was no SGA Report provided orally. The following is the written report submitted by SGA President Mike Muller for inclusion in these minutes.
- a. **Transition** The Student Government Association is currently finishing the semester and beginning transitions for the next academic year, with only one more SGA Senate meeting left.
 - b. **Allocations** The Student Activities Budget Committee has finished deliberations for the allocation of next year’s fees, and will be submitting those proposals once a resolution is decided on within the next week to determine a substantial change.
 - c. **End of Year** The end of the year reports will be put on the SGA website in the coming weeks.

ANNOUNCEMENTS/ INFORMATION ITEMS:

1. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE** – Lyndall Muschell (UCC Chair)
 - a. **Business Items** There are no business items to report since the UCC has not met since the last meeting of the University Senate.
 - b. **Calendar of Upcoming UCC Meetings**
 - i. 23 Apr 2018, 2:30 - 4:00, Parks 301
 - ii. During the 2018-2019 academic year, the UCC will meet at the times designated in the 2018-2019 Governance Calendar.

OPEN DISCUSSION: Nicole DeClouette invited open discussion from the floor. There was none.

ADJOURN:

1. **ATTENDANCE AND THE SIGN-IN SHEET** Nicole DeClouette 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 3:05 p.m.
3. **COMMITTEE ANNUAL REPORTS** To comply with the university senate bylaws, note that the committee annual reports for the 2017-2018 academic year are due on Friday, 11 May 2018 and will be posted at the

university senate archive (http://us.gcsu.edu/Annual_Reports_2017-2018/index.htm) once they are received. The pertinent university senate bylaw is provided below.

IV. Section 2. Annual Reports. The committees listed in V. Section 2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

SUPPORTING DOCUMENTS

1. *AY 19-21 Academic Calendar Final Draft 1-6 Starts.docx*. (MSWord, pdf) The 2019-2021 Academic Calendar supporting the APC Report given by John R. Swinton.