2018-2019 University Senate
Minutes for the 15 Mar 2019 Meeting
University Senate Officers: Presiding Officer Alex Blazer, Presiding Officer Elect David Johnson, Secretary Craig Turner

PRESENT (30)   Bradley Alban, Donna Bennett, Alex Blazer, Linda Bradley, Hauke Busch, Krystal Canady, Angela Criscoe, Paulette Cross, Steve Dorman, Hedwig Fraunhofer, Glynnis Haley, Sarah Handwerker, Sabrina Hom, David Johnson, Min Kim, Alesa Liles, Catrena Lisse, Mary Magoulick, Lyndall Muschell, Christine Mutiti, Amy Pinney, Joanne Previts, Darryl Richardson, Joanna Schwartz, John Swinton, Tom Toney, Craig Turner, Jessica Wallace, Jenq-Foung Yao, Diana Young.

ABSENT (10)   Jamie Addy, Matt Forrest, Yolanda Foster, Jan Hoffmann, Monica Ketchie, Ben McMillan, Christopher Newsome, Cedric Norris, Mary Catherine Rogers, Jiaqin Yang.

REGRETS (10)   Susan Allen, Kevin Blanch, Robert Blumenthal, Kelli Brown, Rodica Cazacu, Nicole DeClouette, Amelia Lord, Bryan Marshall, Stephanie McClure, Ashley Taylor.

GUESTS (4)

First Name	Last Name	2018-2019 Committee	Description Role on University Senate or Postion at the University
Kay	Anderson	None	*University Registrar*
Carolyn	Denard	APC	*Associate Provost for Student Success*
Hance	Patrick	None	*Information Security Officer*
John	Sirmans	None	*Parliamentarian of the 2018-2019 University Senate*
Costas	Spirou	None	*Senior Associate Provost for Academic Affairs*
Monica	Starley	None	*Special Assistant to the President*
Charlie	Weaver	None	*Interim Chief Information Officer*

CALL TO ORDER: Alex Blazer, Presiding Officer of the 2018-2019 University Senate, called the meeting to order at 3:31 p.m.

CONSENT AGENDA:

Consent Agenda
Special Rule of Order
two-thirds vote required

II.Section3.A.4.a. *Consent Agenda. A consent agenda, known in Robert's Rules of Order as a "consent calendar" (11th ed. p.361, III.11-32) may be presented by the Presiding Officer in advance of a regular meeting. Items listed are usually of a routine and uncontroversial nature. For each source committee, items emerging from that source committee are placed on the consent agenda by the Presiding Officer at the request of, and in consultation with, the chair of that source committee. The Presiding Officer may consult with the Executive Committee when setting the consent agenda. The consent agenda is taken up at a regular meeting prior to source committee reports. An item may be removed, without a stated reason, from the consent agenda at the request of any member. Removed items may be taken up either immediately after the consent agenda, placed later on the regular agenda, or added to a future meeting's agenda at the discretion of the assembly. Items not removed from the consent agenda shall be considered collectively and without amendment or debate. A motion to approve the consent agenda requires a second and a two-thirds majority of those casting votes favoring adoption, assuming the presence of a quorum.*

A consent agenda was available as an item of business listed on the meeting agenda and read as follows.
MOTION
1. Motion 1819.CON.004.O Revised Slate of Nominees 2018-2019
   - *Cindy Bowen replaces Bob Orr as Chief Information Officer Designee on RPIPC effective 16 Jan 2019.*
   - *Sophia Gonzalez replaces Madison "Kat" Capstick as the SGA Appointee to SAPC effective 1 Mar 2019.*

AGENDA/MINUTES
2. University Senate Meeting Agenda (03/15/2019)
3. University Senate Meeting Minutes (02/15/2019)

A **MOTION** *to adopt the consent agenda* was made, seconded and approved by voice vote with no proposed extractions, no further discussion, 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 2 of the consent agenda.

MINUTES: The minutes of the 15 Feb 2019 university senate meeting were *approved as posted* as item 3 of the consent agenda.

PRESIDENT'S REPORT – President Steve Dorman
1. **SALARY STUDY UPDATE** Faculty and staff salary studies are well under way, and position salary ranges should be completed by late May. The next step is to have the Department Chairs, Deans, and Directors review their positions as they relate to the scales. Incumbent performance will be the critical variable in aligning employees along their respective pay scales. All recommended adjustments will have to have strong supporting justification and divisional VP or Presidential approval. If funding allows, we hope to set aside a pool of funding to support the recommended salary adjustments in the FY 2020 original budget and implement the first phase of a phased approach in January 2020. This is not an across-the-board adjustment. Past performance will be considered in the decision whether to increase individual salaries. The established pay scales and GC's salary and benefit philosophy will be shared on a central website.
2. **TERRELL HALL UPDATE** Construction is slated for completion in fall 2019. Plans are to move faculty over the holiday break, and the Department of Communication will be allowed to start classes and programming in spring 2020.
3. **ADDITIONAL PARKING** Plans are moving forward with adding 154 new parking spaces on North Liberty and Thomas Streets, adjacent to the Peabody Lot. We hope to have this lot completed before construction begins on the proposed New Science Center this fall which will displace 70 plus parking spaces on Wilkinson Street. Additionally, we are partnering with our Foundation to add another 75 spaces across from Miller Court on Wayne and Montgomery Streets. Both lots are contiguous to our main campus.
4. **BUDGET** Our state appropriations budget is still moving through the legislative session with only a couple of weeks left. It still looks positive for the USG with enrollment earnings, benefit increases, plant operations changes, merit increases, and capital funding still being recommended by the Governor and the House. There doesn't appear to be any controversy about the USG budget in the Senate at this point in the process. This session does include $18M in construction funding for GC's Science Center.
5. **LEGISLATIVE UPDATE – FROM JOHNNY GRANT** The last couple of weeks have been busy in the state legislature with the legislative milestone of "Crossover Day" falling on March 7. This is a self-imposed deadline for a bill to pass out of its chamber of origin to remain viable for the remainder of this session. You probably read that heated debates were held on many bills, and some bills found renewed life while others failed to move forward. Fortunately, this has been a quiet year for higher education, and Georgia College is not directly impacted by any legislation still moving though the General Assembly except for the FY2020 budget. At present, our capital project is still included in this budget; and with the signing of the Amended FY 2019 budget on Tuesday by Governor Kemp, total focus can now be placed on the completion of the FY2020 budget. The Senate Appropriations Committee is finishing their work on the FY2020 budget and it should be voted out of the Senate early next week and then begin the Conference Committee process. Yesterday was Legislative Day 32, so there are only 8 legislative days left in this session with the last day falling on April 2.
6. **GC DAY AT THE CAPITOL** On Wednesday of this week, 42 students from Georgia College (GC) along with 18 faculty and staff members joined many Georgia College alumni and friends in Atlanta for GC Day at the Capitol. This is the sixth year we have conducted this activity; and each year, we find we have

more and more Georgia College alumni working in and around the Capitol. A special focus this year was having our first Marshall Scholar, Kevin Morris, honored with Resolutions from both the House and Senate. Kevin's family (which includes three GC grads and one current GC student) was there to help celebrate. I was very proud for Kevin, his family, and Georgia College. It is another sign that we are becoming preeminent.

7. **SAVE THE DATES**
    a. ***Spring Fling – Faculty/Staff Picnic***
    Tuesday, March 26, 2019
    4:00 p.m. – Kurtz Field, West Campus – First pitch is at 4:00 p.m.
    b. ***Faculty and Staff Retirement Luncheon***
    Wednesday, April 10, 2019
    11:30 a.m. – Pat Peterson Museum Education Room
    c. ***Celebration of Excellence***
    Friday, April 19, 2019
    9:00 a.m. – Russell Auditorium
    d. ***Spring Graduate Commencement***
    Friday, May 10, 2019
    7:00 p.m. – Centennial Center
    e. ***Spring Undergraduate Commencement***
    Saturday, May 11, 2019
    9:00 a.m. and 2:00 p.m. – Centennial Center

8. **QUESTIONS** When President Dorman invited questions, none were forthcoming.

PROVOST'S REPORT – As Provost Kelli Brown had extended regrets and was unable to be in attendance, there was no provost's report provided orally. Provost Brown authorized Costas Spirou to file a written report for inclusion in these minutes containing the following.

1. **GC JOURNEYS MINI-GRANTS** A number of $100-$500 mini-grants are now available for individuals who want to offer a *Transformative Experience* either as part of a course or to individuals or small groups outside of a course context. The amount of funding will vary based on the number of students impacted. The purpose is to support the work, including materials, etc. needed to get the *Transformative Experience* off the ground. *Transformative Experiences* at Georgia College include:
    - Study Abroad
    - Internships
    - Intensive Leadership Experiences
    - Mentored undergraduate research
    - Community-based Learning

    For more information, please contact **GC Journeys** at journeys@gcsu.edu for application forms. Assistance with the design process will be provided. Please contact Dr. Cynthia Alby with any questions.

2. **eTENURE & PROMOTION PROCESS AT GEORGIA COLLEGE**
    a. **Background** For the last few months, the Office of the Provost has been working closely with the colleges through the Dean's offices and the Department Chairs to develop an eTenure & Promotion process at Georgia College. This online submission process does not substantively affect or alter in any way the existing college and/or department tenure and promotion guidelines. In fact, it is long overdue since the majority of colleges and universities across the country are already employing similar strategies to support faculty. We expect the eTenure & Promotion process to be available for the 2019-2020 academic year. A workshop for faculty that covers this and other general aspects of T & P is scheduled for April 10, 2019.
    b. **Benefits** The literature references many benefits associated with implementing an eTenure & Promotion process and the value of maintaining electronic files. Some of these include:
    1) The use of online portfolios is good for the environment since they save paper and space.

2) Online portfolios can be easy to review and can be easily accessible.
3) Media resources (recorded performances, exhibits, hyperlinks, etc.) can be effortlessly included in an online portfolio.
4) Material in an online portfolio can be made available efficiently for other purposes (i.e., library, web sites, etc.).
5) Even after the tenure and promotion process is completed and access to the D2L site ceases, faculty members can continue to expand these resources.

c. **Format at Georgia College** We will utilize our current Learning Management System (D2L = Desire2Learn) since this will always be operational at the university. An additional benefit of this in-house resource is that implementation of the eTenure & Promotion process at Georgia College will not require purchasing a product from an outside vendor. Thus,
1) Each eligible faculty for tenure and promotion will receive access to a D2L eTenure & Promotion site that will be available via their GeorgiaView site.
2) The site will include (1) a **Submission Overview**, (2) the **College/Department Tenure and Promotion Policy**, (3) **Important Dates**, and (4) the **Tenure and Promotion Portfolio Content**.
   a) The Submission Overview will provide information about the process that will be organized by college/department.
   b) The College/Department Tenure and Promotion Policy will include all of the relevant documents of the colleges/departments.
   c) The Important Dates section provides information about the review process for the upcoming academic year.
   d) The Tenure & Promotion Portfolio Content is divided into three categories (1) Candidate Submissions (these are the materials to be uploaded by the applicant), (2) Department Chair /Dean's Office Submissions (these are the materials to be uploaded by the department chair or the dean's office), and (3) Dean's Office Submissions (these are the materials to be uploaded by the dean's office).

d. **References**
1) Wilson, J. (2018). The importance of the electronic portfolio for faculty and students. *Journal of Electronic Resources Librarianship*, 30(1) 51-54.
2) Hewett, S. M. (2004). Electronic portfolios: Improving instructional practices. *TechTrends: Linking Research & Practice to Improve Learning*, 48(5), 26-30.
3) Lowenthal, P., White, J. W., & Cooley, K. (2011). Remake/remodel: Using eportfolios and a system of gates to improve student assessment and program evaluation. *International Journal of ePortfolios*, 1(1), 61-70

3. **SAVE THE DATE!**
   a. *Tenure & Promotion Workshop*
   Wednesday, April 10, 2019, 2:00-4:00pm
   University Banquet Room Side A
   b. *Celebration of Excellence*
   April 19, 2019, 9:00am
   Russell Auditorium
   c. *Faculty Scholarship Celebration*
   April 25, 2019, 4:00-6:00pm
   Pat Peterson Museum Education Room
   d. *Graduate Commencement*
   May 10, 2019. 7:00pm
   Centennial Center
   e. *Undergraduate Commencement*
   May 11, 2019, 9:00am College of Arts and Science and College of Education

Faculty Line Up Time: 8:15am
Centennial Center
f. *Undergraduate Commencement*
May 11, 2019, 2:00pm College of Business and College of Health Sciences
Faculty Line Up Time: 1:15pm
Centennial Center
4. **QUESTIONS** As this report was not provided orally, there was no opportunity for questions from the floor.

UNIVERSITY SENATOR PINS: Alex Blazer distributed university senator pins **to the first-time members of the University Senate who were present at this meeting.** There was only one pin recipient.
1. **Elected Faculty Senator** Bradley Alban

UNFINISHED BUSINESS: There were two items of unfinished business.
1. **MOTION 1819.ECUS.001.B (PROPOSED REVISIONS TO THE UNIVERSITY SENATE BYLAWS (ORGANIZATIONAL MEETINGS))** On behalf of the committee, Alex Blazer, 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. *Bylaws Revisions - Organizational Meetings (2019-02-05).doc* An MSWord file containing the proposed revisions using Track Changes format.
      ii. *Bylaws Revisions - Organizational Meetings Summary (2019-02-05).docx* An MSWord file containing a summary of the proposed revisions to the university senate bylaws.
      iii. *Bylaws Revisions - Organizational Meetings (2019-02-05) Track Changes.pdf* A pdf file containing the proposed revisions using Track Changes format.
   b. **CONTEXTUAL INFORMATION** Alex Blazer provided the following contextual information.
      i. This proposal grew out of the recommendations on modifications to the university senate proposed at the August 2018 governance retreat, and has been discussed, proposed, and developed over several meetings of the Executive Committee with Standing Committee Chairs.
      ii. This is the second reading of this motion and the first reading occurred at the 15 Feb 2019 university senate meeting. The interested reader is directed to the minutes of the 15 Feb 2019 university senate meeting for documentation of this first reading.
      iii. A summary of the proposed changes is as follows.
         1) Shift the date for officer elections from *within 10 days of the University Senate organizational meeting* to ECUS selecting the date and publicizing it to the members of the standing committees.
   c. **DISCUSSION** There was no discussion.
   d. **SENATE ACTION** Motion 1819.ECUS.001.B was **APPROVED** with no further discussion, no dissenting voice, only voting members of the university senate eligible to vote, and in compliance 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.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.

2. __MOTION 1819.ECUS.002.B (PROPOSED REVISIONS TO THE UNIVERSITY SENATE BYLAWS (STANDING COMMITTEES))__ On behalf of the committee, Alex Blazer, 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. *Bylaws Revisions - Standing Committees (2019-02-20).docx* An MSWord file containing the proposed revisions using Track Changes format.
      ii. *Bylaws Revisions - Standing Committees Summary (2019-02-20).docx* An MSWord file containing a summary of the proposed revisions to the university senate bylaws.
      iii. *Bylaws Revisions - Standing Committees (2019-02-20) Track Changes.pdf* A pdf file containing the proposed revisions using Track Changes format.
   b. __CONTEXTUAL INFORMATION__ Alex Blazer provided the following contextual information.
      i. This proposal grew out of the recommendations on modifications to the university senate proposed at the August 2018 governance retreat, and has been discussed, proposed, and developed over several meetings of the Executive Committee with Standing Committee Chairs.
      ii. This is the second reading of this motion and the first reading occurred at the 15 Feb 2019 university senate meeting. The interested reader is directed to the minutes of the 15 Feb 2019 university senate meeting for documentation of this first reading.
      iii. A summary of the proposed revisions comprising this motion was read into the record by Alex Blazer. Specifically,
         1) Dissolve Educational Assessment and Policy Committee (EAPC), excise references throughout the bylaws, and renumber the sections accordingly.
         2) Include Educational Assessment and Policy Committee (EAPC) scope in Academic Policy Committee's (APC) scope.
         3) Lower the number of Presidential Appointees from 5 (APC, EAPC, FAPC, RPIPC, SAPC) to 4 (APC, FAPC, RPIPC, SAPC).
         4) Lower the number of Senators by 1 (due to the Presidential Appointees adjustment)
         5) Allow the number of members on the four standing committees (APC, FAPC, RPIPC, SAPC) to vary from 13 to 15 members in order to accommodate Volunteers.
            a) Presently, 5 standing committees (APC, EAPC, FAPC, RPIPC, SAPC), US has 13-15 volunteers per year.
            b) In the future, with 4 standing committees (APC, FAPC, RPIPC, SAPC)
               • 13 member committees accommodate 2-4 volunteers
               • 14 member committees accommodate 6-8 volunteers
               • 15 member committees accommodate 10-12 volunteers
               • 16 member committees accommodate 14-16 volunteers
         6) Allow the number of Corps of Instruction positions on each standing committee (APC, FAPC, RPIPC, SAPC) to increase based upon the number of members on the standing committees.
   c. __DISCUSSION__ There was no discussion.
   d. __SENATE ACTION__ Motion 1819.ECUS.002.B was __APPROVED__ with no further discussion, no dissenting voice, only voting members of the university senate eligible to vote, and in compliance 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.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.

NEW BUSINESS: There was one item of new business.

3. **MOTION 1819.ECUS.003.O (REVISED UNIVERSITY HANDBOOK)** On behalf of the committee, Alex Blazer, ECUS Chair, presented the motion *To endorse the revisions to the University Senate Handbook as proposed in the supporting documents.*

   a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.

      i. *University Senate Handbook (2019-02-26).docx* An MSWord file containing the proposed revisions to the handbook.

      ii. *Revision Summary (2019-02-26).docx* An MSWord file containing a summary of the proposed revisions to the university senate handbook.

   b. **CONTEXTUAL INFORMATION** Alex Blazer provided the following contextual information.

      i. A summary of the proposed revisions comprising this motion was read into the record by Alex Blazer. Specifically,

         1) Reformatted sections of the handbook for consistency
         2) Updated information for accuracy
         3) Updated information to reflect University Senate bylaws revisions since the handbook's approval in 2015
         4) Added a page detailing committee membership, senate membership, and eligibility to serve as committee chair
         5) Added governance history (two official documents, the University Senate Handbook and the Governance History are merged into one official document, the University Senate Handbook, which contains the official Governance History)
         6) Added procedures to revise the handbook, which are modeled after the University Senate bylaws revision procedures

   c. **DISCUSSION** There was no discussion.

   d. **SENATE ACTION** Motion 1819.ECUS.003.O was **APPROVED** with no further discussion, no dissenting voice, and only voting members of the university senate eligible to vote.

COMMITTEE REPORTS:

1. **ACADEMIC POLICY COMMITTEE** (APC) – Lyndall Muschell for Rodica Cazacu

   Officers: Chair Rodica Cazacu, Vice-Chair Lyndall Muschell, Secretary Sarah Handwerker

   a. **Meeting** APC met on 01 Mar 2019 from 2:00pm to 3:15pm The following topic was discussed.

      i. **Plagiarism Software** – changing the default settings in Banner.

         1) Currently, the box is unchecked by default and if we are planning to use any plagiarism software, our administrative assistants must check the box each semester or we are not allowed to use the software.

         2) APC members were asked to consult with faculty from their departments on this issue and ask for their preferences. We learned that in some departments the administrative assistants are checking the box for all classes each semester, but there are also faculty who do not know about the existence of the box and that they must request the check if they want to use the software.

         3) Also most of the faculty believe the Academic Honesty statement we have in our syllabi gives us permission to check for plagiarism.

4) APC believes that changing the default to checking the box for all courses is better for all faculty and will draft a recommendation for university senate review as soon as we find the pertinent USG policy. Since the 1 Mar 2019 APC meeting, the USG policy was received by APC from the University Registrar Kay Anderson.

b. **Deliberation in 15 Mar 2019 University Senate Meeting**
   i. This body (the university senate) could communicate a recommendation of the desired change and this recommendation would be subject to review and approval of the President.
   ii. APC will discuss this at its 31 Mar 2019 meeting and may very well propose a change in policy for university senate consideration at its 19 Apr 2019 meeting.

2. **EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE** (EAPC) – Mary Magoulick
   Officers: Chair Mary Magoulick, Vice-Chair Matt Forrest, Secretary Christine Mutiti
   a. **Meeting** EAPC did not meet on 01 Mar 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of this committee, thus there is nothing to report.

3. **EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE** (ECUS) – Alex Blazer
   Officers: Chair Alex Blazer, Vice-Chair David Johnson, Secretary Craig Turner
   a. **Meeting** ECUS met on 01 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.
      i. **Workgroups**
         1) Three workgroups submitted draft documents to ECUS, which were discussed and voted on during today's ECUS meeting:
            a) Inventory and Review of Official Documents including but not limited to the Governance History, University Senate Handbook; (This document was voted on by the university senate earlier at this meeting as an item of **New Business**.)
            b) University Senate Representation on University-Wide Committees; (This document will be distributed to university senators and posted to the university senate website.)
            c) 2019-2020 Governance Calendar. (This document will be distributed to university senators and posted to the university senate website.)
         2) One workgroup submitted a revised draft document to ECUS-SCC, involving variable committee size (at least 13 and at most 15) and number of volunteers, based on the motion to amend the proposed bylaws revisions at the last University Senate meeting: (These proposed revisions to university senate bylaws were included in the motions that were voted on by university senate earlier at this meeting as items of **Unfinished Business**.)
      ii. **Expenses** ECUS reviewed upcoming expenses such as supplies needed for the Governance Retreat and reimbursement for our two USG Faculty Council Representatives' travel to the Spring USGFC meeting. ECUS decided to wait to use the funds in our new Foundation account until university senate needs something that is not covered by the budget.
      iii. **University Senate Recognitions** A workgroup is readying the certificates that recognize service to university senate.
      iv. **Policy Template** Sadie Simmons, Compliance/ Policy Officer in Legal Affairs distributed the new PPPM (Policies, Procedures and Practices Manual) policy template to the Presiding Officer and Secretary. When ECUS reviewed the policy template at its 1 Mar 2019 meeting, ECUS proposed that Sadie Simmons be invited to a university senate meeting to talk about the history of the template and current changes. As Sadie Simmons had a conflict with this university senate meeting, she will attend and make presentation at the 20 April 2019 university senate meeting.

v. **University Senate Foundation** University Senate has two Foundation accounts: 1) University Senate – Operations and 2) University Senate. The Presiding Officer will investigate the reason for the two accounts and, if warranted and possible, merge them.
   1) University Senate - Operations: $1000.00
   2) University Senate: $256.00
   3) Total: $1256.00
   4) 2018-2019 Donations $1256.00
   5) Expenses to Date $0.00
   6) Remaining $1256.00

vi. **University Senate Budget**
   1) No change from last month
   2) 2018-2019 Budget $5000.00
      a) Travel (USG Faculty Council Meetings) $675.00
      b) Office Supplies & Expenses (Printing, Retreat, etc.) $4325.00
   3) Total Expended AY 2018-2019 $3402.84
      a) Travel (USG Faculty Council Meetings) $433.93
      b) Office Supplies & Expenses $2968.31
   4) Remaining **$1597.16**

4. **SUBCOMMITEE ON NOMINATIONS** (SCoN) – David Johnson

   Officers: Chair David Johnson, Secretary Craig Turner, No Vice-Chair position for this committee.

   a. **Report** There are four items of business to report.

      i. **Slate of Nominations**
         1) Bradley Alban is the new elected faculty senator from CoHS, replacing Will Hobbs.
            a) *Note: During the preparation of the 1 Mar 2019 ECUS-SCC minutes, we learned of another replacement: Sophia Gonzalez replaced Madison "Kat" Capstick as the SGA Appointee to SAPC effective 1 Mar 2019.*
         2) This motion was included as an item in the consent agenda of the 15 Mar 2019 university senate agenda.

      ii. **Election Oversight** All academic units have submitted elected faculty senator election results for individuals with 2019-2022 terms. The at-large senator election was also held, which resulted in the election of Gennady Rudkevich for a 2019-2022 term of service.

      iii. **2019 Governance Retreat** As part of the planning of next year's governance retreat, I have reached out to the events coordinator at *The Club at Lake Sinclair* and created a proposal that is within the university senate budget for a half-day retreat on 13 Aug 2019 that concludes with lunch. The proposed meeting agenda has a 9:00am start time and a 12:30pm end time with an optional lunch (starting at 12:30pm) for participants. If you are willing to assist me in retreat planning, let me know. I plan to have a short meeting of the governance retreat planning committee following the 19 Apr 2019 university senate meeting.

      iv. **Committee Preference Surveys** I sent out (by email) an online survey to elected faculty senators requesting them to indicate both university senate committee preferences and their interest in serving as a university senate representative on one or more university-wide committees. To date, eighteen elected faculty senators have volunteered to serve as a university senate representative on a university committee. Thus we are in good shape filling university senate representative positions. I also surveyed (by email) corps of instruction faculty for their committee preferences and interest in serving as a faculty volunteer to a university senate committee. To date, there are fifteen volunteers.

      v. **University Senate Officers Nominations** At present, there is no individual who has accepted a nomination for Presiding Officer Elect. If you are willing to serve as Presiding

Officer Elect, please let me know by email. You can count on support from past Presiding Officers (who were invited to raise their hands at the meeting) if you desire such support.

vi. **Appointees 2019-2020 University Senate Committees** A number of appointees serve on the university senate committees including Presidential Appointees, Chief Officer Appointees, a Staff Council Appointee, and Student Government Association Appointees. I have sent requests to the appointers of these positions and anticipate responses from each.

5. .**FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Angela Criscoe for Ashley Taylor
   Officers: Chair Ashley Taylor, Vice-Chair Angela Criscoe, Secretary Olha Osobov
   a. **Meeting** FAPC met on 01 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.
      i. **Midterm Feedback**
         1) FAPC met to continue our discussion regarding a midterm feedback policy. The committee chair provided a brief overview of the most recent university senate discussions regarding such a policy. We then had open discussion to assess the feasibility and desirability to revise the current midterm evaluation policy to require feedback (via PAWS) for all undergraduate courses. In particular, we noted the benefits, drawbacks, and alternatives of the potential policy change. The interested reader is referred to the 1 Mar 2019 FAPC minutes for these deliberation details.
         2) As only 7 of 13 FAPC members were in attendance at the meeting, the committee decided to revisit the issue at the next FAPC meeting in order to collect additional perspectives before bringing the issue to the university senate.

6. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIPC) – Diana Young
   Officers: Chair Diana Young, Vice-Chair Darryl Richardson, Secretary Marcela Chiorescu
   a. RPIPC met on 01 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.
      i. **25Live**
         1) Dr. Costas Spirou (Senior Associate Provost), Michael Rickenbaker (University Architect), Tracy Norris (Special Assistant to the Provost), Kay Anderson (GC Registrar), and Dennis Brown (Project Manager for 25Live) spoke with RPIPC about the current request bottleneck in Facilities Reservations and the planned roll-out of 25Live, the online facilities/event scheduling system that is replacing R25.
         2) Among other things, we learned that a part-time hire will start later in March to support Facilities Reservations approvals (and in fact has now started), and 25Live will roll out in early June for summer and fall for nonacademic reservation requests.
         3) 25Live will change the procedure of making room requests in a way that automates much of the work that Facilities Reservations currently does manually.
         4) If people have concerns about current requests that are pending, they can contact Tracy Norris directly to resolve those issues.
         5) The 25Live planners are willing to speak at other campus-wide meetings before the program rollout. Also, there will be regular 25Live training sessions for those who intend to make requests through the system, but those meetings and training sessions are not yet scheduled.
         6) You can contact Costas Spirou if you have more questions about the roll-out of 25Live and Tracy Norris if you need assistance with a pending reservation request.
         7) RPIPC will reach out to Dennis Brown and Tracy Norris asking if they can create a set of "current status" bullet points that can be disseminated to faculty, staff, and students in various outlets (e.g. Provost Notes, SGA, Staff Council, etc.)

7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Joanna Schwartz
   Officers: Chair Joanna Schwartz, Vice-Chair Monica Ketchie, Secretary Guy Biyogmam
   a. **Meeting** SAPC met on 01 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.
      i. **Student Anxiety**

1) Questions and discussion regarding safety measure of student crossings/crosswalk – Witness to Logan's accident spoke (Jaira Dye)
2) What safety awareness programs are in place at GC and what do they entail?
3) When / How are students informed/ invited to participate?
4) Lights on crosswalks?
5) Reflectors?
6) GMC Registration of bikes?
7) Change in bus routes?
8) Presently a member stated there is a change in GCSU safety officer?

   ii. **Noro virus**
1) Questions and discussion regarding quality and consistency of food at *The Max*
2) Students desire understanding regarding - food standards, food contracts (Sodexo), food choices.
3) Training of students on food prep, downtown fresh food options.
4) Students not wanting to eat at *The Max*. Lack of trust.

   iii. **Georgia College Early College**
1) SGA President Amelia Lord and Chief Student Affairs Officer Shawn Brooks will be meeting with ambassadors doing tours to discuss possible ways to support Georgia College Early College inclusion. They will report back at the 31 Mar 2019 SAPC meeting.

   iv. **Crime Statistics** A pair of official crime statistics reports were in conflict and there was concern about the conflict of these official reports.
   b. **Question from the Floor** Were the conflicting crime statistics reports from different sources? *Yes*.

8. **STUDENT GOVERNMENT ASSOCIATION** (SGA) – Amelia Lord
   Officers: President Amelia Lord, Vice President Sarah Smith, Secretary Avery Perkins, Treasurer Daniel Goorsky
   a. As SGA President Amelia Lord had extended regrets and was unable to be in attendance, there was no SGA report provided orally.

ANNOUNCEMENTS/ INFORMATION ITEMS:

1. **FACULTY SALARY REVIEW TASK FORCE UPDATE** – John Swinton (University Senate Representative)
   a. **Task Force Website** http://www.gcsu.edu/provost/faculty-salary-review-task-force
   b. **2/6/2019: Philosophy of Current and Future Studies**
   Present Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke
      i. A brief discussion of what we could report concerning chair salaries ensued. Without ranges as CUPA provides for each faculty rank, the best we are likely to be able to report are suggestions based on our own policy (1.2 x full professor salary) and observations of median salaries from CUPA. We will see if we can get additional information when the new CUPA data come out.
      ii. Another option worthy of consideration is to take the chair salary (adjusted from fiscal year to academic year) and compare with the professor rank.
   The attention of the Committee turned to guiding philosophies for this and future studies:
      i. The committee discussed a number of guiding principles. While it appeared that the committee was in agreement about a number of principles pertaining to the suggested target ranges for median salaries for each rank and CIP code job classification, later discussion revealed that a number of committee members felt uncomfortable sharing the deliberations at this point for fear that anything reported would be taken as a promise rather than discussion items. The two remaining points that the committee agreed upon are:
         1) Chairs/Deans should ultimately apply their professional judgement on allocation of salary pool monies to individual faculty members. Our suggestions focus on median salaries based on CIP codes relative to the market.

2) There should be an annual report presented to the university community that provides the median GCSU salary for each rank and CIP code, and compares that salary with the 25 percentile, the median, and the 75 percentile salaries for that rank and CIP code from the annual CUPA data. This will demonstrate an ongoing commitment to fairness in faculty compensation and retention and allow future salary studies to make use of information about salary trends over time.

c. **2/13/2019: Continued Discussion of Philosophy of Current and Future Studies**

Present Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke

   i. Preliminary announcements:
      1) Russ informed the committee that Leadership intends to start implementation of any action stemming from the salary study in January of 2020. In part, this is to distinguish actions taken based on this study from merit increases. The implication is that we have until May 2019 to submit our completed study.
      2) Russ has also been in contact with representatives from CUPA-HR who believe they will be able to provide additional data <currently all that is available is the average or median> concerning chair salaries. During the meeting Russ received a message indicating that analysts at CUPA-HR will work with us to try to get chair level data comparable to the data we are using for the rest of the study to establish salary bands which are the quartiles (minimum, 25th percentile, median, 75th percentile, maximum).

   ii. (Discussion concerning redacting portions of last meeting occurred here.)

   iii. Discussion concerning treatment of time in rank:
      1) The committee reviewed the report developed by Columbus State. In their report they suggested that it was appropriate to address the number of years a faculty member was in rank by adjusting their recommended salary adjustments with a fixed amount of money per year. We concluded that such an approach was not appropriate for us given that such an approach does not account for salary differentials observed in the data we are using. The committee recognized the constraint that there is no notion of cost of living adjustments within the University System. We also recognized that different individuals are likely to progress in their careers at different paces. And, given that chairs and deans will have discretion to allocate any merit raises based on their best assessment of meritorious achievement, we decided that the best approach to develop a systematic approach to compensation over time is to:
         a) Maintain an annual assessment of how median salaries for each CIP code and rank at Georgia College compare with annual CUPA data. This is to ensure that salaries within rank and CIP code at Georgia College stay within acceptable bounds of the CUPA comparison data over time. And it will allow for an eventual assessment of the general trend in salaries over time to help predict future funding needs.
         b) Note that over time allocations of annual merit raises should represent any individual faculty member's accumulated effort to progress within her or his discipline. Thus, we would expect to see some variance in salaries within rank and CIP codes.

d. **2/20/2019: Review of Staff Salary Study handouts from Leadership Team**

Present Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke

   i. No new data were available at this point so we reviewed the documents provided to the President's cabinet concerning the concurrent staff salary study. The biggest takeaway was that the study would provide insight into the template we might want to use to present our results.

e. **2/27/2019 No meeting**
f. **3/6/2019: New Data Available**
   Present: Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke
   i. Russ announced that new CUPA-HR data were now available (meaning data from the institutions providing information about their 2018-2019 salaries). He distributed initial downloads of CUPA-HR generated tables.
   ii. We need to confirm availability of lecturer statistics (not part-time instructor). We have roughly 52 lecturers at this time.
   iii. Need to clarify whether or not the chairs are included in the faculty report data and if so, how their salaries are treated. We observe our full time chairs are included in the data we send to CUPA-HR. We are pretty sure all institutions include chair salaries. We believe they are adjusted under the assumption that there is some additional compensation for the administrative work of being chair.
   iv. We still need data from our Library faculty in the study.
g. **3/13/2019: Friday the 13th on a Wednesday (random Pogo reference)**
   Present: Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke
   i. The committee received updated handouts <HR CUPA faculty salary reports> from Russ.
      1) Russ confirms chairs are in our data, still not 100% sure whether or not CUPA is normalizing the chair salaries.
      2) One of the reports disseminated has non-tenure track (lecturers, instructors, etc.) in data.
      3) Need to double check to make sure limited term faculty are removed from data.
   ii. John has promised to work with Russ over the spring break to prepare tables (and box and whisker plots) for presentation. These tables and plots should be ready for next meeting scheduled for Wed 27 Mar 2019.
h. **Questions** When John Swinton invited questions, none were forthcoming.

2. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE** – Lyndall Muschell (UCC Chair)
   a. **UCC, GEC, and Graduate Council**
      i. **Curriculum Approval Website** The new system for submitting and tracking proposals related to curriculum is now in place. All proposals can be easily located and tracked to determine progress and decisions. Relevant forms and resources are located on the GC Curriculum Approval website (http://www.gcsu.edu/provost/gc-curriculum-approval). Parts of this website are accessible only with unify credentials.
      ii. **University Curriculum Committee (UCC)**
         1) Action Items
            a) Elimination of Exit Exam in Exercise Science **–** recommended February 22, 2019
         2) Information Items
            a) *College of Business* – Modification of Existing Course
               i. ACCT 4125 Principles of Taxation II – Add prerequisite, ACCT 3116 Principles of Taxation I, with a grade of C or higher
            b) *College of Arts and Sciences* – New Courses:
               i. PHYS 3140 Thermodynamics
               ii. PHYS 4140 Statistical Mechanics
               iii. PHYS 4260 Solid State Physics
               iv. LEAD 4950 Special Topics in Leadership
               v. MUED 3911 Elementary Music Techniques and Practicum
               vi. MUED 2909 Instrumental Methods Survey
               vii. MUED 3880 International Music Curricula
               viii. MUED 3941 Middle Grades Music Techniques and Practicum
               ix. WMST 4105 Religion and the Body

x.   CHIN 1001 Introduction to Chinese Language and Culture I
                                    xi. CHIN 1002 Introduction to Chinese Language and Culture II
                                    xii. CHIN 2001 Intermediate Chinese Language and Culture
                                    xiii. CHIN 2002 Intermediate Chinese Language and Culture
                            c) *College of Education* – Modification of Existing Course:
                                    i.   EDEX 4960 Student Teaching Internship – Change to Repeatable
        iii. **General Education Committee (GEC)**
                    1) The inclusion of Chinese language courses (CHIN 1001 Introduction to Chinese Language
                        and Culture I; CHIN 1002 Introduction to Chinese Language and Culture II; CHIN 2001
                        Intermediate Chinese Language and Culture; and CHIN 2002 Intermediate Chinese
                        Language and Culture) in the curriculum of the World Languages and Cultures department
                        was approved.
        iv. **Graduate Council**
                    1) *Graduate Faculty Status Document* – The Graduate Faculty Status document was
                        discussed. Minor formatting changes were suggested. Motion to approve with edits was
                        called and seconded. The motion passed.
                    2) *College of Education* – M.Ed. in Special Education – EDEX 6970
                            a) The Special Education Program is working to redesign the master's thesis to reflect
                                a more "real world" perspective on special education. EDEX 6970 is specialized
                                research class and will replace a generic research class. Motion to approve was
                                called and seconded. The motion passed.
                    3) *College of Business* – Dept. Management, Marketing & Logistics – MMIS 6393/LOGS
                        6393
                            a) The proposal to change the prefix of MMIS 6393 to LOGS 6393 AND move the
                                course from MMIS to LOGS program was discussed. The course is more aligned
                                with the LOGS program. Motion to approve was called and seconded. The motion
                                passed.

3. **MULTI-FACTOR AUTHENTICATION (MFA)** – Charlie Weaver (Interim Chief Information Officer) and Hance
    Patrick (Information Security Officer)
    a. **Duo** Charlie Weaver and Hance Patrick provided a written report of the notes on which they based their
        oral presentation of Multi-Factor Authentication (using Duo) and this report is attached to these minutes
        as a supporting document.
    b. **Phishing** In the recent past,
            i.   four Georgia College employees clicked on a link in a phishing email (that appeared to be
                 authentic) and their next paychecks were direct deposited into someone else's account.
            ii. at another USG institution, one individual clicked on a link in a phishing email (that appeared to
                 be authentic) and that triggered the message to be sent to colleagues in that individual's contact
                 list, fourteen of whom clicked on the phishing link. Ultimately, there were thousands of secure
                 data items that were compromised. This resulted in a substantial sum being paid out by the
                 institution to comply with applicable law and contact individuals whose records were
                 compromised and cover the expenses of identity theft monitoring for these individuals for a certain
                 minimum period of time.
        The point is to be very careful about clicking on links in emails. These phishers are more insidious than
        ever and are getting quite skilled at sending Phishing emails that appear to be authentic. We will never
        send emails asking you to confirm your login, or use your credit card to send money. If you even mildly
        suspect the email lacks authenticity, then before you click on any link in the message, send it to the serve
        help desk at serve@gcsu.edu and indicate you find it Phishy and you should hear back from the help desk
        advising you on whether the email is authentic or a phishing expedition.

c. **Questions**
   i. Will this Multi-Factor Authentication be like banking where if the request is from a familiar device, the MFA won't be required? *Yes and No. If a web client is used to submit the login request, then MFA will be required every time. If the request comes from a recognized device, MFA will be required the first time (to establish the recognition) AND with any password change request and then about once every six months. If you receive an MFA request to authorize a login request that you did not initialize, then do three things: (1) Decline to authorize, (2) Immediately change your unify password, and (3) file a serve ticket by sending an email to serve@gcsu.edu providing as much detail as you can. This will allow us to look into the matter from our end.*
   ii. Has there been any employee pushback regarding the use of MFA? *There has not been any pushback, but rather apprehension. There is never a best time to implement a new requirement and the apprehension manifests as "This is a change. How will this affect me?" as the employee is not knowing everything yet. There are often idiosyncrasies of certain environments.*

OPEN DISCUSSION: Alex Blazer invited open discussion from the floor. There was one event advertisement.
1. As part of the Georgia College Diversity Peer Educator Series, there will be a workshop for faculty and staff to present and discuss *Best Practices for Working with Transgender and Non-Binary Students, Faculty, and Staff.* This event is scheduled for 12:30pm on Wed 27 Mar 2019 in 113 Chappell. The presenter is Dr. Joanna Schwartz. Please come and encourage your colleagues to attend this event as well.

ADJOURN:
1. **ATTENDANCE AND THE SIGN-IN SHEET** Alex Blazer 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** A motion to adjourn was made, seconded, and approved. The meeting was adjourned at 4:33 p.m.

SUPPORTING DOCUMENTS:
1. There are three supporting documents for these minutes.
   a. *GovCal_2019-20_FINAL* A document in MSWord and pdf formats that provides a calendar for the governance meetings (department, college, university senate, university senate committees) for the 2019-2020 academic year. This document supports the Executive Committee of the University Senate (ECUS) report.
   b. *University Committees (2019-03-01) FINAL* A document in MSWord and pdf formats that provides an inventory of university committees and the procedures by which university senate representatives are identified for these committee. This document supports the Executive Committee of the University Senate (ECUS) report.
   c. *MFA_DUO Outlook* A document in MSWord and pdf formats that supports the information item Multi-Factor Authentication (MFA).