

University Senate Representatives on University Committees, Councils, etc.

To be adopted by the Executive Committee of the University Senate in September 2024

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. 2023-2024: The name(s) of the representative(s) for the 2023-2024 academic year
7. 2024-2025: The name(s) of the representative(s) for the 2024-2025 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	2023-2024	2024-2025
Academic Affairs Special Fee Committee	Elected Faculty Senator (APC member preferred)	3 years	Senate Organizational Meeting	Senate Appointment	John Swinton (2021-2024)	Arnab Sengupta (2024-2027)
Academic Leadership Team	Presiding Officer	1 year	Senate Organizational Meeting	Ex officio	Rob Sumowski	Nicholas Creel
Academic Technology Advisory Committee	Elected Faculty Senator	2 Years	Senate Organizational Meeting	Senate Appointment	Brad Fowler (2022-2024)	Lamonica Sanford (2024-2026)
Campus Climate Survey Task Force	Elected Faculty Senator	2 Years	Senate Organizational Meeting	Senate Appointment	Eryn Viscarra (2023-2025)	Eryn Viscarra (2023-2025)
Georgia College Traditions Committee	Elected Faculty Senator	2 Years	Senate Organizational Meeting	Senate Appointment	Mikkel Christensen (2023-2025)	Mikkel Christensen (2023-2025)
Information Technology Council	Elected Faculty Senator	2 Years	Senate Organizational Meeting	Senate Appointment	Frank Richardson (2022-2024)	Frank Richardson (2024-2026)
Governance Retreat Planning Committee	Presiding Officer	1 Year	Senate Organizational Meeting	Senate Appointment	Rob Sumowski	Nicholas Creel
Information Systems and Security Advisory Committee	Elected Faculty Senator	1 Year	Senate Organizational Meeting	Senate Appointment	Benjamin Chad Whittle	Brad Fowler
Mandatory Fee Committee	2 Elected Faculty Senators (ideally 1 SAPC)	2 Years	Senate Organizational Meeting	Senate Appointment	Lee Kirven (2023-2025) Joyce Norris-Taylor (2023-2025)	Lee Kirven (2023-2025) Joyce Norris-Taylor (2023-2025)
Parking and Transportation Advisory Committee	2 Elected Faculty Senators (ideally 1 RPIPC)	1 Year	Senate Organizational Meeting	Senate Appointment	Nicholas Creel Talecia Warren	Nicholas Creel Talecia Warren
Parking Appeals Committee	1 Elected Faculty Senator (RPIPC preferred)	1 Year	Senate Organizational Meeting	Senate Appointment		Kerry James Evans
President's Commission on Diversity	Presiding Officer	1 Year	Senate Organizational Meeting	Senate Appointment	Rob Sumowski	Nicholas Creel
Public Art Committee	Elected Faculty Senator	Open-ended	Senate Organizational Meeting	Senate Appointment	Nahali "Holly" Croft	Amy Pinney

Committee	Representative Type	Term of Service	Date of Selection	Selection Process	2023-2024	2024-2025
Strategic Plan Steering Committee	Elected Faculty Senator	1 Year	Senate Organizational Meeting	Senate Appointment	Lamonica Sanford	Lamonica Sanford
University Curriculum Committee	Elected Faculty Senator	3 years	Senate Organizational Meeting	Senate Appointment	Liz Speelman (2021-2023)	Adam Lamparello (2023-2026)
University System of Georgia Faculty Council	2 Elected Faculty Senators (when appointed): one voting member and one non-voting member	3 years	Senate Organizational Meeting	Senate Appointment	Catherine Fowler Rob Sumowski	Rob Sumoski (voting member) Jennifer Flory (non-voting member)

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 and Technology
 - 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 2024

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

- Charge: The Academic Technology Advisory Committee (ATAC) shall advise the Information Technology Council (ITC) regarding the academic uses of technology, including related systems, procedures, and policies.
- Composition:
 - Permanent Members
 - Director of Technology Support Services, Chair
 - Center for Teaching and Learning Representative
 - Associate Vice President for Transformational Learning
 - Institutional Research Representative
 - Information Security Officer Representative
 - Rotating Members
 - SGA Representative
 - University Senate Representative
 - Academic Dean
 - Academic Department Chair
 - Provost At-large Designee
- Term of Service: Rotating members are one-year terms
- Meeting Schedule: Twice per academic year
- Contact: Director of Technology Support Services
- Confirmed: Susan Kerr, April 2023

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
 - President's Commission on Diversity Representative
 - Human Resources Representative
 - Institutional Research Representative
 - Information Technology Representative
 - Student Government Association Representative
 - Student Affairs Representative
 - University Senate Representative
- Term of Service: 2 years
- Meeting Schedule: as needed

- Contact: Chief Diversity Officer
- Confirmed: Jennifer Graham, April 2023

Georgia College Traditions Committee

- 1 University Senate Representative: Elected Faculty Senator
- 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: Director of Student Activities and Organizations
- Confirmed: Dr. Tom Miles, April 2023

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: Jennifer Flory, April 2023

Information Technology Council

- 1 University Senate Representative
- 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
 - Permanent Members
 - CIO, Co-Chair
 - CTL Director, Current Co-Chair
 - Provost
 - Vice President for Student Affairs
 - Vice President for Finance & Administration
 - Sr. Associate Vice President for Enrollment Management
 - Associate Vice President for Institutional Research
 - Library Director
 - Associate Vice President for Strategic Communications
 - Legal Counsel
 - Rotating Members
 - Academic Dean
 - University Senate Representative
 - Staff Council Representative
 - SGA President
 - ATAC Chair
 - ASAC Chair
 - DGAC Chair
 - ISAC Chair
- Term of Service: Rotating members are one-year terms
- Meeting Schedule: This group should meet every other month throughout the calendar year.
- Contact: Chief Information Officer
- Confirmed: Susan Kerr, April 2023

Information Systems and Security Advisory Committee

- 1 University Senate Representative

- Charge: The Infrastructure and Security Advisory Committee (ISAC) shall advise the Information Technology Council (ITC) regarding services, design, maintenance, utilization, and security of Georgia College’s technology infrastructure, related systems, procedures, policies, and security efforts.
- Composition:
 - Permanent Members
 - Information Security Officer, Chair
 - Sr. Director of IT Infrastructure
 - Director of Systems Administration
 - Manager of Network Systems
 - Internal Auditor
 - Director of Web Communications
 - Executive Director of Housing
 - Human Resources Representative
 - Rotating Members
 - SGA Representative
 - University Senate Representative
 - Staff Council Representative
 - Library Representative
 - Provost At-large Designee
 - Advancement Representative
 - Finance & Administration Representative
 - Student Life Representative
- Term of Service: Rotating members are one-year terms
- Meeting Schedule: Twice per academic year
- Contact: Information Security Officer
- Confirmed: Susan Kerr, April 2023

Mandatory Fee Committee

- 2 University Senate Representatives: 2 Elected Faculty Senators (ideally at least one SAPC member)
- Relevant policies: [USG -BOR Policy Manual - section 7.3.2.1-Mandatory Student Fee](#)
- Charge: To advise, counsel, and vote prior to the institution submitting the request of any current/new/revised mandatory student fee to the Board of Regents.
- Composition:
 - 2 Elected Faculty Senators, ideally at least 1 SAPC
 - 4 Students Appointed by SGA

- 2 Staff Council Members
- Term of Service: 2-year terms
- Meeting Schedule: no more than 3 meetings between October and December 1 of each year
- Contact: Senior Budget Director
- Confirmed: Josefina Endere, April 2023

Parking and Transportation Advisory Committee

- 2 University Senate Representatives: Two Elected Faculty Senators, ideally at least one RPIPC member
- Charge: PTAC advises the Vice President for Finance and Administration (VPFA) on all things related to parking and transportation. This group makes recommendations based on thorough discussions, and each member votes on each matter of recommendation to be forwarded to the VPFA. Given their advisory role, the votes are not binding for any decisions, but rather are intended to provide additional background to the VPFA regarding the constituencies' and individuals' standing on each matter being considered.
- 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.
- Contact: Director of Parking & Transportation Services
- Confirmed: John Jackson, April 2023

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: Parking & Transportation Operation Specialist
- Confirmed: John Jackson, April 2023

President's Commission on Diversity

- 1 University Senate Representative: Presiding Officer
- Charge: To provide advisement and counsel to the Chief Diversity Officer and President on matters of diversity, equity, and inclusion
- Composition:
 - AVP of Inclusive Excellence, Chief Diversity Officer
 - Associate Deans
 - Director of Women's Center
 - Director of Cultural Center
 - Presiding Officer of University Senate
 - Other representation TBD
- Term of Service: 1 Year
- Meeting Schedule: TBD
- Contact: Chief Diversity Officer
- Confirmed: Jennifer Graham, March 2023

Public Art Committee

- 1 University Senate Representative: Elected Faculty Senator
- Charge: Committee is charged to review & approve acquisition, placement, maintenance and deaccessioning of public art on campus.
- Relevant policies: <https://gcsu.smartcatalogiq.com/policy-manual/policy-manual/division-of-finance-and-administration/plant-operations-facilities-planning/public-art-policy/>
- Composition
 - University Architect
 - University Historian
 - University Photographer
 - One Senate Representative
 - One Staff Council Representative
 - One Student Representative
 - One Art Department Representative
 - One Facilities Operation Representative
 - One Foundation Representative

- One Library Representative
- One Community Representative
- Term of Service: Open-ended
- Meeting Schedule: As needed
- Contact: Assistant Vice President, Facilities Management
- Confirmed: April 2023, Frank Baugh

Strategic Plan 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 accomplishments measured and reported to the campus. The committee reports to the Executive Cabinet with recommendations for changes to current action items and recommendations for new action items.
- Composition:
 - Academic Affairs
 - College of Arts & Sciences (1 representative)
 - College of Business and Technology (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.
- 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 and Technology: 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 (when appointed): one voting member and one non-voting member. The representative(s) need to agree at the start of their USGFC term that they would be willing to continue to report to Senate about USGFC issues after their Senate term ended.
- 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 in-person meetings and occasional virtual check-ins per year.
- Composition: 1 or 2 representatives from each faculty senate of all USG institutions

- Term of Service: 3 years with the possibility of renewal
- Web: https://www.usg.edu/faculty_council/
- Meeting Schedule: 1 In-Person Meeting in the Fall and 1 Meeting in the Spring, online meetings no more than each month
- Contact: https://www.usg.edu/faculty_council/
- Confirmed: Jennifer Flory, April 2024

University Committees without University Senate Representation

- Administrative Systems Advisory Committee
- Data Governance Advisory Committee
- Enterprise Risk Management Task Force
- Faculty Salary Review Task Force
- General Education Committee
- Graduate Council
- Space Management Committee
- Sustainability Council
- Web Oversight Committee