

**2018-2019 University Senate
Minutes for the 19 Apr 2019 Meeting**

University Senate Officers: Presiding Officer Alex Blazer, Presiding Officer Elect David Johnson, Secretary Craig Turner

PRESENT (31) Jamie Addy, Bradley Alban, Susan Allen, Donna Bennett, Kevin Blanch, Alex Blazer, Robert Blumenthal, Linda Bradley, Kelli Brown, Hauke Busch, Rodica Cazacu, Angela Criscoe, Matt Forrest, Glynnis Haley, Sarah Handwerker, Jan Hoffmann, Sabrina Hom, David Johnson, Min Kim, Alesa Liles, Stephanie McClure, Lyndall Muschell, Christine Mutiti, Amy Pinney, Joanne Previts, Joanna Schwartz, John Swinton, Ashley Taylor, Craig Turner, Jessica Wallace, Diana Young.

ABSENT (7) Paulette Cross, Yolanda Foster, Catrena Lisse, Bryan Marshall, Christopher Newsome, Cedric Norris, Mary Catherine Rogers.

REGRETS (12) Krystal Canady, Nicole DeClouette, Steve Dorman, Hedwig Fraunhofer, Monica Ketchie, Amelia Lord, Mary Magoulick, Ben McMillan, Darryl Richardson, Tom Toney, Jiaqin Yang, Jenq-Foung Yao.

GUESTS (8)

First Name	Last Name	2018-2019 Committee	Description Role on University Senate or Position at the University
Kay	Anderson	None	<i>University Registrar</i>
Shea	Council	None	<i>Administrative Assistant of the 2018-2019 University Senate</i>
Tracy	Norris	None	<i>Special Assistant to the Provost</i>
Jaclyn	Queen	None	<i>Instructional Designer, Center for Teaching and Learning</i>
Sadie	Simmons	None	<i>Compliance/ Policy Officer</i>
John	Sirmans	None	<i>Parliamentarian of the 2018-2019 University Senate</i>
Simeco	Vinson	None	<i>Instructional Designer Specialist, Center for Teaching and Learning</i>
Carol	Ward	RPIPC	<i>Chief Human Resources Officer</i>

CALL TO ORDER: Alex Blazer, Presiding Officer of the 2018-2019 University Senate, called the meeting to order at 2:03 p.m.

CONSENT AGENDA:

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

II. Section 3.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. University Senate Meeting Agenda (04/19/2019)
2. University Senate Meeting Minutes (03/15/2019)

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 1 of the consent agenda.

MINUTES: The minutes of the 15 Mar 2019 university senate meeting were *approved as circulated* as item 2 of the consent agenda.

PRESIDENT'S REPORT – As President Steve Dorman was unable to attend this meeting and extended his regrets, there was no President's Report provided orally at the meeting. He did provide the Provost some information to share on his behalf.

PROVOST'S REPORT – Provost Kelli Brown prefaced her report to indicate that the FY2020 Budget Update is being shared on behalf of President Dorman.

1. **TENURE AND PROMOTION RECIPIENTS – CONGRATULATIONS!!!** Georgia College recently approved the promotion of 22 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 2019-2020 contract year.

a. **College of Arts and Sciences**

- i. Arash Bodaghee, tenure and promotion to Associate Professor
- ii. Sharon Careccia, promotion to Senior Lecturer
- iii. Carrie Cook, promotion to Professor
- iv. Peggy Elliott, promotion to Professor
- v. Ellen France, promotion to Professor
- vi. Gretchen Ionta, tenure and promotion to Associate Professor
- vii. Brandy Kennedy, promotion to Professor
- viii. Simplice Tchamna-Kouna, tenure and promotion to Associate Professor
- ix. Sam Mutiti, promotion to Professor
- x. Linda Rocha, promotion to Senior Lecturer
- xi. Jim Schiffman, tenure and promotion to Associate Professor
- xii. Ji Suen Sohn, tenure and promotion to Associate Professor
- xiii. Henry Wang, promotion to Professor
- xiv. David Weese, tenure and promotion to Associate Professor

b. **College of Business**

- i. Bob Duesing, promotion to Professor
- ii. Brent Evans, tenure and promotion to Associate Professor
- iii. Joy Godin, tenure and promotion to Associate Professor
- iv. Bill Miller, promotion to Professor

c. **College of Education**

- i. Joanne Previts, promotion to Professor

d. **Ina Dillard Russell Library**

- i. Jeff Dowdy, tenure and promotion to Associate Professor
- ii. Kell Carpenter, tenure and promotion to Associate Professor
- iii. Shaundra Walker, tenure and promotion to Associate Professor

2. **FY 2020 BUDGET UPDATE**

- a. The State of Georgia continues to provide strong support for the University System of Georgia (USG). The state funds operating budget for the USG is \$2.57 billion, an increase of 6.2% over

- FY 2019. Additionally, the USG received \$262.5 million in bond funding to support design, construction, and equipment capital projects for the system.
- b. At the institutional level, Georgia College received a \$2.3 million increase in state appropriations for fiscal year 2020, and a small increase in special initiative funding for the Georgia Center for Early Language and Literacy to support salary and benefit changes. The new general funding consists of:
 - i. A \$1.1 million increase for enrollment earnings (based on the FY 2018 credit hour increase).
 - ii. A \$940K increase to help support a 2% merit-pay increase pool.
 - iii. A \$164K net increase to address changes in the health insurance premiums.
 - iv. A \$46K increase to support Teacher's Retirement System employer rate changes.
 - v. A \$124K decrease for maintenance and operation square footage recalculations.
 - vi. A \$49K increase to support Department of Administrative Services insurance premiums.
 - vii. A \$31K transfer fund to support the "Know More, Borrow Less" system-wide initiative. Know More, Borrow Less is a comprehensive plan aimed at reducing barriers to financial aid, improving students' understanding of borrowing, and reducing student debt. The USG will develop a standardized electronic award letter and debt letter, expand the use of artificial intelligence services (chatbots), and offer customizable videos that can be embedded in electronic communications.
 - viii. A \$140K increase to support student success. The state was not able to provide new funds for these activities, but to address some of the costs associated with the student success proposals, a portion of this year's enrollment growth funding was allocated to each institution's base budget.
 - c. Although the allocations were very positive for FY 2020, the formula funded budget only funds a percentage of the needs addressed in the allocation process. To that end, we have to internally match approximately 25% of the funding needs addressed in the FY 2020 state appropriations to the relative matching funds, in addition to funding faculty promotion increments, and system and local software license increases.
 - d. Fortunately, we received a 2.5 percent undergraduate tuition increase and a 2 percent graduate tuition increase that will support the matching funding needs mentioned above. Maintaining affordability continues to be one of the highest priorities of the Board of Regents and to this end, GC will not have any mandatory student fee increases.
 - e. The new tuition increases will allow us to not only fully fund a 2 percent merit-pay increase and total benefit and retirement increases for 2020, it also provides a source of funding coupled with enrollment earnings to support some new mission-critical needs, to include a pool of funding to start addressing needs stemming from the faculty and staff salary studies currently being conducted. As soon as the internal allocations are finalized and the original budget is approved by the Board of Regents, the final allocations will be shared with the campus.
 - f. Georgia College received \$18.3 million in capital bond funding for the construction phase of our new Integrated Science Center. The design phase is nearing completion and will move rapidly into the construction phase later this fall. Additionally, of the \$262.5 million in capital funding for the system, a portion will be for major repair and replacement for the system institutions, and Georgia College is slated to receive approximately \$1.5 million that will be added through an amendment later in the year.
 - g. Given our undergraduate-capped-enrollment mission and lack of new funding that comes with increasing enrollments, it is becoming increasingly evident and critical that in order for Georgia College to remain a high-quality, preferred institution in Georgia, program and service prioritization and redirection continue to be imperative to remain on the path to preeminence.

3. **POLICY REVISIONS** During the April 2019 Board of Regents meeting, revisions were made to the following BOR policies:
 - a. **Student Affairs**
 - i. Board Policy 4.2 Undergraduate Admission
 - 1) Section 4.2.1 Admission Requirements for Programs Leading to an Associate or Baccalaureate Degree
 - a) Section 4.2.1.1 Freshman Requirements
 - b) Section 4.2.1.2 International Freshman Requirements (New)
 - c) Section 4.2.1.3 Exceptions to Freshman Requirements (previously 4.2.1.2 Exceptions to Freshman Admission Requirements for Special Groups of Students)
 - d) Section 4.2.1.4 Dual Enrollment Requirements (New)
 - e) Section 4.2.1.5 Transfer Requirements (previously Section 4.2.1.3 Undergraduate Admission Transfer Requirements for Transfer Students)
 - f) Section 4.2.1.6 International Transfer Requirements (New)
 - g) Section 4.2.1.7 Exceptions to Transfer Requirements (New)
 - h) Section 4.2.1.8 Non-Traditional Requirements (previously Section 4.2.1.4 Non-Traditional Students)
 - i) Section 4.2.1.9 Persons Age 62 or Over (previously Section 4.2.1.5) NOTE: No change to the wording of the section.
 - 2) Board Policy 4.2.2 Admission Requirements for Undergraduate Programs Not Leading to a Baccalaureate Degree
 - a) Section 4.2.2.1 Admission to Career Programs
 - b) Section 4.2.2.2 Admission of Students to Certificate Programs at Designated Vocational Divisions (**NOTE: section deleted**)
 - c) Section 4.2.2.2 Admission of Non-Degree Students (previously Section 4.2.2.3)
 - d) Section 4.2.2.3 Admission of Post baccalaureate Students (New)
 - e) Section 4.2.2.4 Admission of Transient Students
 - f) Section 4.2.2.5 Admission of Auditors
 - b. **Finance and Business**
 - i. 7.8.2.3 Cyber Insurance (New)
 - c. **Personnel**
 - i. Board Policy 8.2.12 Voluntary Savings Plans /Deferred Compensation Programs (previously entitled Annuity Programs/Deferred Compensation Programs)
 - ii. Board Policy 8.2.18.2 Conflicts of Interests, Conflicts of Commitment, and Outside Activity (previously entitled Conflicts of Interest and Conflicts of Commitment)
 - 1) Section 8.2.18.2.1 Conflicts of Interest and Apparent Conflicts of Interest (previously entitled Conflicts of Interest and Appearances of Conflicts of Interest)
 - 2) Section 8.2.18.2.3 Outside Activities (previously entitled Compensated Outside Activities: Restrictions & Approval Process)
 - 3) Section 8.2.18.2.4 Institution Guidelines for Outside Consulting (previously entitled Institution Guidelines for Faculty Consulting)
 - 4) Section 8.2.18.2.5 Disclosure (**NOTE: section deleted**)
 - d. **Information, Records, and Publications**
 - i. Section 10.4 Cybersecurity
 - 1) Section 10.4.1 System-Level Responsibilities
 - 2) Section 10.4.2 Institutional- and Organizational-Level Responsibilities

Some revisions were discussed in both February and April. The revisions have not been uploaded into the BOR Policy Manual at this time.

4. **SAVE THE DATE!**
 - a. ***President's Walk for Well-being***
Wednesday, April 24, 2:00pm
Courtyard outside of Chick-Fil-A - be sure to wear comfortable walking shoes
 - b. ***Tenure & Promotion Workshop***
Friday May 3, 10:00am - 12:00 noon
Place: TBD
 - c. ***Faculty Scholarship Celebration***
April 25, 2019, 4:00pm - 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 Colleges of Arts & Sciences and Education
Centennial Center
 - f. ***Undergraduate Commencement***
May 11, 2019, 2:00pm Colleges of Business & Health Sciences
Centennial Center
5. **QUESTIONS** Provost Brown invited questions from the floor. There were none.

RECOGNITIONS:

1. Alex Blazer noted that certificates of recognition were signed by President Dorman and are awarded for participating in shared governance to three groups. Specifically, 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 29 Mar 2019 meetings of committees.
3. University senators completing terms and leaders received their certificates at this meeting. Presiding Officer Elect David Johnson was invited to assist in distributing certificates. Alex Blazer read the names of those being recognized while David Johnson awarded the certificates of recognition. University 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 Amelia Lord, Cedric Norris.
 - ii. SELECTED STAFF SENATORS Kevin Blanch, Yolanda Foster, Christopher Newsome, Darryl Richardson.
 - iii. PRESIDENTIAL APPOINTEES Susan C. Allen (RPIPC), Joanne Previts (EAPC), Robert Blumenthal (FAPC), Mary Catherine Rogers (SAPC), and Alesa Liles (APC).
 - b. ELECTED FACULTY SENATORS Bradley Alban (CoHS), Alex Blazer (CoAS), Hauke Busch (CoAS), Rodica Cazacu (CoAS), Jan Hoffmann (CoAS), Sabrina Hom (CoAS), Catrena Lisse (CoAS), Mary Magoulick (CoAS), Amy Pinney (CoAS), Ashley Taylor (CoAS), Tom Toney (CoAS), and Jenq-Foung Yao (CoB).
 - c. Leaders meriting recognition include the following.
 - i. ADMINISTRATIVE ASSISTANT Shea Council.
 - ii. PARLIAMENTARIAN John Sirmans.
 - iii. COMMITTEE OFFICERS
 - 1) APC Rodica Cazacu (Chair), Lyndall Muschell (Vice-Chair), Sandra Handwerker (Secretary)
 - 2) EAPC Mary Magoulick (Chair), Matt Forrest (Vice-Chair), Christine Mutiti (Secretary)
 - 3) ECUS Alex Blazer (Chair), David Johnson (Vice-Chair), Craig Turner (Secretary)
 - 4) FAPC Ashley Taylor (Chair), Angela Criscoe (Vice-Chair), Olha Osobov (Secretary)
 - 5) RPIPC Diana Young (Chair), Darryl Richardson (Vice-Chair), Marcela Chiorescu (Secretary)

- 6) SAPC Joanne Schwartz (Chair), Monica Ketchie (Vice-Chair), Guy Biyogmam (Secretary)
- 7) SCoN David Johnson (Chair), Craig Turner (Secretary)
- iv. EXECUTIVE COMMITTEE MEMBERS Donna Bennett (Library), Provost Brown, Alex Blazer (CoAS), Nicole DeClouette (CoE), President Dorman, Glynnis Haley (CoHS), David Johnson (CoAS), John R. Swinton (CoB), and Craig Turner (CoAS)
- v. UNIVERSITY SENATE OFFICERS Alex Blazer (Presiding Officer), David Johnson (Presiding Officer Elect), and Craig Turner (Secretary).

ANOTHER PAIR OF RECOGNITIONS

1. **President Dorman** A prerecorded video of President Dorman making these remarks (in the context of the Faculty and Staff Excellence Awards Ceremony) was played. The video is located at <https://vimeo.com/329866218/fb22d8e04b>.

I apologize for not being able to join you in person.

First, let me congratulate all of those who will be receiving an award today for their service and commitment to Georgia College. These awards are particularly special because they're peer nominated. You have been recognized by those closest and most familiar with your work. Your service enhances the experience of all of us, and of our students. So, thank you, and please know that I am deeply grateful for all that you do.

This year, our faculty service award takes on more significant meaning. Some of you know that Dr. Craig Turner is retiring. Craig was nominated for this award, but was too modest to accept that nomination. But that will not stop me from talking about his exemplary service.

Professor Turner has served the Department of Mathematics at Georgia College for 25 years. Over his career, he has taught 192 courses and 4954 students.

In addition to his work in the classroom, he has worked on the university promotion and tenure task force, the University System of Georgia Faculty Council, and the university senate, and he's been a member of two salary study committees commissioned by our university. Craig has also been the AAUP representative on our campus for 19 years. And in addition to all this service, you're likely to see Craig after hours supporting our students at a jazz concert or other university events.

On a more personal note, let me say that Dr. Turner's work with the senate has been truly remarkable and selfless. In essence, he is the dean of the senate. Anytime that I have a question about actions that were taken in the past or a procedural question, Craig has been able to give a concise and precise explanation. He takes detailed notes of senate meetings, and makes sure that all of campus is informed of these events. I am so grateful for his commitment to shared governance on this campus, and we are truly a better university for the service given by Craig Turner.

Well Craig, you wouldn't accept the award, so today I am pleased to announce that we are renaming the award in your honor. So that from this day on, the award will be known as the Craig M. Turner Excellence in University Service Award. Craig, congratulations and thank you for your continued service to the university. Your work has impacted and inspired all of us.

Now thank you all again for being here today, and my sincere thanks to all who make Georgia College a truly special institution.

At the conclusion of the video, the university senators delivered a standing ovation.

2. **Provost Brown** presented a plaque to Dr. Craig Turner with these remarks. We now have the faculty university service award named after you. At the same time, we want to give you this to recognize you for your tireless service and dedication to the university senate. At the conclusion of this presentation, another standing ovation was delivered. Craig Turner turned in his front row seat to face the university senate and said simply "Thank you all."

UNFINISHED BUSINESS: There were no items of unfinished business.

NEW BUSINESS:

1. **MOTION 1819.APC.001.O (PLAGIARISM PREVENTION)** On behalf of the committee, Rodica Cazacu, APC Chair, presented the motion *To have the “plagiarism prevention is used” (PPU) attribute attached to all courses by default.*
 - a. **SUPPORTING DOCUMENTS** Supporting documentation, accessible in the online motion database, was available for display on the big screen.
 - i. *The memo from the Vice President for Academic Affairs announcing the USG Legal Affairs Office recommendation* An MSWord document providing 2007 guidance from the University System of Georgia.
 - ii. *Kay Anderson's notification and instructions on adding the PPU attribute in banner* An MSWord document providing 2007 guidance from University Registrar (Kay Anderson) to department chairs and department secretaries.
 - iii. *APC recommendation to have the PPU attribute attached to all courses by default* An MSWord document providing the recommendation from the Academic Policy Committee.
 - b. **CONTEXTUAL INFORMATION** Rodica Cazacu provided the following contextual information.
 - i. In 2007, the University System of Georgia Board of Regents' Office of Legal Affairs recommended that students be notified of the use in a course of any plagiarism prevention technology such as *Turnitin*.
 - ii. In particular, every course has an attribute PPU (Plagiarism Prevention is Used) which will either be checked (to indicate plagiarism detection tools may be used) or unchecked (to indicate plagiarism detection tools will not be used). The attribute, when checked, will cause a specific notice to appear next to the course when a student registers via Banner Self Service (PAWS) that tells the student that plagiarism prevention is used in that section. If the PPU attribute is unchecked, no notice is necessary.
 - iii. The default PPU setting is unchecked, and the Academic Policy Committee proposal is to change the default PPU setting to checked. In other words, presently faculty opt in and if this proposal is adopted, faculty would opt out.
 - c. **DISCUSSION**
 - i. Question: Does the statement in the USG Legal supporting document *The USG Legal Affairs Office also recommends that students be provided a choice, prior to registration, among course sections with or without the use of the technology* require us to have both unchecked PPU and checked PPU options available for students?
 - 1) I think the intent is more that there is full disclosure to the students so that as they select a course, they receive notification of whether plagiarism detective software may be used in that course.
 - 2) Even with the default PPU setting unchecked, as is presently the case, all sections of a given course could opt in and check the PPU attribute effectively not giving students a choice.
 - 3) In our department, we have routinely checked the PPU attribute for every course we offer, effectively providing the student who selects one of our courses no option with the PPU attribute unchecked.
 - 4) Presently, there are many more plagiarism detection tools available than was the case in 2007, and in my opinion present day students should expect that plagiarism detection tools are likely to be used.
 - d. **SENATE ACTION** Motion 1819.APC.001.O was **APPROVED** by voice vote with no additional discussion, no dissenting voice, and only elected faculty senators eligible to vote.

COMMITTEE REPORTS:

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

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

- a. **Meeting** APC met on 29 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.
 - i. **Plagiarism Software** – changing the default setting in Banner.
 - 1) The APC deliberation on this matter is documented in its 29 Mar 2019 minutes.
 - 2) This deliberation culminated with motion 1819.APC.001.O, which was considered earlier at this university senate meeting.
2. **EDUCATIONAL ASSESSMENT AND POLICY COMMITTEE** (EAPC) – Alex Blazer for Mary Magoulick
Officers: Chair Mary Magoulick, Vice-Chair Matt Forrest, Secretary Christine Mutiti
 - a. **Meeting** EAPC did not meet on 29 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. As Mary Magoulick had extended regrets, this report was provided orally by Alex Blazer on her behalf.
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 29 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.
 - i. **AAUP Redbook** Donna Bennett has secured the *AAUP Redbook* in ebook form, which is linked on the university senate website <https://senate.gcsu.edu> and this ebook is now accessible to any member of the university community through unify credentials.
4. **SUBCOMMITTEE ON NOMINATIONS** (SCoN) – David Johnson
Officers: Chair David Johnson, Secretary Craig Turner, No Vice-Chair position for this committee.
 - a. **Report** There are three items of business to report.
 - b. **2019-2020 Slate of Nominations**
 - i. Alex Blazer was the only 2019-2020 University Senate Secretary nominee, and he has accepted.
 - ii. Multiple individuals were nominated to serve as the 2019-2020 University Senate Presiding Officer Elect, but only Hauke Busch agreed to serve.
 - iii. All committees except APC have a corps of instruction faculty member from each academic unit (Colleges and Library). APC is missing only a library member.
 - iv. Most elected faculty senators were placed on a committee corresponding to their first or second preference, a few being placed on a committee corresponding to third preference.
 - v. Committee continuity was realized in the sense that each committee has at least three continuing members.
 - vi. We were able to accommodate eleven of the seventeen corps of instruction faculty who expressed interest in serving in a volunteer position on one or more of the committees, each being placed on a committee corresponding to their first or second preference. Individuals who did not serve as volunteer in 2018-2019 were given preference over those individuals who did serve as volunteer in 2018-2019.
 - vii. The *four selected staff senators* as well as the *staff council appointee* to SAPC will be identified over the summer and added to a revised slate of nominees for vote at our first fall university senate meeting.
 - viii. This motion <2019-20 Slate of Nominations> was added to the agenda of the 3:30pm 19 Apr 2019 organizational meeting of the 2019-2020 university senate.
 - c. **2019-2020 Organizational Committee Meetings** will be held during the committee breakout session at the 2019 Governance Retreat, scheduled for 13 Aug 2019, which in turn means that the 26 Apr 2019 committee organizational meetings are canceled.
 - d. **Governance Retreat Planning Committee** will have a brief face-to-face meeting immediately following the 19 Apr 2019 3:30p Organizational Meeting of the 2019-2020 University Senate.
5. **FACULTY AFFAIRS POLICY COMMITTEE** (FAPC) – Ashley Taylor

Officers: Chair Ashley Taylor, Vice-Chair Angela Criscoe, Secretary Olha Osobov

- a. **Meeting** FAPC did not meet on 29 Mar 2019 from 2:00pm to 3:15pm as quorum was not attained.

6. **RESOURCES, PLANNING AND INSTITUTIONAL POLICY COMMITTEE** (RPIP) – Diana Young

Officers: Chair Diana Young, Vice-Chair Darryl Richardson, Secretary Marcela Chiorescu

- a. **Meeting** RPIP met on 29 Mar 2019 from 2:00pm to 3:15pm. The following topic was discussed.

- i. **12-month Pay Option for Faculty** RPIP continued our discussion about the proposed goal of offering 10-month salaried employees the option to take a 12-month salary distribution. Jan Hoffmann (who has been on RPIP for several years) provided us with a comprehensive document outlining the history of this effort on campus and across the USG. The interested reader is directed to the minutes of the 29 Mar 2019 RPIP meeting for additional detail.

Carol Ward then gave an update on behalf of Susan Allen about status of this 12-month distribution option from the USG. She communicated that, currently, the USG would be waiting on two remaining institutions to get on board with OneUSG before entertaining the possibility of implementing such a plan. The discussion will continue at the USG level, but there is not strong support. At our institution level, we would continue to advocate for this salary distribution option.

7. **STUDENT AFFAIRS POLICY COMMITTEE** (SAPC) – Joanna Schwartz

Officers: Chair Joanna Schwartz, Vice-Chair Monica Ketchie, Secretary Guy Biyogmam

- a. **Meeting** SAPC met on 29 Mar 2019 from 2:00pm to 3:15pm. The following topics were discussed.

- i. **Student Concerns**

- 1) Quality of food at *The Max*.
- 2) An inconsistency between what is shown in brochures to parents or shown in the local media from what is actually served at *The Max*.
- 3) No response from management of *The Max* to both dining hall survey submissions by students and email sent by students.
- 4) Student requests for establishing *dining dollars* that would allow students to use meal swipes on their Bobcat Card to pay for meals at other local restaurants. Presently, these meal swipes are accepted only at *The Max*.
- 5) Campus crosswalk safety and other campus safety issues.
- 6) The interested reader is directed to the 03-29-2019 SAPC minutes for additional detail on the SAPC deliberation of these concerns.
- 7) There will be a town hall meeting on Tu. 23 April 2019 at 5:00pm in the Donahoo Lounge. Please encourage your colleagues to attend.

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. **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.
- c. **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.
- d. **3/27/2019: New Data**
Present: Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke
 - i. Russ has completed an audit of the new data
 - 1) Chairs are normalized by dividing annual salary by 1.2 to convert 12 month to 10 month salary.
 - 2) He found 12 faculty members with 12 month appointments who were not chairs.
 - 3) No part-time, limited term, Deans, Provost, or President in data
 - 4) Associate (or Assistant) deans in data without stipend for administrative position.
 - 5) Data are ready to be converted to tables and charts.
- e. **4/3/2019: Tables and Charts**
Present: Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton
 - i. John presented tables and charts based on most recent data with Russ's corrections.
 - ii. Neil asked how we might use the information to establish hiring parameters.
 - 1) While there is some resistance to set rules for hiring, there was a suggestion that the 25% mark (left hand side of box) be the minimum starting salary for any new hire at a particular rank.
 - iii. Craig offered to check with colleagues to determine if there were any preferable ways to present the data.
 - iv. May want to edit headers for final presentation –suggestions to follow.
- f. **4/10/2019: no meeting**
- g. **4/17/2019: Additional Data**
Present: Craig Turner, Robert Blumenthal, Russ Williams, Neil Jones, John Swinton, Sallie Coke
 - i. A first draft of report was circulated.
 - 1) Craig will provide information for background from previous salary study.
 - 2) Russ will provide a synopsis for the philosophy section based on the staff report.
 - ii. Russ informed the group that the Leadership Team wanted us to provide additional information for the CIP codes that were missing data for either the 25% and 75% bands (seven cases) or all of the comparison data (five cases). The committee agreed that the first approach would be to see if those missing data could be approximated by expanding the sampling population to all baccalaureate, masters, and doctoral schools. The choice was made to limit the expansion to just the CIP codes missing data at this point.
- 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) GEOG 2100 Intro to Geospatial Science – Change in Credit Hours from 2-2-3 to 0-2-1 – **Approved**
 - b) Modification of Certificate in Geographic Information Science – **Approved**
 - 2) **Information Items**
 - a) **College of Arts and Sciences** – New Courses:
 - i. MUED 3931 Secondary Instrumental Classroom Techniques and Practicum
 - ii. POLS 3651 International Security
 - iii. POLS 4521 Politics of Russia
 - b) **College of Arts and Sciences** – Modification of Existing Courses:
 - i. GEOG 4210 Military Geography – Name Change to GEOG 4210 Geography of War
 - ii. GEOG 4230 Urban Geography – Name Change to GEOG 4230 Geography of Cities
 - iii. **General Education Committee (GEC)**
 - 1) ENGL in area C1 - Modification of an endpoint of “the 20th Century” to “from settlement through the present” per USG (approved)
 - 2) GC1Y: Gender & Popular American Cinema (approved)
 - 3) GC1Y: Big Data Revolution (approved)
 - 4) GC2Y: Designing the Athlete (approved)
 - iv. **Graduate Council**
 - 1) College of Arts and Sciences, Department of Government and Sociology, Online Graduate Nonprofit Leadership and Management Certificate Program (approved)
 - 2) College of Arts and Sciences, Department of Government and Sociology, PUAD 5616 and 5617 (approved)
 - 3) College of Arts and Sciences, MA Program in English, Department of English, proposes to waive the GRE requirement for all future applicants (approved)
 - v. **Calendar of UCC Meetings**
 - 1) April 26, 2019 at 1:00
 - vi. **UCC Membership**
 - 1) **Term ending in 2019** Jack Karlis (CoAS), Jessica Wallace (CoAS), JJ Arias (CoB), Paulette Cross (CoE)
 - 2) **Term ending in 2020** Isaac Ramsey (CoAS), Hasitha Mahabaduge (CoAS), Lyndall Muschell (chair) (CoE), Mike Martino (CoHS), Min Kim (University Senate)
 - 3) **Term ending in 2021** David de Posada (CoAS), Angel Abney (CoAS), Sally Humphries (CoB), Krystal Canady (CoHS), Jolene Cole (Library)
 3. **UNIVERSITY SYSTEM OF GEORGIA FACULTY COUNCIL (USGFC)** – David Johnson
 - a. **12-Month Pay Option** Faculty across several USG institutions expressed to Karin Elliott (Associate Vice Chancellor for Total Rewards) a desire for the option of a 12-month pay schedule. Faculty were later told by Dr. Marti Venn (Deputy Vice Chancellor of Academic Affairs) that the chancellor's office

had previously explored a 12-month pay model only to discover there would be no assistance in implementation from TRS (Teacher's Retirement System), making the availability of such an option very costly.

- b. **Soliciting New Insurance Vendors** The chancellor's office has begun the process of soliciting new health care insurance vendors (the companies that handle the billing) for early 2020. This will not affect our health care **providers**. *We will still have the same doctors and hospitals, but there may be a new company that handles the administrative side of payment.*
- c. **Health Plan Dependent Eligibility Audit** Any USG employees who claimed a dependent (read: spouse) back in 2009 for the purposes of being on the employee's health care plan will be asked this summer to submit documentation showing that they are in fact still married. This audit will be conducted by a third party, and will require such documentation as a marriage license and one or more joint bank statements.
- d. **Core Curriculum Redesign** A new core curriculum will be rolled out for Fall 2020, and its initial planning stages are just beginning. (The core curriculum currently in use has been around since Fall 2011.) Faculty expressed concern that their voices may not be heard in the new core's conception, and the chancellor's office asserted that there would be faculty input.
- e. **Building Relationships with Georgia Legislators** Chancellor Wrigley told faculty that one of his ongoing responsibilities is building relationships with state legislators and the governor's office, and that having a strong relationship with elected officials and their staff is key to advancing the cause of public higher education. Dr. Wrigley is encouraging faculty reaching out to their state representatives, and that we can all have a part in building relationships. He also requests that faculty members not act alone, but to go through the president's office of their institution or get assistance from the USG Government Affairs Office.
- f. **Effectiveness of Learning Support Courses** Dr. Tristan Denley (Executive Vice Chancellor for Academic Affairs and Chief Academic Officer) presented data showing that student with lower ACT math scores in the USG system were far more likely to succeed when taking the co-requisite learning support math courses.
- g. **Student Loans** Of all the USG students who take subsidized student loans, 90% of them also take all offered unsubsidized loans, and only 0.1% of students take a partial amount of a loan that is offered. (Read: 99.9% of students take either ALL or NO loans, regardless of what their individual financial needs may be.) This troubling revelation has caused the chancellor's office to look for methods to better educate students about loans and to improve the interface on Banner that students use to select their loan amount.
- h. **Questions**
 - a. Is the proposed fall 2020 implementation of the new core realistic?
 - i. At a recent meeting of USG Chief Academic Officers, we voted to review the current core, with the proviso that the core would be mission sensitive to each institution. In addition, the Area A, B, C, D, E, F is likely to be discontinued in favor of more reflective area names such as Humanities. I don't recall an implementation date of fall 2020, so I will check in with the USG to get the proposed implementation date.
 - b. Following up on the student loan matter, this is referencing the *Know More, Borrow Less* initiative to help students be more aware of their options. Presently, the default setting is to take the full loan amount and it is difficult for students to change this setting. Going forward, we anticipate that the default will be to decline the loan, and the student would have the ability to opt in and accept partial amounts up to and including the full loan amount. The hope is to have students graduate with less debt. By the way, Georgia College students as a group are borrowing less than the USG average.

4. **POLICY TEMPLATE** – Sadie Simmons (Compliance/ Policy Officer)

- a. **Policy Template** A non-compliance section has been added to the policy template. The section was added to ensure that all parties are aware of University practice. This is not a new practice for the University. It has been the practice of the University to abide by all established policies as well as laws. The University has no choice in abiding by laws/policies. This section will eventually be included in all policies in the Policies, Procedures and Practices Manual. This section will be added to all new policies as well as current policies as they are revised. *Note: The new policy template is attached to these minutes as a supporting document.*
- i. **Non-Compliance Section Verbiage** *Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.*
- b. **Questions**
- i. Our Policies, Procedures and Practices Manual (PPPM) contains policies of varying significance from minor to major. The current wording of the non-compliance statement in the new policy template sounds threatening to me. Specifically in the minor policy case, the non-compliance statement seems akin to swatting a fly with a bazooka, or in other words sounds unnecessarily harsh. Must this non-compliance statement be affixed to every policy in the PPPM? *Yes, this policy template will apply to all new policies as well as existing policies as they are reviewed.*
- 1) For the record, I am registering a complaint: the proposed non-compliance statement seems severe.
- ii. When you indicate the General Counsel authored the non-compliance statement, is that the University General Counsel or the University System of Georgia General Counsel? *The University General Counsel.*
- c. **Note** *During the preparation of these minutes, the primary questioner was invited to submit a statement for inclusion in these minutes. Here is that statement.*
- i. *Upon the initial dissemination of the proposed policy template to apply to all policies, I was struck by the fact that the only addition being offered was wording that threatened punishment for failure to comply with the policy. In addition, the wording was “over the top” in that it made it seem that failure to follow any policy – regardless of the import of the policy itself – could lead to termination or legal proceedings.*
- ii. *While some policies merit this level of sanctions, not all do. And to brand every policy with the same threat shows neither independent thinking nor creative leadership. It encourages thoughtless compliance in an atmosphere of fear and intimidation – an atmosphere contradictory to the ideals of Georgia College.*
- iii. *I raise my objection to the wording because I think we can do better.*

OPEN DISCUSSION: Alex Blazer invited open discussion from the floor. There was none.

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 3:08 p.m.
3. **COMMITTEE ANNUAL REPORTS** To comply with the university senate bylaws, note that the committee annual reports for the 2018-19 academic year are due no later than 11:59pm on Friday, 10 May 2019 and will be posted at http://us.gcsu.edu/Archive/Indices/Annual_Reports_Archive.htm once they are received. The pertinent university senate bylaw is provided below.
IV.Section2. **ANNUAL REPORTS.** The committees listed in V.Section2.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 a template for 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. *Policy Template (Legal Affairs, 2019-02-20)* (MSWord, pdf) The New Policy Template supporting the Update by Sadie Simmons under ANNOUNCEMENTS/ INFORMATION ITEMS.