COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
MEETING DATE & TIME: 04 OCTOBER 2013; 3:30 –4:45
MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Alex Blazer (CoAS, FAPC Chair)	P	Cara Meade (CoE, CAPC Chair)
P	Kelli Brown (Provost)	P	Dee Sams (CoB, SAPC Chair)
P	Steve Dorman (University President)	P	Susan Steele (CoHS, ECUS Vice-Chair)
P	Maureen Horgan (CoAS, RPIPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Joshua Kitchens (Library)	P	Catherine Whelan (CoB, ECUS Chair Emeritus)
P	Lyndall Muschell (CoE, ECUS Chair)	P	Howard Woodard (CoB, APC Chair)

GUESTS:
Carly Jara (Graduate Assistant of the 2013-2014 University Senate)

	Italicized text denotes information from a previous meeting.		
	*Denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 3:30 pm by Lyndall Muschell (Chair).		
II. Approval of Agenda	A **MOTION** *to approve the agenda* was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A **MOTION** *to approve the 23 Aug 2013 ECUS-SCC-SCoN minutes* was made and seconded. These minutes had been circulated to the meeting attendees via email with no	The 23 Aug 2013 ECUS-SCC-SCoN minutes were approved as posted to minutes.gcsu.edu.	

	revisions offered and subsequently posted at minutes.gcsu.edu.		
IV. Reports			

President's Report	1. **USG University Presidents Retreat** I am just returning from a USG Presidents Retreat and can update you on the following items.
	   a. **Performance-Based Budgeting** for USG institutions is centered primarily on measures of student progression and completion. As this is so recent, the cabinet and I are still getting our heads around this.
	   b. **Program Prioritization** Robert Dickeson, author of *Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance*, was a guest at this retreat. Given academic and academic support program prioritization efforts in progress on our campus, we are ahead of the curve on this initiative.
	2. **BoR Meeting** The next Board of Regents (BoR) meeting will be hosted on our campus on October 8th and 9th in the Magnolia Ballroom. All are welcome to attend the public sessions of these meetings.
	3. **Charitable Contributions Campaign** The annual State Charitable Contribution Program (SCCP) is again in progress from October 1 through November 30. Last year's campaign showed me that this campus has a culture of generosity and you may recall that we were third in the		

	university system in giving last year. Jan Clark is our campus SCCP coordinator this year and you will be hearing more from her in the near future. I urge you to join me in contributing.
	4. **University Advancement VP** A search for the Vice President of University Advancement is in progress.
	   a. We are using an external search firm.
	   b. Campus interviews are anticipated to occur during the last week of October and the first week of November.
	   c. Among the desired qualifications of a successful candidate is strength in external relations as well as an understanding of internal university functions.
	   d. I urge you to get involved and encourage your colleagues to be involved in these campus interviews. I value greatly and inform my selection of the successful candidate with the information that is submitted via the campus feedback forms.
	5. **Questions?**
	   a. **Question** Will this person (University Advancement VP) have a connection to external grants?
	   b. **Answer** Likely not. This individual will be responsible for gifts rather than grants. Foundation grants would straddle this boundary and be worthy of exploration.		

Provost's Report	1. **CCNE Site Visit** The accreditation site visit by the Commission on Collegiate Nursing Education (CCNE) team resulted		

	with an A+ rating and no compliance concerns. Congratulations are due not only to all nursing programs and faculty and staff but also to Georgia College. 2. **Program Prioritization** The process is moving along. In particular, the academic program prioritization task force is starting to get traction and move forward after taking time to ensure that the data to be collected would be meaningful and accurately measure program aspects. 3. **Asst. VP for International Education** The search for this position is in progress and campus visits of candidates are anticipated during the final week of October. I urge you to get involved and encourage your colleagues to be involved in these campus interviews. The desire is that this selection process is informed by feedback from as many members of the university community as possible.		
Academic Policy Committee (APC) **Howard Woodard**	The APC met on Friday Oct 4 from 2:00 to 3:15 and took the following actions. 1. **Motions** APC has one motion to submit for University Senate consideration at its 25 Oct 2013 meeting. This motion is the university senate endorsement request of the Quality Enhancement Plan (QEP) Theme and Goals. 2. **QEP Theme and Goals** APC agreed to submit the motion for endorsement of the QEP Theme and Goals to the University Senate for its consideration. 3. **Academic Probation** Student Probation issues were discussed. The committee		

	will continue discussion at the next APC meeting. In the interim, the committee will be in consultation with the University Registrar, Kay Anderson, seeking information to
	  a. determine how many students are involved
	  b. distinguish between academic probation and academic warning
	  c. determine how many for core and major.
	4. **Major drop in GPA (Disastrous Semester)** The committee decided to table discussion on this topic to see what transpires with professional advisers.
	5. **Retaking Courses** The subcommittee formed at the last meeting brought a proposal for APC consideration. The discussion of this proposal will continue at the next APC meeting.		

Curriculum and Assessment Policy Committee (CAPC) **Cara Meade**	1. **Motions** CAPC will submit five motions for University Senate consideration at its 25 Oct 2013 meeting. All are proposals for new concentrations from the College of Business; three from the Department of Economics and Finance and two from Information Systems and Computer Science. Proposals will now be sent to the VPAA for her signature then will be submitted as official motions to the online motion database upon return receipt from Academic Affairs. 2. **Bylaws Revisions** CAPC is bringing forth information regarding a proposal to revise the university senate bylaws that pertain to the Subcommittee on the Core		

	Curriculum (SoCC). These proposed revisions will be submitted, in writing, to ECUS, with the endorsement of three university senators. CAPC wishes to share that both SoCC and CAPC also endorse this proposal.		
Faculty Affairs Policy Committee (FAPC) **Alex Blazer**	1. **Motions** FAPC will submit two motions for University Senate consideration at its 25 Oct 2013 meeting. 　a. **Post-Tenure Review** FAPC voted to submit a motion that proposes revisions to the Post-Tenure Review policy and procedures that makes these five-year faculty reviews more consistent and more developmental rather than inconsistent and punitive. If passed by the University Senate, this would be a policy revision recommendation to the University President. 　b. **Student Opinion Survey Syllabus Statement** FAPC voted to submit a motion proposing a revision to the required syllabus statement pertaining to student opinion surveys. If passed by the University Senate, this would be forwarded as a recommendation to the University President. 2. **Fact Finding Missions** FAPC will be taking two fact-finding missions. 　a. **Faculty Annual Evaluation** One will look into reports of some faculty not receiving the Department Chairperson's Evaluation of Faculty Performance. 　b. **Summer Teaching Proration** The other will investigate reports of some faculty not receiving the summer		

	teaching proration of pay option that has traditionally been provided before agreeing to teach a class.		

Student Affairs Policy Committee (SAPC)
 	
Doreen Sams
	1. **Motions** SAPC has no motions to submit for University Senate consideration at its 25 Oct 2013 meeting.
	2. **Information Items**
	  1) Student Emergency Fund
	  2) Veterans' Center
	  3) Athletics Program Report
	  4) Student Retention
	  5) SGA Report of RSO's Feedback on Common Meeting Time Issue		

Resources, Planning and Institutional Policy Committee (RPIPC) **Maureen Horgan**	RPIPC met on 4 October 2013 from 2:00pm to3:20pm in Porter Hall Room 228. 1. **Motion** RPIPC has one motion to submit for University Senate consideration at its 25 Oct 2013 meeting, namely proposed revisions to the policies and procedures for the existing Missing Student Policy. 2. **Background Investigations** There was discussion of a proposed Background Investigations policy. This item was brought to RPIPC by Pat Wilkins, Acting Director of Human Resources, as an information item. The BoR has developed a Background Investigation policy that is included in their Human Resources Administrative Practice Manual. All USG institutions were asked to adopt a similar policy that had to be at least as stringent as the BoR policy. Georgia College has chosen to extend the BoR policy to student workers. RPIPC members were unsure as to the next step – whether this needed to come through University Senate as a motion to endorse the policy.	During the discussion of the topic of *Background Investigations*, Maureen Horgan sought guidance on how to proceed with the proposed policy. The guidance offered was • for Maureen Horgan to ensure that RPIPC review the document as it would any other proposed new policy, • that existing BoR policy can be cited by link, • that institutional policy need only articulate the policy aspects that are not already present in existing BoR policy, and • that the policy format template should be used.	

3. **Information Items** There are four items for informational exchange/update:

a. **Prioritization Academic Support Units** Renee Fontenot, Co-Chair of the Task Force assigned to that area, attended to give an update on the status of the Task Force's work. There are 300 programs/units, the work is proceeding on time (43% done) and the Task Force is hoping to have a report completed by December 6th. Prompt, precise, and complete information from a unit helps the process.

b. **Technology Updates** Bob Orr, CIO, attended to give technology updates, of which there are quite a few in the works!

i. **New Phone System** A new phone system that will include conference calls and video conferencing (and save money) is in the testing stages and it is anticipated to be in place by May 2014. Technology Support Services will work with offices to allow them to match the new system to their office processes.

ii. **The Thundercloud** is a virtual desktop that can be accessed anywhere in the world via wi-fi and is nearing completion. This would avoid the intellectual property rights issues that exist when GC documents are saved on platforms such as GoogleDocs and DropBox, and allow all users to save files on the GC servers, rather than on their individual computers.

	The Thundercloud would not be able to host Mac software due to Apple licensing restrictions, but would be accessible from Mac computers.
	
	   iii. **Unify** is continuing to add more items to the queue of linked applications, so that one change of username/password will affect multiple locations. The hoped-for list would include computer logins, email, GALILEO, OrgSync, D2L, and others. One of the sticking points has been adding PAWS, but Bob believes they are close to a solution.
	
	   iv. **Wireless** We are moving to a closed wireless system, hoping to launch after the Martin Luther King holiday.
	
	c. **12-month pay option**.
	   i. The USGFC (University System of Georgia Faculty Council) is waiting for Dr. Houston Davis, Executive Vice Chancellor, to report back on the status of past USGFC resolutions, of which this is one.
	
	   ii. With the ADP software system under review, now is the time to assess interest at Georgia College and from other schools in the system. Maureen Horgan will consult with relevant university personnel to determine the best way to approach this.
	
	d. **Recycling and Other Sustainability Council Initiatives** Plant Operations		

	is getting more feedback from the community on the recycling initiative and making changes as needed. Faculty and Staff seem to have made the adjustment, students need more information and encouragement. Doug Oetter reported that new initiatives expected from the Sustainability Council include the educational activities on campus, replacement of hazardous materials with more environmentally friendly ones, composting of Sodexo food waste, and a campus garden (the latter has already been announced by Lori Strawder, Assistant Director of Sustainability).		
Executive Committee of the University Senate (ECUS) **Lyndall Muschell**	1. **Motions** ECUS has no motions to submit for University Senate consideration at its 25 Oct 2013 meeting. 2. **Governance Retreat** The Governance Retreat was held on Wednesday, August 14, 2013. Evaluation survey results show positive feedback based on organization, effectiveness, timing, and location. A total of 58 were in attendance. The cost per participant was $45.37. My plan is to share the governance retreat planning committee report at the 25 October 2013 University Senate meeting. It is a continuing recommendation that the planning committee for next year's retreat be formed by the end of fall semester to begin planning in early spring. 3. **Steering Items** There were items which were steered via email. a. Steered to APC		

	i. University Senate Endorsement Request of the QEP Theme and Goals
	b. Steered to FAPC
	  i. Proposed Revisions to Syllabus Statement on Student Opinion Surveys
	4. **Oct 4 ECUS Agenda Items** included
	  a. A discussion on the University Senate Endorsement of the QEP and what the term endorsement means
	  b. A report from the USGFC Meeting
	  c. The finalization of the 2013-2014 apportionment - results will be announced this afternoon (10-04-13)
	  d. Planning for Election Oversight - Letters to Deans - process will begin soon
	  e. A discussion based on the responses from the Request for Suggestions for Senate Events - ideas are
	    i. to work with the President's Office to co-host the upcoming event on October 25 and
	    ii. to provide a drop by event for coffee and a snack during the week of finals
	  f. An update on the revisions for the University Senate Website
	  g. An update on the IT Policy Development Proposal
	  h. An update on information related to the Senate budgets - $5,000 State can be encumbered, $3,500 Foundations cannot be encumbered.		

Subcommittee on Nominations (SCoN)	*23 Aug 2013* *1. Prior to the meeting, Lyndall Muschell had extended a call for nominations to*	*23 Aug 2013* *The motion was approved with no further discussion.*	*23 Aug 2013* *1. Lyndall Muschell to contact all five SoCC*

Catherine Whelan			
	serve on the Subcommittee on the Core Curriculum (SoCC) by email to the faculty list.		*nominees by email to report the selection results.*
	2. *Lyndall Muschell noted that ECUS had appointed the membership of the 2013-2014 SCoN to be* a. *All ECUS members,* b. *All Standing Committee Chairs,* c. *President of SGA,* d. *Chair of Staff Council, and* e. *SoCC Chair,* *noting that a, b, c, and d were bylaws requirements and e was continuing the practice started in the 2012-2013 academic year to add the SoCC Chair.*		2. *Catherine Whelan, Chair of the 2013-2014 SCoN, to prepare a motion for University Senate consideration at its 13 Sep 2013 meeting detailing the revisions to committee and university senate memberships since the 26 Apr 2013 organizational meeting of the 2013-2014 University Senate.*
	3. *Lyndall Muschell noted that Catherine Whelan had been appointed by ECUS to serve as Chair of the 2013-2014 SCoN and passed the facilitation of the meeting to Catherine Whelan for the SCoN business.*		
	4. *Catherine Whelan noted that the bylaws of the University Senate named the ECUS Secretary to serve as the SCoN Secretary – thus Craig Turner is serving as SCoN Secretary for 2013-14.*		**04 Oct 2013** 1. Lyndall Muschell did contact all five SoCC nominees by email to report the selection results.
	5. *There were five nominations received for the two vacant positions on SoCC.* a. *Marianne Edwards (CoE)* b. *Shaundra Walker (LITC)* c. *Ryan Brown (Fall 2013) & Brandon Samples (Spring 2013) (CoAS)* d. *Samiparna Samanta (CoAS)* e. *Roberta Gorham (CoB)*		2. Catherine Whelan, Chair of the 2013-2014 SCoN, did prepare a motion for University Senate consideration at its 13 Sep 2013 meeting detailing the revisions to committee and
	6. *It was noted that the currently named eight members of SoCC satisfied the bylaws requirements on committee composition, affording flexibility in the*		university senate memberships since the 26 Apr 2013

	consideration of the nominees.		organizational meeting of the 2013-2014 University Senate.
	7. *There was a brief contextual report offered by the SoCC Chair, John Swinton, detailing the role of the SoCC.*		
	8. *A __MOTION__ to nominate Roberta Gorham (CoB) and Shaundra Walker (LITC) to serve on the 2013-2014 SoCC was made and seconded. Offered as rationale for the selection was the desire to have a library representative serve on SoCC and the desire to have a voting member (not serving as committee chair) from the CoB serving on SoCC.*		
	9. *Lyndall Muschell was charged to contact all the nominees to share the results of the selection and remind those nominees not selected that all meeting of SoCC were open.*		
	10. *After the motion was approved, it was noted that these nominations as well as the other replacements on the University Senate and its committees named since the 26 April 2013 organizational meeting would be brought as a motion for the consideration of the University Senate at its 13 Sep 2013 meeting.*		
	11. *The meeting of the SCoN was adjourned and facilitation of the meeting was passed from Catherine Whelan to Lyndall Muschell for the ECUS meeting with Standing Committee Chairs and Standing Committee Officer Orientation parts.*		
V. Information Items Actions/Recommendations			
Quality Enhancement Plan (QEP)	Craig Turner is the University Senate liaison to the Steering Committee of the Quality Enhancement Plan Task Force. One of the		

Craig Turner	responsibilities of this role is to provide updates to the University Senate leadership on the activities of the QEP Task Force.		
	1. The QEP Steering Committee meets weekly on Wednesdays from 1pm to 2pm in Arts & Sciences 3-51A.		
	2. This task force has three subcommittees, each of which meets at least once a week.		
	a. Professional Development and Assessment (PDA)		
	b. Communications (COM)		
	c. Budget & Implementation (B&I)		
	3. The minutes of the QEP task force including all of its subcommittees will be posted at http://minutes.gcsu.edu		
	4. A website to advertise and archive the information pertaining to the QEP is in development.		
	5. A QEP budget request for FY15 funds is in preparation and is due 4 Oct 2013.		
	6. A proposal seeking university senate endorsement of the QEP Theme and Goals was submitted by Steven Jones.		
	a. The proposed QEP Theme and Goal Statements are attached to these minutes as a supporting document.		
	b. As was reported earlier in this ECUS-SCC meeting, the APC reviewed this endorsement request and is bringing it forward for consideration by the university senate at its 25 Oct 2013 meeting.		
Operating Procedures	Lyndall Muschell requested that Standing Committee Chairs submit their recently developed committee operating procedures to her via email if they had not already done so.		
VI. Unfinished Business **Review of Action & Recommendations, Provide updates (if any) to Follow-up**	There were no items of unfinished business.		

VII. New Business Actions/Recommendations			

University Senate Agenda and Minutes Review	1. **Tentative Agenda 25 Oct 2013**: Based on the committee reports at this meeting,
	 a. **Motions** There will be up to nine motions on the agenda of the 25 Oct 2013 meeting of the University Senate, specifically
	   i. APC (1) university senate endorsement of the QEP Theme and Goals,
	   ii. CAPC (5): Concentrations from the College of Business,
	   iii. RPIPC (1):Missing Student Policy,
	   iv. FAPC (2): Post-Tenure Review Policy and Procedure Revisions AND Required Student Opinion Survey Syllabus Statement Revision.
	 b. **Reports** Administrative reports and committee reports will also be agenda items.
	 University Senate Minutes Review:
	 1. A **MOTION** *that the DRAFT minutes of the 13 Sep 2013 University Senate meeting be circulated for university senator review* was made and seconded.
		The motion (circulate minutes) was approved with no further discussion.	1. Lyndall Muschell shall draft the tentative agenda of the 25 Oct 2013 meeting of the University Senate.
			 2. Motions to be entered into the online motion database by APC (1) CAPC (5), FAPC (2), RPIPC (1).
			 3. Craig Turner shall circulate the DRAFT minutes of the 13 Sep 2013 meeting of the University Senate to university senators for review.

VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	25 Oct 2013 @ 2pm Univ. Senate A&S 2-72 15 Nov 2013 @ 2pm Univ. Senate committees 15 Nov 2013 @ 3:30pm ECUS/SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Lyndall Muschell will ensure that such items are added to agendas of the appropriate ECUS and/or

		ECUS-SCC meetings.
IX. Adjournment	As there was no further business to consider, a **MOTION** *to adjourn the meeting* was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 4:45 pm.	

First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
COMMITTEE OFFICERS: LYNDALL MUSCHELL (CHAIR), SUSAN STEELE (VICE-CHAIR) CRAIG TURNER (SECRETARY)
ACADEMIC YEAR: 2013-2014

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences										
Meeting Dates	08-23-13	10-04-13									
Kelli Brown *Provost*	R	P									
Steve Dorman *University President*	R	P									
Joshua Kitchens *EFS; Library*	P	P									
Lyndall Muschell *EFS; CoE; ECUS Chair*	P	P									
Susan Steele *EFS; CoHS; ECUS Vice-Chair*	P	P									
Craig Turner *EFS; CoAS; ECUS Secretary*	P	P									
Catherine Whelan *EFS; CoB; ECUS Chair*	P	P									
Howard Woodard *EFS; CoB; APC Chair*	P	P									
Cara Meade *EFS; CoE; CAPC Chair*	P	P									
Alex Blazer *EFS; CoAS; FAPC Chair*	P	P									
Maureen Horgan *EFS; CoAS, RPIPC Chair*	P	P									
Doreen Sams *EFS; CoB, SAPC Chair*	P	P									

_____
CHAIRPERSON SIGNATURE
(Including this Approval by chair at committee discretion

DATE _____-