**University Senate Representatives**
**on University Committees, Councils, etc.**

Adopted by the Executive Committee of the University Senate in April 2022
<span style="color:red">We are awaiting more information for anything in red.</span>

1. Committee: Name of the Committee, Task Force, etc.
2. Representative Type: Is the representative an Elected Faculty Senator, Staff Senator, Student Senator, Presidential Appointee, Chief Academic Officer Designee, Chief Business Officer Designee, Chief Student Affairs Officer Designee, Chief Information Officer Designee, Student Government Association Appointee, Staff Council Appointee, or Volunteer? Is the representative faculty, staff, or student?
3. Term of Service: What is the University Senate representative's term of service? Does the representative serve for one year, two years, three years, until she steps down from the committee, or until she rotates off Senate?
4. Date of Selection: When is the representative selected?
5. Selection Process: How is the representative selected? Is the representative selected by the Presiding Officer, the Presiding Officer Elect, ECUS, ECUS/SCC selects, or Senate via election?
6. 2021-2022: The name(s) of the representative(s) for the 2021-2022 academic year
7. 2022-2023: The name(s) of the representative(s) for the 2022-2023 academic year

*University Senate selection procedure and timeline:*

In February, SCoN consults with the Executive Cabinet to determine the university-wide committees that will be operating the following academic year. SCoN then consults with each current representative on each university-wide committee to provide each the opportunity to continue to serve as a university senate representative for the following academic year. Ultimately, SCoN compiles a list of university senate representatives noting representative vacancies.

In March, SCoN adds university-wide committee preferences to the standing committee preference poll sent to elected faculty senators. The preference poll should include not only the committee preferences but also the level of interest in serving on the committees. SCoN prepares a slate of nominees for university senate officers, university senate standing committees, and university senate representatives on university-wide committees. If there are two or more individuals interested in a given university senate representative position, SCoN nominates all interested candidates and the university senate representative is selected by a plurality vote of the university senate by secret ballot and these elections can be implemented electronically prior to the spring organizational meeting.

At the April University Senate Organizational Meeting, University Senate deliberates and votes on the SCoN motion proposing the slate of nominees for university senate representatives, standing committees assignments, and university senate officers.

During the academic year, when a representative resigns from a committee or a representative is needed for a new committee, SCoN calls for a replacement volunteer, and submits a motion for consideration of the university senate at its next meeting.

| Committee | Representative Type | Term of Service | Date of Selection | Selection Process | 2021-2022 | 2022-2023 |
|---|---|---|---|---|---|---|
| Academic Affairs Special Fee Committee | Elected Faculty Senator, APC Member preferred | 3 years | Senate Organizational Meeting | Senate Appointment | Jennifer Townes | TBD (finishing Jennifer Townes' 2021-2024 term) |
| Academic Leadership Team | Presiding Officer | 1 year | Senate Organizational Meeting | Ex officio | Catherine Fowler | Jennifer Flory |
| Academic Technology Advisory Committee | Elected Faculty Senator or Faculty Volunteer | 2 Years | Senate Organizational Meeting | Senate Appointment | Marina Stoyanova | Brad Fowler |
| Campus Climate Survey Task Force *Not a standing committee* | Elected Faculty Senator (non-voting second member) | 2 Years | Senate Organizational Meeting | Senate Appointment | Gail Godwin | Gail Godwin |
| <span style="color:red">Enterprise Risk Management Task Force</span> | <span style="color:red">Member of University Senate</span> | <span style="color:red">TBA</span> | <span style="color:red">N/A</span> | <span style="color:red">Appointed by auditor and approved by Executive Cabinet</span> | <span style="color:red">Alex Blazer</span> | <span style="color:red">Alex Blazer</span> |
| Georgia College Traditions Committee | Elected Faculty Senator | 2 Years | Senate Organizational Meeting | Senate Appointment | N/A | Hank Edmonson |
| Information Technology Council | Elected Faculty Senator | 2 Years | Senate Organizational Meeting | Senate Appointment | Guy Biyogmom | Frank Richardson (2022-2024) |
| Infrastructure and Security Advisory Committee | Elected Faculty Senator on RPIPC | 1 Year | Senate Organizational Meeting | Senate Appointment | Brad Fowler | Benjamin Chad Whittle |

| Committee | Representative Type | Term of Service | Date of Selection | Selection Process | 2021-2022 | 2022-2023 |
|---|---|---|---|---|---|---|
| Mandatory Fee Committee | 2 Elected Faculty Senators, ideally at least 1 SAPC | Fall Semester | Senate Organizational Meeting | Senate Appointment | Nicolas Creel Leng Ling | Damian Francis Amy Pinney |
| Parking and Transportation Advisory Committee | 2 Elected Faculty Senators, ideally at least 1 RPIPC | 1 Year | Senate Organizational Meeting | Senate Appointment | Rodica Cazacu Karl Manrodt | Rodica Cazacu Nicholas Creel |
| Parking Appeals Committee | Elected Faculty Senator, RPIPC preferred | 1 Year | Senate Organizational Meeting | Senate Appointment | Ashley Taylor | Rodica Cazacu |
| Public Art Committee | Elected Faculty Senator or Faculty Volunteer | 2 Years | Senate Organizational Meeting | Senate Appointment | James Trae Welborn | James Trae Welborn |
| Space Utilization Committee | Elected Faculty Senator on RPIPC | 1 Year | Senate Organizational Meeting | Senate Appointment | Diana Young | Kerry James Evans |
| Strategic Plan (2016-2021) Steering Committee | Elected Faculty Senator | 1 Year | Senate Organizational Meeting | Senate Appointment | Diana Young | Diana Young |
| University Curriculum Committee | Elected Faculty Senator | 3 years | Senate Organizational Meeting | Senate Appointment | James Schiffman Liz Speelman | Liz Speelman (2021-2023) |
| University System of Georgia Faculty Council | Presiding Officer Elect (voting first member) 1 Elected Faculty Senator (non-voting 2nd member) | May to April 2 Years | Senate Organizational Meeting | Senate Election Senate Appointment | Jennifer Flory Gail Godwin | TBD Gail Godwin |

*Review and update of this document:* By March 1, SCoN reviews and, when necessary, updates the procedures, timeline, table, and/or committee list of this document.

*Questions*
- *Is the committee, task force, etc. still active?*
- *What is the charge of the committee, task force, etc.?*
- *What is the composition of the committee?*
- *What is the term of service?*
- *When does the committee meet?*
- *Who is the contact person?*
- *Who last confirmed the committee information and when?*

### Academic Affairs Special Fee Committee

- 1 University Senate Representative: Elected Faculty Senator, APC member preferred
- Charge: Reviews course fees requests and makes recommendations to the Provost. Requests are generated in the department and approved by the college dean. All requests must be submitted using the Application for Special Course Fee form. If approved by the Provost, submissions will be forwarded to the President and the Budget Office for final review and Presidential approval. Approved requests will generally take effect the following Fall Semester unless business needs require an earlier implementation.
- Composition:
  - One member each from
    - College of Arts and Sciences
    - College of Business
    - College of Education
    - College of Health Sciences
  - Student Government Association Representative
  - University Senate Representative
- Term of Service: 3 years
- Meeting Schedule: Meets once each semester; *most likely will not be active.*
- Contact: Provost
- Confirmed: Holley Roberts, April 2022

### Academic Leadership Team

- 1 University Senate Representative: Presiding Officer (ex officio)

- Charge: To provide a venue for leadership within Academic Affairs to meet and share information within colleges and units.
- Composition:
  - College Deans
  - Library Director
  - Associate Provost for Academic Affairs, Director of The Graduate School
  - Associate Provost for Transformative Learning Experiences
  - AVP for Enrollment Management
  - AVP for Strategic Initiatives
  - AVP for International Education
  - AVP of Institutional Research and Effectiveness
  - AVP of Inclusive Excellence, Chief Diversity Officer
  - Chief Information Officer
  - Executive Director, Sandra Dunagan Center for Early Language and Literacy
  - Director of Center for Teaching & Learning
  - Executive Director, Rural Studies Institute
  - Executive Director, Andalusia Institute
  - Presiding Officer of University Senate
- Term of Service: 1 Year
- Meeting Schedule: 2 times per semester
- Contact: Provost
- Confirmed: Provost, April 2022

### Academic Technology Advisory Committee

- 1 University Senate Representative: Elected Faculty Senator
- Charge: The Academic Technology Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Provost regarding the academic uses of technology including related systems, procedures, and policies.
  - Focus on academic uses of technology, including related systems, procedures, and policies.
  - Receive suggestions, recommendations, inquiries, and proposals regarding the application of technology pertaining to academic activities.
  - Make recommendations to the decision-making body.
- Composition:
  - Each faculty voting unit (College of Arts and Sciences, College of Business, College of Education, College of Health Sciences, and the Library) shall be represented by one faculty member chosen at the discretion of the respective Dean.
  - One representative of the Student Government Association selected by the Student Government Association.
  - One representative of University Senate

- o One representative from the department chairs selected by the department chairs.
- o Two additional at-large members shall be selected by the Provost based upon their relevant knowledge and experience.
- o Director of Technology Support Services
- o Information Security Officer – non-voting member
- Term of Service: 1 Year
- Meeting Schedule: Once per semester or more frequently as needed
- Contact: Chief Information Officer (Dr. James Callaghan, Chair)
- Confirmed: Susan Kerr, April 2022

**Campus Climate Survey Task Force**

- 1 University Senate Representative: Elected Faculty Senator
- Charge: The committee is assembled with the strategic planning, distribution, communication, and implementation and assessment of the GC climate survey. The survey will include faculty, staff, and student assessments.
- Composition
  - o President's Commission on Diversity Representative
  - o Human Resources Representative
  - o Institutional Research Representative
  - o Information Technology Representative
  - o Student Government Association Representative
  - o Student Affairs Representative
  - o University Senate Representative
- Term of Service: 2 years
- Meeting Schedule: as needed
- Contact: Chief Diversity Officer
- Confirmed: Jennifer Graham, April 2022

**Enterprise Risk Management**

- *Anticipated start date January 2019*
- 1 University Senate Representative: TBA
- Charge: TBA
- Composition: Appointed by auditor and approved by Executive Cabinet
- Term of Service: TBA

### Georgia College Traditions Committee

- One elected senator, faculty preferred
- Charge:
    - Advise the President and Executive Cabinet regarding the traditions and practices considered essential to the ethos of Georgia College.
    - To ensure that these traditions and practices are truly representative of the values held by the Georgia College community.
    - Advise the Executive Cabinet on the proliferation of these traditions and practices and ways to educate the campus community and inculcate these traditions into the campus ethos.
    - Advise the Executive Cabinet when there is a suggestion that these essential traditions and practices be modified.
    - Advise the Executive Cabinet upon the need to develop new or sunset existing traditions and practices.
- Composition:
    - One elected senator, faculty preferred
    - One alumnus
    - SGA President
    - SGA appointee
    - Two staff members from Student Activities
    - LGBTQ+ Programs Staff Member
    - Cultural Center staff member
    - One staff member from Advancement
- Term of service: 2 years
- Meeting Schedule: Busiest in early fall then as needed
- Contact: Dr. Tom Miles, Dean of Students
- Confirmed: Dr. Tom Miles, April 2022

### Governance Retreat Planning Committee

- 1 Elected Faculty Senator: Presiding Officer Elect
- Charge: Plan the Governance Retreat.
- Composition: The Presiding Officer Elect invites members of the University Senate to serve on the committee.
- Term of Service: 1 Summer
- Meeting Schedule: As needed

- Contact: Presiding Officer Elect
- Confirmed: Alex Blazer, February 2019

### Information Technology Council

- Inaugural meeting for the IT Council held in Feb. 2021
- Co-Chairs-Dr. Susan Kerr and Dr. Jim Berger

- **University Senate and Information Technology Governance**—SUSAN KERR, CHIEF INFORMATION OFFICER

- **ADVISORY COMMITTEES** The University System of Georgia business manual requires all institutions to have information technology governance. IT has set up a new structure that makes recommendations to Executive Cabinet. Committee governance affords accountability, transparency, and stakeholder buy in with purchases, projects, and initiatives. There are multiple advisory committees that start soon; and we ask for representation from University Senate on most committees. An example of an IT issue that might be sent to an advisory committee involves the license of two video conference platforms, Webex and Zoom, during the pandemic. After the pandemic, a committee may decide whether to limit the institution to one license. More information is available at https://gcsuedu.sharepoint.com/sites/ITSTAFF/Governance
- Charge: The Information Technology Committee (ITC) shall advise the Georgia College & State University Executive Cabinet regarding all matters of information technologies including, but not limited to, policies, procedures, standards, priorities, purchasing, use, and maintenance of software, hardware, and data.
- Composition: CIO; CAO; VP for Student Affairs; VP finance; AVP enrollment; AVP Communications; AVP Institution Research; librarian; Director CTL; President SGA; chairs of IT advisory committees
- Other Members- serve 2 year staggered terms:
    - One elected faculty senate rep
    - One Dean
    - One Staff Council rep
- Meeting Schedule: The ITC meets on a regular basis to consider action items from previous meetings, new items, and recommendations/reports from advisory committees.
- Contact: Chief Information Officer
- Confirmed: Susan Kerr, April 2022

### Infrastructure and Security Advisory Committee

- 1 University Senate Representative: Elected Faculty Senator, RPIPC Member preferred

- Charge: The Technology Infrastructure Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Executive Cabinet regarding services, design, maintenance and utilization of Georgia College's technology infrastructure and its related systems, procedures and policies.
- Composition:
  - Remote Center representative
  - Library representative
  - SGA representative
  - One faculty representative from each college
  - One University Senate representative
  - One representative for each university division
  - Director of Network and Systems Administration
  - SERVE representative
  - Non-voting – Information Security Officer
- Term of Service: 1 Year
- Meeting Schedule: Once per semester or more frequently if needed.
- Contact: Charlie Weaver, Jamie DeFoor, Hance Patrick (Keely Hopkins, chair)
- Confirmed: Susan Kerr, April 2022

### Mandatory Fee Committee

- 2 University Senate Representatives: Two Elected Faculty Senators, ideally at least one SAPC member
- Charge: Vote on recommended mandatory fee increases/decreases as well as the projected budget for each fee.
- Composition:
  - 2 Elected Faculty Senators, ideally at least 1 SAPC
  - 6 Students Appointed by SGA
  - 2 Staff Council Members
- Term of Service: Fall Semester
- Meeting Schedule: no more than 3 meetings between October and December 1 of each year
- USG policy: Requests to continue or increase mandatory fees will be reviewed and voted on by a mandatory fee committee that will represent students, faculty and staff.
- Internal procedures: The committee will consist of at least eight members: a minimum of four students, a Staff Council representative, two University Senate representatives and one member at large; committee must consist of 50% or more student representation. The committee will meet once in October to be given fee packets that include fee narratives and financials for discussion. The committee will be expected to take away and review the details of the packet in preparation for a November meeting to deliberate and vote on the fees to be submitted to President and Cabinet for final approval before submission to the system office. Under very rare circumstances will additional meetings be necessary.

- Contact: Josefina Endere
- Confirmed: Josefina Endere, April 2022

### Parking and Transportation Advisory Committee

- 2 University Senate Representatives: Two Elected Faculty Senators, ideally at least one RPIPC member
- Charge: makes recommendations based on thorough discussions, and each member votes on each matter of recommendation to be forwarded to the VPFA
- Composition: eight members
    - Two Faculty Members from University Senate
    - Two Staff Members from Staff Council
    - Two Resident Student Members from Resident Student Association (RSA)
    - Two Commuter Student Members from Student Government Association (SGA)
- Term of Service: 1 year
- Meeting Schedule: The committee meets approximately three times during fall semester and three times during spring semester.
- The focus of PTAC will be to listen to parking and transit concerns on campus, discuss viable options and solutions and make suggestions to the Vice President for Finance and Administration, Mrs. Susan Allen.
- Contact: Director of Parking & Transportation Services
- Confirmed: John Jackson, April 2022

### Parking Appeals Committee

- 1 University Senate Representative: Elected Faculty Senator, RPIPC Member preferred
- Charge: The committee meets regularly to review appeals and make a final decision within 30 days of an appeal being filed.
- Composition: five university employees and students
    - One Student Member of the Student Government Association (SGA)
    - One Student Member of the Resident Student Association (RSA)
    - One Faculty Member of University Senate
    - One Staff Member of Staff Council
    - One At-Large Staff Member appointed by Parking & Transportation
- Term of Service: 1 year
- Meeting Schedule: when there are appeals to review a meeting is scheduled to ensure a 30-day appeal review turnaround time.

- Contact: Director of Parking & Transportation Services
- Confirmed: John Jackson, April 2022

**Public Art Committee**

- 1 University Senate Representative: Elected Faculty Senator
- Charge: The public art committee is an advisory committee that approves the placement, maintenance, longevity and decommissioning/deaccessioning of any public art.
- Composition: The committee is reviewing its composition as a part of a policy update.
    - University Architect (chair)
    - One University Senate Representative
    - One Staff Council Representative
    - One Student Representative
    - One Representative from the Art Department Faculty
    - University Historian
    - One Representative from Facilities Operations
    - One Community Representative
- Term of Service: 2 Years
- Meeting Schedule: Monthly
- Contact: Michael Rickenbaker
- Confirmed: October 2018 by Michael Rickenbaker

**Space Utilization Committee**

- 1 University Senate Representative: Elected Faculty Senator, RPIPC Member preferred
- Charge: The University Space Committee is an advisory committee tasked with reviewing space utilization and assignment on campus with a focus on improving utilization and effectiveness.
- Composition:
    - University Architect (co-chair)
    - Associate Provost and Director of Graduate Studies (co-chair)
    - Chief Information Officer
    - AVP of Institutional Research and Effectiveness
    - Associate Director of Facilities Planning
    - Dean of Students
    - Scheduling Office Representative
    - Executive Director of Extended University
    - Registrar
    - One Faculty Member representing University Senate

- o One Staff Representative
- o One Student Representative
- Term of Service: 1 Year
- Meeting Schedule: Between one and three times per semester based on semester.
- Contact: Provost
- Confirmed: Holley Roberts, April 2022

### Strategic Plan (2016-2021) Steering Committee

- 1 University Senate Representative: Elected Faculty Senator
- Charge: The Steering Committee was appointed to oversee the strategic planning process, conduct a review of the mission, ensure communication with the campus and broader community, receive input from the subcommittees, and write the strategic plan. With the accomplishment of those tasks, the Steering Committee works to ensure that action items are being addressed by Champions and accomplishment measured and reported to the campus. The committee reports to Executive Cabinet with recommendations for changes to current action items and recommendations for new action items.
- Composition:
  - o Academic Affairs
    - College of Arts & Sciences (1 representative)
    - College of Business (1 representative)
    - College of Education (1 representative)
    - College of Health Sciences (1 representative)
    - Enrollment Management (1 representative)
    - AVP for Institutional Research (permanent member)
    - AVP for Strategic Initiatives (chair)
    - Student Affairs (1 representative)
    - Finance and Administration (1 representative)
    - University Advancement (1 representative)
    - University Senate (1 representative)
    - Watermark/Assessment/Institutional Effectiveness (1 representative)
    - Inclusive Excellence/President's Commission on Diversity (1 representative)
    - Information Technology (1 representative)
    - SGA (1 representative)
- Term of Service: 1 Year
- Meeting Schedule: Third Thursday of the month at 2:00 p.m. 1 year term.
- Contact: Associate Provost for Academic Affairs
- Confirmed: Holley Roberts, April 2022

**University Curriculum Committee**

- 1 University Senate Representative: Elected Faculty Senator
- Charge:
  - Review new courses, course modifications, deletions, and reactivation of courses (as information items)
  - Review and recommend/not recommend new undergraduate degrees, certificates, concentrations, and minor program proposals.
  - Review and recommend/not recommend the deactivation and termination of undergraduate degrees, certificates, and minor program proposals.
  - Collaborate with the Academic Policy Committee (APC) and make recommendations on curriculum policy. These recommendations will be subject to approval by a vote of elected faculty senators.
  - Composition: Elected Members (14 voting)
    - College of Arts & Sciences
      - Humanities & Social Sciences (2 members)
      - Science & Mathematics (2 members)
      - Fine & Performing Arts (2 members)
    - College of Business: College-Wide (2 members)
    - College of Health Sciences: College-Wide (2 members)
    - College of Education: College-Wide (2 members)
    - University Library: Unit-Wide (1 member)
    - University Senate: Unit-Wide (1 elected faculty senator)
- Term of Service: To ensure continuity, the elected faculty members will serve 3 year terms scheduled so that one-third of the group is replaced each year.
- Web: http://www.gcsu.edu/provost/university-curriculum-committee-ucc
- Meeting Schedule: 1 Friday per month (see governance calendar)
- Contact: Provost
- Confirmed: Holley Roberts, April 2022

**University System of Georgia Faculty Council**

- University Senate Representative: 2 Elected Faculty Senators (Presiding Officer Elect and Elected Faculty Senator)
- Charge: The **University System of Georgia Faculty Council** is an advisory body for the Chancellor of the University System of Georgia. Its members represent all institutions within the University System of Georgia and the Council holds two meetings a year.
- Composition: 1 or 2 representatives from each faculty senate of all USG institutions
- Term of Service: 1 Year for Presiding Officer Elect, 2 Years for Elected Faculty Senator
- Web: https://www.usg.edu/faculty_council/

- Meeting Schedule: 1 Meeting in Fall and 1 Meeting in Spring
- Contact: Presiding Officer
- Confirmed: Alex Blazer, February 2019

**University Committees without University Senate Representation**

- Administrative Systems Advisory Committee
- Faculty Salary Review Task Force
- General Education Committee
- Graduate Council
- Sustainability Council
- Web Oversight Committee