

**2019-2020 University Senate  
Minutes for the 18 Oct 2019 Meeting**

*University Senate Officers: Presiding Officer David Johnson, Presiding Officer Elect Hauke Busch, Secretary Alex Blazer*

**PRESENT (29)** Justin Adeyemi, Susan Allen, Alex Blazer, Linda Bradley, Rodica Cazacu, Angela Criscoe, Paulette Cross, Jeffrey Dowdy, Steve Dorman, Matt Forrest, Brad Fowler, Catherine Fowler, Hedwig Fraunhofer, Glynnis Haley, Sarah Handwerker, David Johnson, Julian Knox, Alesa Liles, Leng Ling, Stephanie McClure, Lyndall Muschell, Christine Mutiti, Amy Pinney, Gennady Rudkevich, Joanna Schwartz, Katie Stumpf, John Swinton, Ashley Taylor, Jessica Wallace

**ABSENT (10)** Krystal Canady, Claire Garrett, Monica Ketchie, Catrena Lisse, Amelia Lord, Ben McMillan, Renee Mosely, Christopher Newsome, Cameron Watts, Diana Young

**REGRETS (9)** Jamie Addy, Robert Blumenthal, Hauke Busch, Nicole DeClouette, Sabrina Hom, Min Kim, Bryan Marshall, Costas Spirou, Jiaqin Yang

**GUESTS (12)**

<b>Name</b>	<b>Role on University Senate or Position at the University</b>
Jim Berger	Director, Center for Teaching and Learning
Cindy Bowen	Director of Operations, Information Technology
Shawn Brooks	Vice President for Student Life
Samantha Cervantes	President Pro Tempore, Student Government Association
Carolyn Denard	Associate Provost for Student Success and Director of the Center for Student Success
Peter Pendleton	Senator, Student Government Association
Christina C. Smith	APC Vice-Chair
Ji Seun Sohn	Parliamentarian of the 2019-2020 University Senate
Monica Starley	Special Assistant to the President
Jennifer Townes	Scholarly Communication Librarian, Library
Carol Ward	Chief Human Resources Officer
Qiana Wilson	General Counsel, Legal Affairs

**CALL TO ORDER:** David Johnson, Presiding Officer of the 2019-2020 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. 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.*

**1. MOTION**

- a. Motion 1920.CON.002.0 Revised Slate of Nominees 2019-2020

- i. *CIO Susan Kerr replaced Cindy Bowen as CIO Designee on RPIPC. The final selected staff senator, who also serves on RPIPC, is to be determined.*

**2. AGENDA/MINUTES**

- a. University Senate Meeting Agenda (10/18/2019)
- b. University Senate Meeting Minutes (09/20/2019)

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.a of the consent agenda.

**MINUTES:** The minutes of the 20 Sep 2019 university senate meeting were approved as amended as item 2.b of the consent agenda.

**PRESIDENT'S REPORT:** President Steve Dorman

1. **PROVOST SEARCH UPDATE** Since the Senate met last, I announced that Dr. Costas Spirou had been appointed to serve as our next Provost and Vice President for Academic Affairs effective October 2. Dr. Spirou joined Georgia College in January 2013 as the Chair of the Department of Government and Sociology and a Professor of Sociology and Public Administration. In August 2015, Dr. Spirou became the Senior Associate Provost for Academic Affairs and Director of The Graduate School. On two occasions, he served as Interim Provost. Dr. Spirou was instrumental in creating The Graduate School and led its transformation, working closely with faculty, graduate coordinators, and deans to advance its mission. Our graduate programs have consistently expanded. This year, we saw another enrollment record. As our trajectory is steadily improving and Georgia College continues its path to preeminence, we must continue to provide our students with the skills, experiences, and abilities to become successful in a complex, global society. I look forward to working closely with Dr. Spirou to ensure that our students are prepared for life-long learning in a rapidly changing, technology-fused future. I also wish to thank the entire search committee, chaired by Vice President Susan Allen. Finally, let me take this opportunity to thank all members of the Georgia College community for their feedback across multiple forums and through the many conversations I have had across campus. Please join me in congratulating Dr. Spirou.
2. **FALL FESTIVAL** Please plan to join me on Front Campus on Thursday, October 24, for the annual Fall Festival. We will begin serving food at 4:30 with Mark the Magic Man taking the stage at 5:30 for a magical performance! There will be food, games, and fun for all ages!
3. **OPEN ENROLLMENT AND WORKING SPOUSE SURCHARGE** The open enrollment period for 2020 is October 28 – November 8. In an email to the supervisor's listserv from Ms. Carol Ward on October 10, she stated HR will host Open Enrollment Information Sessions on the following dates in LITC 241:
  - a. October 14 - 10:00 a.m.
  - b. October 17 - 11:00 a.m.
  - c. October 22 - 2:00 p.m.
  - d. October 23 - 3:00 p.m.

During the open enrollment period, the Office of Human Resources will also host Open Enrollment Labs to assist anyone who needs help. The following is the schedule for lab hours in LITC 241:

- a. October 28 - 10:00 a.m. – 2:00 p.m.
- b. November 5 - 10:00 a.m. – 2:00 p.m.
- c. November 6 - 9:00 a.m. – 12:00 p.m.
- d. November 7 - 1:00 p.m. – 3:00 p.m.
- e. November 8 - 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.

Lab hours for A&S 251:

a. October 31 - 9:00 a.m. – 12:00 p.m.

Ms. Ward's working spouse surcharge explanation can be found at:

<https://frontpage.gcsu.edu/announcement/working-spouse-surcharge-effective-january-1-2020-usg-health-plan-participants>. Please contact Human Resources at 478.445.5596 with additional questions.

4. **VETERANS DAY CEREMONY** Our annual Veterans Day Ceremony is scheduled for Monday, November 11, at 9:00. The memorial has recently been renovated; and thanks to Dyer Construction, we have a new granite marker for the "The Wars in Iraq and Afghanistan" and a replica of the existing prayer marker that was at the site. I hope you all can join us for this event.
5. **ETHICS AWARENESS WEEK** Ethics Awareness Week is scheduled for November 11 – 15, 2019. The purpose of the week is to remind everyone in the university system of our shared ethical values and expectations, so these are incorporated into our day-to-day decisions. Ms. Stacy Mulvaney, Director of Internal Audit and Advisory Services, is coordinating various activities for the week. On Thursday, November 14, Ms. Deborah Wallace will be speaking to campus at the Peabody Auditorium from 10:00-11:00 a.m. Ms. Wallace is the State Inspector General of Georgia. Ms. Mulvaney will also be teaming up with various departments around campus to provide open discussions and question and answer sessions. Topics will include P-card, Travel, Sustainability, Information Technology, and the Ethics Hotline. A video will also be revealed during that week to showcase our ethical values. More details about the week's events will be announced in November.
6. **FY2020 BUDGET PROCESS BEGINS** The FY2020 **University Budget Open Forum** will be held on Monday, November 18, 2019, from 8:30 a.m. – 12:30 p.m. in the Pat Peterson Museum Education Room. As a part of our commitment to shared governance and transparent decision making, all campus community members are encouraged to attend. I will provide a general report, followed by each of the deans. Following the deans, the vice presidents will present. I encourage all to attend. In addition, I encourage you to get involved and attend your departmental and college-level meetings regarding the budgeting process.
7. **STATE OF THE UNIVERSITY ADDRESS UPDATE** In my September report, I mentioned having to change the start time of the State of the University Address in February due to an event sponsored by the University System of Georgia Foundation. We were recently notified the event date has changed. Therefore, we will move the event time back to 2:00 on February 7 in Russell Auditorium.
8. **POLICY APPROVALS** The Open Records Act Policy and the Records Management Policy were both approved by the Executive Cabinet on September 24. The policies can be found at:
  - a. [Open Records Act Policy](#)
  - b. [Records Management Policy](#)
9. **BOARD OF REGENTS POLICY REVISIONS** During the September 2019 Board of Regents meeting, the USG stated that it is currently reviewing the following policy:
  - a. **Revision to the Policy Manual: Section 7.13 – Designation of USG as a Hybrid Entity under HIPAA**
    - i. **Proposed New Policy Language:** The Board of Regents of the University System of Georgia (USG) engages in covered functions as defined by the Health Insurance Portability and Accountability Act of 1996, including the subsequent amendment under the Health Information Technology for Economic and Clinical Health of 2009 and any regulations promulgated under those laws, (HIPAA) and is a covered entity. Because some portions of USG are not engaged in covered functions, USG designates itself as a Hybrid Entity as defined by the HIPAA regulations. Any portion of USG engaged in a covered function or performing business associate activities for another component of USG engaged in a covered function, as those terms are defined by HIPAA, is hereby deemed part of the Health Care Component (HCC) of the USG Hybrid Entity. The University System Office (USO) and each USG Institution will be responsible for identifying the components, business units, colleges, or schools that are part of the HCC.

- 10. UNIVERSITY SYSTEM OF GEORGIA LAUNCHES MENTAL HEALTH TASK FORCE** On Tuesday, October 16, Chancellor Wrigley appointed a Mental Health Task Force to address the growing concern of mental health challenges on campuses. Chancellor Wrigley charged the task force members to understand the scope of the issues and to review programs, policies, and best practices within the USG as well as campuses around the country. Additional details about this appointment can be found at: [https://www.usg.edu/news/release/university\\_system\\_of\\_georgia\\_launches\\_mental\\_health\\_task\\_force](https://www.usg.edu/news/release/university_system_of_georgia_launches_mental_health_task_force)
- 11. SEXUAL MISCONDUCT PROCESS** An email to the campus community on September 30 from the Office of Legal Affairs shared the process for reporting sexual misconduct and resources that are available for our faculty, staff, and students. The link to the process can be found at: <https://frontpage.gcsu.edu/sites/default/files/announcementfiles/cathy.stevens%40gcsu.edu/Sexual%20Misconduct%20Process%20Snapshot%202019-2020.pdf>
- 12. SAVE THE DATES!**
- a. *Fall Festival*  
Thursday, October 24, 2019  
4:30 – 7:00 p.m. – Front Campus
  - b. *Alumni Weekend*  
November 1 – 2, 2019
  - c. *Ethics Awareness Week*  
November 11 – 15, 2019
  - d. *Veterans Day Ceremony*  
Monday, November 11, 2019  
9:00 – War Memorials – Front Campus
  - e. *Faculty and Staff Holiday Open House*  
Thursday, December 12, 2019  
9:00 a.m. & 3:00 p.m. – Old Governor’s Mansion
  - f. *Winter Commencement*  
Saturday, December 14, 2019  
1:00 p.m. – Centennial Center
- 13. QUESTIONS** When President Dorman invited questions, many were forthcoming.
- a. **Transportation to Counseling Services:** Question: A student in distress reported long wait times at Counseling Services. Answer: President Dorman referred the question to Dr. Brooks, Vice President for Student Life, who reported that Counseling Services recently lost two counselors and has been using supplemental staff. Walk-in services are running, but there is a delay between triage and getting an appoint, which might be 72 hours. Question: What is the status of transportation to Counseling Services? Should students drive or take the bus, as faculty have been advised not to drive them, and campus police escorting students to Counseling Services during a crisis may be harmful. Answer: Susan Allen, Vice President for Finance and Administration, and Dr. Brooks both affirmed that counselors can pick students up and drive them to Counseling Services.
  - b. **Working Spouse Surcharge:** Question: When you met with Chancellor Wrigley, did he share any reasoning behind the working spouse surcharge? Answer: The Chancellor reported that health insurance costs for the system increased by \$47 million last year, and there was a 29% increase in prescription drug expenditures. The working spouse surcharge will only raise \$6-8 million. Question: Was there a rationale for charging a particular class of employee (2 income family subsidizing non-working spouses)? Answer: This is a global issue. The USG is self-insured. Hauke Busch, University Senate representative to USG Faculty Council is currently at a USGFC meeting and will report back what he learned about the surcharge.

**PROVOST’S REPORT:** Provost Costas Spirou was unable to attend this meeting and extended his regrets. He did provide a written report for inclusion in these minutes, and he asked Presiding Officer David Johnson to provide highlights from the report for those attending the meeting.

**1. GENERAL EDUCATION**

- a. The USG is in the process of creating a *General Education Implementation Group* (expected to be in place in the next week or so) with representation across the System.
- b. In addition to faculty, the General Education Implementation Group is likely to include representatives from other offices (i.e., Registrar, Academic Advising, etc..).
- c. It is expected that the *General Education Implementation Group* will complete its work around January/February 2020.
- d. A presentation of Gen Ed recommendations by the USG to the BOR will take place sometime in the Spring 2020.
- e. Implementation is now more likely to occur in Fall 2021.

**2. NURSING**

- a. The USG requested that institutions identify ways to increase the number of nursing students graduating from colleges and universities. The BOR noted that the levels of new nurses is quite low relative to demand.
- b. The USG will pursue a revisiting of the faculty-student ratio from the current 8:1 that is guiding Georgia professional standards.

**3. PROFESSOR OF PRACTICE**

- a. Previous conversations about “Clinical Faculty” status.
- b. The USG is now also considering the “Professor of Practice” faculty designation for non-research intensive institutions.
- c. This would complement the OneUSG classification currently in place.

**4. FACULTY CONTRACT AND TENURE CALCULATIONS**

- a. The USG is preparing for academic and fiscal year faculty contracts to be accessed and signed using OneUSG Connect.
- b. The new process replaces the previous processing of printing, signing, and/or scanning paper contracts.
- c. Contracts can be signed electronically.
- d. The new system will also provide tenure calculations such as years of service/eligibility for tenure/promotion/post-tenure review, etc...
- e. Still require local involvement to support this process.
- f. Information will be shared with CBOs at the November meeting.

**5. “KNOW MORE...BORROW LESS”**

- a. More information/education should be provided to students about their financial responsibilities when pursuing a college education.
- b. Clarity in letter of offer that differentiates between (1) grants, scholarships, Hope, etc... and (2) loans.

**6. EMERITUS/EMERITA STATUS**

- a. A USG working group will be engaged in providing guidance on Emeritus/Emerita Status.
- b. Considerable differences in the process across USG institutions.

**7. TEACHER PREPARATION**

- a. Considerable shortage, especially in early childhood, elementary education, special education across the state.
- b. Legislature: Literacy and Mathematics Instruction.
- c. Lt. Governor’s Office: Year-Long Student Teaching.
- d. Governor’s Office: Teacher Retention.
- e. Chancellor: Removing Barriers in Teacher Preparation Bring Teacher Education Degrees to 120.

- f. Vice Chancellor: Education Core Redesign Education Area Focus – 9 hours Area F course revisions.
  - g. College of Education Deans are involved in many of these conversations and meetings.
  - h. Expect changes as we move forward.
8. **NOEL LEVITZ VISIT ON RETENTION**
- a. Gary Fretwell, Senior Vice President, will be on the Georgia College campus on November 5-6. Gary has helped to launch enrollment initiatives at over 1,000 campuses during his tenure with Ruffalo Noel Levitz (also served in a leadership position at Millsaps College).
  - b. He will meet with faculty and staff to find out about our retention efforts at Georgia College.
9. **STUDENT ACCOMMODATIONS**
- a. Faculty must provide students with accommodations when appropriate documentation is in place.
10. **COLLEGE OF BUSINESS DEAN SEARCH**
- a. Eight candidates for the COB Dean position will be interviewed in Atlanta (October 18th and 19th).
  - b. List includes current and former deans, current and former department chairs.
11. **25LIVE-ACADEMIC AFFAIRS**
- a. The fourth shared Spring 2020 scheduling run using the *25Live Optimizer* placed us at 83% utilization rate.
12. **CENTER OF TEACHING AND LEARNING**
- a. Realignment of an existing position to focus on faculty success.
  - b. Develop a robust program of state, regional, and national awards and support GC faculty to pursue these distinctions.
  - c. Engage collaboratively with University Communications to support faculty in contributing to print and broadcast media.
13. **QUESTIONS** When David Johnson invited questions, one was forthcoming.
- a. Question: There are concerns about turnover in the professional advising center. One of my students was distressed that her advisor resigned the week before registration. Answer: David Johnson noted that Dr. Spirou could address this issue in a future Senate meeting.

**UNIVERSITY SENATOR PINS:** David Johnson inquired if the two new Senators were present to receive pins for their service; however, they were not in attendance.

**UNFINISHED BUSINESS:** There was one item of unfinished business.

1. **MOTION 1920.ECUS.001.O REVISED UNIVERSITY SENATE HANDBOOK FALL 2019** On behalf of the committee, David Johnson, 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. *US Handbook – Summary of Changes (2019-09-20).docx*
    - ii. *US Handbook (2019-09-20) FINAL.docx*
  - b. **CONTEXTUAL INFORMATION** David Johnson summarized the proposed changes.
    - i. Removed references to EAPC due to the March 2019 bylaws changes.
    - ii. Adjusted committee compositions and amended scopes to align with the March 2019 bylaws changes.
    - iii. Amended the Senate history to include the March 2019 bylaws changes.
  - c. **DISCUSSION** There were no questions and there was no discussion.
  - d. **SENATE ACTION** Motion 1920.ECUS.001.O was approved by voice vote, no further discussion, no dissenting voice, and only voting members of the university senate eligible to vote.

**NEW BUSINESS:** There was one item of new business.

1. **MOTION 1920.SAPC.001.P STATEMENT OF NON-DISCRIMINATION CHANGE** On behalf of the committee, Angela Criscoe, SAPC Chair, presented the motion *To recommend including “non-religion, gender identity, and gender expression” to Georgia College’s Statement of Non-Discrimination.*

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

- i. *Non-Discrimination Policy Proposal.docx*
- ii. *USG Universities EEO Statements*
- iii. *GC Non-Discrimination Statement.docx*
- iv. *SGA Non-Discrimination Statement.docx*
- v. *USG Non-Discrimination Statement.docx*

b. **CONTEXTUAL INFORMATION** Angela Criscoe introduced the proposed changes with the following statement.

i. Hello Senate Members,

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

That is Georgia College’s current Non-Discrimination Statement, which is meant to be inclusive, but unfortunately is not.

I stand before you today with a proposal that originated from SGA as an issue that impacts the rules that student organizations must follow in treating all students equally.

In January 2013, President Dorman charged the Diversity Action Planning Committee to develop a plan to address diversity at GC. Goal #4 specifically states Faculty and Staff Recruitment and retention success. With this expectation to create strategies to increase the diversity of faculty, professional staff and administration at all levels, we must evaluate our practices and continue to update our efforts to ensure we are meeting our goals.

As stated in the DAP the definition of diversity traditionally utilized by Georgia College includes race, color, religion, national origin, sex, age, veteran status, disability, sexual orientation, genetic information, GENDER Identity/Expression and socioeconomic class. Gender Identity/Expression are included here, but not in our non-discrimination statement.

In following the leadership of our students and their commitment to treating all students equally, we must evaluate our strategies to treating our faculty, staff, and administrators equally. Also, to exhibit our preeminence and stand with our system’s premier institutions in the USG, we as a senate body must act on the goals in our DAP to assist Georgia College in achieving Inclusive Excellence.

SAPC voted unanimously to bring this forward to the body because we believe that our current statement doesn’t go far enough to align with Georgia College’s mission or DAP.

The proposed outcome is to recommend including the terms “non-religion, gender identity, and gender expression” to the Georgia College’s Statement of Non-discrimination.

This update will create a positive impact on how we as a University treat the people who comprise it. It adds non-religion, gender identity (*how a person sees themselves*), and

gender expression (*how a person outwardly shows their gender identity*) as characteristics that are valued aspects of current and potential Georgia College members.

A vote here demonstrates our commitment to non-discrimination and our efforts in accomplishing goals, supporting our mission, and achieving inclusive excellence.

Thank you.

c. **DISCUSSION**

- i. Question: Why is socioeconomic class, from the DAP, not included? Answer: It was accidentally left out.
  - ii. Comment: Could we, in the long run, find categories that are not included here? What's our long-term goal with these statements? Could we more simply say that we do not discriminate?
  - iii. Comment: Usually that statement ("we do not discriminate" is followed by "on the basis of" specific categories. We do discriminate, and we are trying to address remedies for historical discrimination on the basis of these categories.
  - iv. Comment: In addition to being a legal statement, this is a values statement to our audience.
  - v. Comment: As a community, we do not say "I value" or "I love," we say "I love *you*" or "I value *you*." There are members who are in the shadows, and this says to these people, "We value you, come on in."
  - vi. Comment: What about marital status, and the difference between national origin and citizenship status?
  - vii. Comment: One of the things SAPC noticed when looking at Georgia Tech and UGA and elsewhere is that they review their non-discrimination policies annually.
  - viii. Comment: This is catch up with Georgia Tech and UGA.
  - ix. Comment: And it aligns our DAP with our Non-Discrimination Statement.
  - x. Comment (from Qiana Wilson, General Counsel): We constantly review our policies as well. In 2017 or 2018 we reviewed our Non-Discrimination Statement. At that time the system office told us to wait for a uniform statement. I had two conversations with them last week. We're in a holding pattern. As point of comparison for reviewing the statement, there are two schools that include gender identity in their statement, and seven or eight that include gender expression. When we review the statement, we consult all schools and the USG overall. Some categories are overseen by federal law; the federal government looks at citizenship.
  - xi. Question: This question is for Qiana Wilson. Is there a USG objection to adding the three categories we're discussing today (gender identity, gender expression, and non-religion)? Answer: Some of it already exists in law, but I can't say because I'm hearing it for the first time.
  - xii. Comment: If you occupy a space of privilege, then you tune out the non-discrimination statement. If you don't occupy a space of privilege, then you look at the statement and see if you're on the list and safe.
  - xiii. Comment: We don't want to walk this back later.
- d. **SENATE ACTION** A Motion to end debate was made, seconded, and approved. Motion 1920.SAPC.001.P was approved by voice vote with no further discussion, one dissenting voice, and only voting members of university senate eligible to vote.

**COMMITTEE REPORTS:**

1. **EXECUTIVE COMMITTEE OF UNIVERSITY SENATE (ECUS) — DAVID JOHNSON, CHAIR**

- a. **CENTER FOR TEACHING AND LEARNING:** ECUS has continued a dialogue with Dr. Jim Berger, regarding future CTL programming and initiatives; our new CIO Susan Kerr, regarding the direction of I/T at Georgia College; Dr. Shawn Brooks, regarding the recent changes at the HUB and with the Bright House; and Dr. Veronica Womack, regarding senate's role in getting the word out on the Campus Climate Survey.

- b. **\$100 SPOUSAL SURCHARGE**: After conversations with President Dorman and Carol Ward, ECUS learned that employees who will be paying the \$100 spousal surcharge on health care will be on the “honor system,” self-verifying during open enrollment. Our USG Faculty Council Representative, Dr. Hauke Busch, will get additional information regarding this surcharge at the upcoming USGFC retreat Oct 17-18.
  - c. **STAFF COUNCIL REPRESENTATION**: In light of the recent difficulties in identifying staff senators for University Senate, ECUS has been working with Staff Council to encourage more robust participation.
  - d. **DR. CRAIG TURNER**: Dr. Craig Turner has agreed to make himself available, free of charge, to answer questions and provide advice regarding senate matters. The Office of Academic Affairs has a budget to compensate him if he is needed to take on a larger task.
  - e. **ELECTION OVERSIGHT**: After receiving a Corps of Instruction List, SCoN Chair Hauke Busch apportioned the number of senators by academic unit and created elected faculty senator oversight materials, all of which was unanimously approved.
  - f. **GOVERNANCE CALENDAR**: A Governance Calendar Workgroup consisting of David Johnson, Hauke, Busch, Alex Blazer, and Catherine Fowler, will take the initial steps for the 2020-21 Governance Calendar.
  - g. **DISCIPLINARY POLICIES**: There was additional discussion regarding whether new policies are needed that address anonymous complaints and progressive discipline leading to a faculty member’s dismissal, or regarding the influence of a student by another faculty member or outside source into making a complaint against a faculty member. ECUS decided to bring the matter to standing committee chairs for discussion.
  - h. **FACULTY CONTRACTS**: There was additional discussion of the new language in faculty contracts/letters. Provost Spirou said that this was likely due to a more effective system-wide paperless consolidation of contracts that would be fully implemented down the road.
  - i. **DISCUSSION**: Question: Is the working spouse surcharge retroactive? Answer: I don’t know. David Johnson invite all to Velvet Elvis for libations after the meeting.
2. **SUBCOMMITTEE ON NOMINATIONS (SCON) — HAUKE BUSCH, CHAIR**  
Hauke Busch was unable to attend this meeting and extended his regrets. He did provide a written report for inclusion in these minutes.
- a. **SLATE OF NOMINATIONS** Since the 20 Sep 2019 University Senate meeting, one change has been made to the slate of nominees that was submitted as a motion at the 18 Oct 2019 university senate meeting.
    - i. CIO Susan Kerr replaced Cindy Bowen as the CIO designee serving on RPIPC.
    - ii. The position of selected staff senator serving on RPIPC remains to be determined.
3. **ACADEMIC POLICY COMMITTEE (APC) — CHRISTINA SMITH, VICE-CHAIR, FOR NICOLE DECLOUETTE, CHAIR**
- a. **FAIR USE** APC is working on a recommendation for Senate to consider concerning Fair Use laws of Online Content.
  - b. **PLAGIARISM POLICY** APC held a discussion with Dr. Shawn Brooks, Vice President for Student Life, explaining the role of Student Life within GCSU’s Plagiarism Policy.
  - c. **ACADEMIC GRIEVANCE POLICY** APC members discussed student behavior policies, specifically the filing procedure of an academic grievance against a professor with Dr. Brooks. Dr. Brooks informed the group the filing procedure has changed. He stated members of the GCSU community now have access to a dropdown menu of choices pertaining to grievances of faculty and/or students via the Student Life website.
4. **FACULTY AFFAIRS POLICY COMMITTEE (FAPC) — MATT FORREST, CHAIR**
- a. **MEETING** FAPC did not meet on 4 Oct 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of the committee, thus there is nothing to report.

5. **RESOURCES, PLANNING, AND INSTITUTIONAL POLICY COMMITTEE (RPIPC)** — **DAVID JOHNSON, PRESIDING OFFICER, FOR SABRINA HOM, CHAIR**
  - a. **MEETING** RPIPC did not meet on 4 Oct 2019 from 2:00pm to 3:15pm as there were no items of business requiring the attention of the committee, thus there is nothing to report.
6. **STUDENT AFFAIRS POLICY COMMITTEE (SAPC)** — **ANGELA CRISCOE, CHAIR**
  - a. **THE HUB** Further discussed issues surrounding changes associated with The HUB and the new Bright House facility.
  - b. **NON-DISCRIMINATION STATEMENT**: Members reviewed Georgia College's current non-discrimination statement and voted unanimously to add non-religion, gender identity, and gender express. We submitted a motion to bring to the Senate.
7. **STUDENT GOVERNMENT ASSOCIATION (SGA)** — **SAMANTHA CERVANTES, PRESIDENT PRO TEMPORE, FOR AMELIA LORD, PRESIDENT**
  - a. **GLASS TO SAND MACHINE** The glass to sand machine, for recycling glass, has been ordered.
  - b. **CONSTITUTIONAL CHANGES** SGA is working on changes to its constitution.

**ANNOUNCEMENTS/INFORMATION ITEMS:**

1. **CENTER FOR TEACHING AND LEARNING ACTIVITIES** — **JIM BERGER, DIRECTOR**
  - a. **FACULTY SUCCESS** Jim Berger directed the members' attention to a graphic detailing multiple CTL faculty initiatives.
  - b. **COURSE EVALUATIONS**: SRIS is changing. It used to be owned by IDEAS, but it is now part of CampusLabs. The Faculty Information Form is now the Objective Selection Form. Rather than completing the surveys in PAWS, students will fill out the surveys on CampusLabs website. The survey period is November 25 through December 9.
  - c. **DISCUSSION**
    - i. Question: What happens to our data? Answer: The contract went through legal; we should be able to extract our data should we leave the service.
    - ii. Question: What will the survey look like? Answer: It's a short form, called Idea Learning Essentials, of 12 questions. The short length will encourage more students to participate, and therefore garner more valuable data. The invitation will be going to student email, therefore, junk mail might be a problem.
    - iii. Question: What is happening with faculty research grants? Answer: We've been revamping the processes, for instance uploading the materials in GeorgiaVIEW rather than SurveyMonkey. We've advertised on FrontPage, social media, and the CTL newsletter. We've sent email announcements to deans and chairs as well as directly to faculty. The deadline for the first round is tonight, and there is a second round in March.
2. **USG FAIR USE POLICY AND COPYRIGHT** — **JENNIFER TOWNES, SCHOLARLY COMMUNICATION LIBRARIAN**
  - a. **USG POLICY**: Fair Use is embedded in copyright law. There are two misunderstandings: 1) education use does not automatically equal fair use, and 2) copying less than 10% does not automatically indemnify the institution from a copyright claim. The 10% rule was struck down in 2014, and a court appeal is ongoing. USG replaced the rule with the Fair Use Checklist, which includes four factors (purpose and character of use, nature of work, amount and substantiality of portion used, and effect on market for original). However, the factors are not weighted equally and there is no general formula for how they are weighted. At end of worksheet, faculty should make a reasoned and balanced judgment. Faculty need to make a worksheet for anything on D2L, e-reserve, or online, or distributed to students. Although it must be filled out in order to put items on e-reserve, it is unclear what faculty should do with the checklists for D2L, online, or student distribution of works.
  - b. **OPEN ACCESS WEEK** Next week is Open Access week, so look for events at the Library.

- c. **DISCUSSION:** Question: If faculty do not know what to do with the checklist, then why would we fill this out, unless someone specifically asks for it? Answer: The purpose of the checklist is to show that faculty have thought through the issue.
- 3. **UNIVERSITY CURRICULUM COMMITTEE (UCC) UPDATE** — **LYNDALL MUSCHELL, CHAIR**
  - a. **ACTION ITEMS**
    - i. WMST 2315 Gender and Culture – Inclusion in Area C2- Discussion: One offering per year is expected. Faculty available to teach are those from Women’s Studies and Gender Studies. The course is also included as a part of a major or minor. If the course is counted for the major or minor, the course cannot be counted in area C. If it is used to satisfy Area C, it cannot be counted as a part of the major or minor. Timeline- The goal is to have proposal submitted to USG prior to Nov. 1 in order to be considered at the December 6, 2019 meeting. Motion: Recommend the inclusion of WMST 2315 Gender and Culture in Area C2 – Motion Passed.
  - b. **NEW BUSINESS**
    - i. Development of Bylaws – UCC does not have bylaws. Instead, the committee is working from the original charge developed by the organizing task force. A work group is needed to develop the Bylaws based upon the existing charge. Krystal Canady, Angel Abney, and Lyndall Muschell will work on this task.
    - ii. Revision of Flow Chart – Shannon Gardner will revise the Flow Chart to reflect the changes in the University Senate structure (EAPC no longer in Senate).
  - c. **GRADUATE COUNCIL**
    - i. No meeting was held for September.
  - d. **GENERAL EDUCATION COMMITTEE**
    - i. No items were submitted for the report.

**OPEN DISCUSSION:** David Johnson invited open discussion from the floor. There was none.

**ADJOURN:**

- 1. **ATTENDANCE AND THE SIGN-IN SHEET** David Johnson 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 4:41 p.m.

**SUPPORTING DOCUMENTS**

- 1. There are two supporting documents.
  - a. *Supporting\_Berger\_FacultySuccess\_2019-10-18.docx*
  - b. *Supporting\_Townes\_USGCopyrightPolicy\_2019-10-18.pdf*