

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS

MEETING DATE & TIME: 14 NOVEMBER 2014; 3:30 –4:45

MEETING LOCATION: 301 PARKS ADMINISTRATION BUILDING

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Kelli Brown (Provost)	P	Susan Steele (CoHS, ECUS Chair)
P	Ben Davis (Library)	P	John Swinton (CoB, ECUS Vice-Chair)
R	Steve Dorman (University President)	R	Tom Toney (CoAS, FAPC Chair)
P	Macon McGinley (CoAS, SAPC Chair)	P	Craig Turner (CoAS, ECUS Secretary)
P	Ben McMillan (CoB, RPIPC Chair)	P	Stephen Wills (CoE, CAPC Chair)
P	Lyndall Muschell (CoE, ECUS Chair Emeritus)	R	Howard Woodard (CoB, APC Chair)

<p>GUESTS: Julia Metzker (Chair, Subcommittee on the Core Curriculum) Barbara Roquemore (Vice-Chair, Faculty Affairs Policy Committee) Carter Shadden (Graduate Assistant of the 2014-2015 University Senate) Moriah Thomas (Student member of the Student Affairs Policy Committee)</p>

<i>Italicized text denotes information from a previous meeting.</i>	
*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 Susan Steele (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded. Two amendments to the agenda were offered from the floor. The first was to	The agenda was approved as amended at the meeting.	

	include the approval of 03 Oct 2014 ECUS-SCC minutes as well as the approval to circulate 24 Oct 2014 University Senate minutes to university senators. The second was to shift the SAPC report to the first position in the listing of committee reports to be respectful of the student visitor's schedule. Both amendments were acceptable to those present.		
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 03 Oct 2014 meeting of the Executive Committee with Standing Committee Chairs was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated to the minutes.gcsu.edu site.	The 03 Oct 2014 Executive Committee with Standing Committee Chairs minutes were approved as posted, so no additional action was required.	
IV. Reports			
President's Report	As President Dorman had extended regrets and was unable to attend this meeting, there was no President's Report.		
Provost's Report	<ol style="list-style-type: none"> 1. <u>John H. Lounsbury College of Education Dean Search</u> Three candidates recently visited campus. The search committee did an excellent job. Now the Provost is using feedback and search committee comments to determine who to offer to. 2. <u>Graduate Education Task Force</u> They have submitted their final report that included recommendations on best practices, graduate assistantships, and trends in graduate education. 		

<p>Student Affairs Policy Committee (SAPC)</p> <p>Macon McGinley</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> SAPC has one motion to submit for University Senate consideration at its 05 Dec 2014 meeting. <ol style="list-style-type: none"> a. A resolution for an LGTB coordinator in support of a recent SGA resolution, specifically increasing this coordinator position from part-time to full-time. 2. <u>Officers</u> The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary). 3. <u>No Quorum</u> present at the 14 Nov 2014 SAPC meeting so there was no official meeting but rather informal discussion among those committee members who were able to congregate and the primary topic of discussion was grade appeals. 4. <u>Grade Appeals</u> <ol style="list-style-type: none"> a. <u>Anecdotal Information</u> The visiting student was a member of SAPC and was representing the concerns of her constituency. She provided historical information indicating in one course, grades seemed to be based on whether the instructor liked the students rather than on academic performance. When some of the students sought guidance from academic advisors, they were referred to the grade appeals policy. First it was challenging to find the grade appeals policy as it was included under grievances. Second, there was a concern that it employed too much legal jargon and was difficult to read. Third, the first step was to seek resolution with the instructor before consulting with alternative persons 		<p>Susan Steele to steer the grade appeals policy, including the concerns that were discussed at this meeting, to the Academic Policy Committee for review.</p>
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such as the department chair. While ideal in many situations, it was not ideal in this one. Of the ten students who initially considered pursuing a grade appeal for this particular course, only two persevered and were successful in doing so. Another concern was relative to one course being delivered this semester in which students have received no graded feedback this late in the semester and that was a point of concern in part for noncompliance with the midterm feedback language in the institutional Policies, Procedures and Practices manual which includes the following.

GCSU Procedures: The Board of Regents of the University System requires that each faculty member provide each student in each course each semester with an evaluation prior to the last day the university calendar permits a student to drop a course without academic penalty. Therefore, each faculty member must use a grading system that provides the student with information reflecting his standing in the course prior to the last day to drop a course and still receive a "W" grade. The course syllabus should provide specific information regarding what evaluation the student can expect before mid-term.

	<p>b. <u>Steered to APC</u> SAPC chair Macon McGinley requested that the grade appeals policy be steered to APC for review in light of the aforementioned contextual information detailing concerns. The steering of this matter was agreeable to all present.</p>		
<p>Subcommittee on Nominations (SCoN)</p> <p>John R. Swinton</p>	<p>1. <u>Elected Faculty Senator Oversight</u> The letters to academic deans had been prepared by John R. Swinton but were not distributed to deans by Susan Steele at the most recent Academic Leaders meeting. This unfortunate oversight will be resolved and Susan Steele will ensure these letters are hand-delivered to the deans as soon as possible.</p> <p>2. <u>Professional Leave</u> An elected faculty senator with constituency the Department of Biology and Environmental Sciences (Andrei Barkovskii) is planning to take a Professional Leave during the Spring 2015 semester. Arrangements must be made for this Department's representation on the University Senate.</p> <p>3. <u>Discussion</u> Two other positions soon to be needing replacements were identified from the floor.</p> <p>a. <u>Selected Student Senator</u> One of the selected student senator positions (held by Moriah Thomas) will be vacated due to her graduation in December 2014. Juawn Jackson, Student Government President, should be contacted to name a replacement.</p> <p>b. <u>FAPC Presidential Appointee</u> Bill Fisher has emailed Susan Steele to submit his resignation from the</p>		<p>Susan Steele to ensure that the academic deans of the colleges and the library receive the elected faculty senator election letters (with appendices) as soon as possible.</p>

	<p>University Senate as he has a standing conflict that prevents him attending meetings. President Dorman should be contacted to name a replacement after consultation with the members of the Executive Committee. The relevant university senate bylaw is as follows.</p> <p><i>II. Section 1.A.5. <u>Presidential Appointees</u>. The five (5) Presidential Appointees are appointed annually, one appointee to each of the standing committees in V. Section 2.C, by the University President after consultation with the Executive Committee. The terms of service of such an appointee shall begin with the call to order of the spring organizational meeting of the University Senate and shall continue until her/his successor assumes office. Such appointments are renewable and are typically named only after the remaining membership of the University Senate is determined, but shall be identified no later than April 7 of the calendar year in which their term of service begins. All students, staff, faculty, and administrators of the university are eligible to serve as Presidential Appointees.</i></p>		
<p>Academic Policy Committee (APC)</p> <p>Howard Woodard</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> APC has no motions to submit for University Senate consideration at its 05 Dec 2014 meeting. 2. <u>Officers</u> The 2014-15 APC officers are Howard Woodard (Chair), Donovan Domingue (Vice-Chair) and John Sirmans (Secretary) 3. <u>No Oral Report</u> As Howard Woodard had extended regrets and was unable to attend the meeting, there was no APC report given orally at the meeting. 4. <u>Written Report</u> Howard Woodard submitted the following report by email prior to the meeting. 		

	<p>a. The Academic Policy Committee has no report. The committee did not meet due to a no quorum with multiple members being out of town.</p> <p>b. The members of the Academic Policy Committee will continue discussion on their topics at the 23 Jan 2015 meeting.</p>		
<p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Stephen Wills</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> CAPC has two motions to submit for University Senate consideration at its 05 Dec 2014 meeting. These motions are <ol style="list-style-type: none"> (1) A proposed name change for a program in Special Education (2) A proposed non-degree certification in the area of Education Technology 2. <u>Officers</u> The 2014-15 CAPC officers are Stephen Wills (Chair), Bill Miller (Vice-Chair) and Juan Ling (Secretary). 3. <u>M.Ed. (Special Education)</u> CAPC unanimously approved a motion to allow a Special Education M.Ed. program name change. The word “Interrelated” is outdated and will be deleted from the name of the program. The program itself will remain the same. 4. <u>Certification (Instructional Technology)</u> CAPC approved unanimously to add a new non-degree certification program in instructional technology. Students would take existing courses for the certification requirement without taking foundations courses that are required for the master’s degree. 5. <u>M.Ed. (Early Education)</u> CAPC discussed an informational item dealing with the program revisions being made to the Early Childhood M.Ed. program. Concern was 		

expressed by some members about the quality of the program given that the majority of the contact with students is online. The purpose of the changes is to be more competitive.

6. **Global Overlays** The 14 Nov 2014 CAPC meeting included continued discussion on strategies to address issues dealing with the global overlay from the 3 Oct 2014 CAPC meeting. Details of the discussion occurring at the 3 Oct 2014 CAPC meeting are included for context.

a. **Current Requirement (3 Oct 2014)**

The GC core curriculum currently requires students obtain three exposures to Global Perspectives by completing courses (or study abroad experiences) that carry the overlay. Through a standing waiver, transfer students are required to complete only one global overlay.

b. **Current Realization (3 Oct 2014)**

While the majority of students are able to obtain three exposures to the overlay, a significant minority of students slated to graduate Spring 2015 are projected to not have completed at least one of the three required exposures. This issue is particularly germane to students in majors that do not have courses in their curriculum with a global overlay and students that transfer to Georgia College.

c. **Waiving Overlay (3 Oct 2014)** CAPC and SoCC support waiving the global overlay requirement for students slated

to graduate in the 2014-2015 academic year who have been unable to complete the requirement. The registrar's office estimates this affects a minimum of 80 students.

d. **Domestic Diversity (3 Oct 2014)**

CAPC also discussed whether exposures to a domestic diversity overlay, which is in development, could be allowed to replace up to two of the required global overlay exposures for all currently enrolled students and all who matriculate in 2015 to 2016. Learning outcomes and a list of potential courses for a Domestic Diversity Overlay are currently being developed as part of the implementation of the Diversity Action Plan and are expected to be completed by the end of Fall semester, 2014. SoCC and CAPC support that a permanent domestic diversity component to the general education curriculum continue to be explored.

e. **CAPC Discussion (14 Nov 2014)**

CAPC had an invited guest, Veronica Womack, to inform our discussion on the details and progress related to the domestic diversity overlay requirements. It was determined that CAPC should not move forward in recommending a domestic diversity overlay as an option to replace a global overlay until we have more details available concerning the requirements and courses that would meet the domestic diversity overlay

requirements. The committee voted unanimously to postpone the discussion until the Diversity Action Committee has more details available on the domestic diversity overlay.

- f. **ECUS-SCC Consultation (14 Nov 2014)** Stephen Wills sought advice from those present (elected faculty senator members of the executive committee, standing committee chairs, SoCC Chair, and Provost Brown) on dealing with the aforementioned implementation issues of the global overlays. A lively discussion ensued. The following talking points were offered.
- i. This global overlay is a Georgia College requirement on the core and was proposed as a means to distinguish the Georgia College core curriculum from those of other USG institutions.
 - ii. It is possible to complete all three global overlay requirements in the core.
 - iii. The majority of the students needing an exemption of this requirement are transfer students.
 - iv. Some of the programs that have constraints that emerge from a combination of external discipline-based accreditation and USG program requirements have no room in the program to include courses (external to the core) carrying the global overlay. These

	<p>include programs in nursing and education.</p> <p>v. As a possible long-term remedy, SoCC is continuing to draft a plan to implement a domestic diversity overlay to substitute for up to two of the three courses required to carry the global overlay. That is, SoCC is proactively offering a possible remedy to the existing implementation issues. This initiative is not immediately actionable due to a couple of challenges (see i and ii below) and will likely be further discussed at the next CAPC and SoCC meetings. Provost Brown encouraged Stephen Wills to invite the College of Arts and Sciences Dean, Ken Procter, to the next CAPC meeting.</p> <ol style="list-style-type: none">1) One challenge of this initiative is the development of an accessible student learning outcome (SLO) on domestic diversity. This SLO is needed as soon as possible.2) Another challenge of this initiative is the development of operational definitions of both domestic diversity and diversity. The latter has been in development by the Diversity Action Planning Committee under the leadership of Dr. Veronica Womack.		
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	<p>3) There was concern expressed about SoCC being able to complete its deliberation and propose this initiative for implementation soon enough to get courses in place to sate the student need to complete the global and/or diversity requirements.</p> <p>4) There was a sentiment that this domestic diversity option would make the global and/or diversity overlay requirement implementable for the programs in education and nursing. Nursing is already prepared for this option while education would likely use EDIS 3414 to fulfill this option.</p> <p>5) The sentiment that this domestic diversity option should be vetted university-wide was expressed.</p> <p>vi. SoCC has identified a list of courses that likely qualify for a global overlay but have not yet been submitted for consideration of being labelled as a global overlay course.</p> <p>vii. Several members of SoCC would prefer not to discontinue the global overlay requirement and would rather explore the feasibility of a relaxation (i.e. You can also meet the global overlay requirement by doing X) in the short run as a stop</p>		
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	<p>gap measure until such a time as the ideal global overlay logistics are all in place.</p> <p>g. Next Steps At the conclusion of the deliberation, some of the next steps under consideration included the following.</p> <ul style="list-style-type: none"> i. Explore the idea of piloting the domestic diversity option in programs in education, likely with the EDIS 3414 course. ii. Provost Brown will speak with Dr. Veronica Womack to discuss options of operationalizing the definition of diversity for use in this context even if continued development of this definition would be desirable. iii. Julia Metzker will call together key university personnel to discuss options on how best to resolve the concerns and sustain the global overlays. iv. Some at the meeting were proponents of moving ahead on developing the accessible student learning outcome on domestic diversity. v. Unresolved Question: What about the transfer students, particularly those who arrive core complete without obtaining the global overlays typically completed by our students in the core? <p>7. Steered to CAPC Susan Steele requested that Stephen Wills facilitate CAPC review of one particular passage in the document</p>		
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	<p><i>Guidelines for Submitting Proposals to the Curriculum, Assessment, and Policy Committee Revised October 7, 2011</i> found at the CAPC web page on senate.gcsu.edu http://senate.gcsu.edu/sites/senate.gcsu.edu/files/CAPCReview%28Oct2011%29.pdf</p> <p>The specific language is</p> <p><i>Note If the proposal involves a graduate program, the department must consult with graduate faculty within the college prior to sending the proposal to the College Curriculum and Instruction committee.</i></p> <p>The specific clarifications sought were answers to questions such as Who specifically needs to be consulted? All graduate faculty in the college? What is the specific meaning of the word consult as used in this context?</p>		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>Barbara Roquemore for Tom Toney</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> FAPC has no motions to submit for University Senate consideration at its 05 Dec 2014 meeting. 2. <u>Officers</u> The 2014-15 FAPC officers are Tom Toney (Chair), Barbara Roquemore (Vice-Chair) and Carol Sapp (Secretary). 3. <u>Meeting</u> The Faculty Affairs Policy Committee of the University Senate met on 14 Nov 2014 from 2:00pm to 3:15pm. The following topics were discussed and/or “farmed out.” <ol style="list-style-type: none"> a. <u>Post-Tenure Review</u> Plan to complete the review of the proposed revisions of Post Tenure Policies and Procedures. Tom Toney will complete language changes. b. <u>Pre-Tenure Review</u> Review of Pre-Tenure Policies and Procedures for 		

	<p>next meeting. One concern has been the process for notification.</p> <p>c. <u>Contingent Faculty Participation in Shared Governance</u> Exploration of contingent faculty participation in shared governance. A committee work group is researching the issue. Tom Toney is going to get the list of the individuals who are contingent faculty. A survey will be constructed to determine the interest, desires and preferences of these individuals relative to participating in shared governance.</p> <p>d. <u>Emeritus Faculty</u> Exploring the rights and responsibilities of Emeritus Faculty. Douglas Goings is reviewing the policies in place at Kennesaw State University.</p> <p>e. <u>Faculty Contract Conversion Factor</u> Exploring the difference between academic and fiscal year faculty contracts. How will this impact faculty? Reviewing the policy in place at the University of Georgia. A subcommittee is reviewing this issue.</p> <p>f. <u>Student Opinion Surveys</u> The committee will review the proposed policy offered to replace conflicting policies presently included in the Policies, Procedures, and Practices Manual.</p> <p>1) <u>Clarification</u> Barbara Roquemore sought some clarification of the student opinion survey matter during the meeting to inform the above report.</p>		
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2) **Discussion** After this clarification, a brief discussion ensued regarding two matters. The first matter was that the low student opinion survey response rate observed by some faculty was an ongoing point of concern. A suggested remedy was to designate some class time to have students complete the student opinion surveys during a class meeting rather than expect the students to complete these surveys outside of class. The second matter was the recent reduction in the number of classes surveyed to a minimum of two classes per semester rather than all classes meeting the threshold student count (ten for undergraduate and five for graduate). The response was that the administration to all classes was at this time cost prohibitive as there are both fiscal implications (charged for the number of students invited to complete the opinion surveys not the number who do complete the surveys) and technology person-hours (multiple hours necessary for technology personnel to prepare and process the student opinion surveys). There was a reminder that the IDEA Center instrument was chosen primarily for its national norming and that given the reality of the cost of implementation, it may be time to

	<p>review whether this option is in the best interest of the university going forward and whether the national norming is a facet of the surveys valued by faculty in the context of faculty evaluation, be it formative or summative.</p>		
<p>Resources, Planning and Institutional Policy Committee (RPIPC)</p> <p>Ben McMillan</p>	<ol style="list-style-type: none"> 1. <u>Motion</u> RPIPC has one motion to submit for University Senate consideration at its 05 Dec 2014 meeting. <ol style="list-style-type: none"> a. <u>Technology Policy</u> RPIPC endorsed adoption of the proposed Information Technology policy with exceptions for retiree email address access and software adoption. 2. <u>Officers</u> The 2014-15 RPIPC officers are Ben McMillan (Chair), Jan Clark (Vice-Chair) and Brittiny Johnson (Secretary). 3. <u>Active Items</u> <ol style="list-style-type: none"> a. <u>Staff Training</u> RPIPC is working with Daniel Simpson (Georgia College Training Coordinator) to meet staffing training needs with the use of faculty or graduate assistant trainers. A survey of training needs will be completed on the 18th of November. Committee will follow through with the coordinator to help facilitate training as well as available space on campus. b. <u>PAWS</u> A request has been made to improve the functionality of Banner/Paws by allowing a student to search available classes by pre-requisites. The capacity exists but is currently not available until after drop date. 		

	<p>c. <u>12-month Pay Option</u> will be implemented by the USG in two to four years with the change of payroll vendors.</p> <p>d. <u>Listserv for Faculty</u> A proposal will be completed and forwarded to GC Communications (John Hachtel) for potential approval by President Dorman. The proposal will offer an opt-out provision, a monitor, and general provisions of content to be allowed to be presented.</p> <p>4. <u>Future Items</u></p> <p>a. <u>Common Meeting Time</u> Review of common meeting times to allow student representatives to participate in committee meetings.</p> <p>b. <u>Faculty Club</u> The potential of an on-campus faculty club.</p> <p>c. <u>Employee Directory</u> A proposal for a printed directory to be provided to faculty every five years will be considered.</p> <p>d. <u>ADA Compliance</u> Review of Terrell Hall's Americans with Disabilities Act (ADA) compliance particularly with respect to accessibility.</p> <p>e. <u>Front Page Concerns</u> Notices are not being placed on the Front Page email in a timely manner or being excluded.</p>		
<p>Executive Committee of the University Senate (ECUS) Susan Steele (3 Oct 2014)</p>	<p><u>3 Oct 2014</u></p> <p>1. <u>Motions</u> <i>ECUS has no motions to submit for University Senate consideration at its 24 Oct 2014 meeting.</i></p>		<p><u>3 Oct 2014</u></p> <p><i>Susan Steele to follow-up to confirm that David McIntyre is willing to serve on the Fraud Awareness Task Force and report</i></p>

<p>John R. Swinton for Susan Steele (14 Nov 2014)</p>	<ol style="list-style-type: none"> 2. <u>Officers</u> <i>The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary).</i> 3. <u>Steering</u> <i>ECUS steered five proposals – three to FAPC and two to RPIPC – as articulated above in the FAPC and RPIPC reports of these minutes.</i> 4. <u>Fraud Awareness</u> <i>Bruce Harshbarger has requested a volunteer to serve on a Fraud Prevention Awareness Week task force.</i> <ol style="list-style-type: none"> a. <i>Ben McMillan nominated an elected faculty senator, David McIntyre, to serve as the university senate representative on this task force. Susan Steele to follow-up to confirm that David McIntyre is willing to serve and report back to Bruce Harshbarger.</i> 5. <u>University Senate Budget</u> <i>All retreat bills, which represent approximately two thousand dollars, will be paid as of next week. The annual university senate budget includes \$500 in foundation funds and \$5000 in operating funds. After paying these bills, there will be about \$3000 left in the operating funds portion of this budget.</i> <p><u>14 Nov 2014</u></p> <ol style="list-style-type: none"> 1. <u>Motions</u> <i>ECUS has no motions to submit for University Senate consideration at its 05 Dec 2014 meeting.</i> 2. <u>Officers</u> <i>The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary).</i> 3. <u>Reports</u> <ol style="list-style-type: none"> a. <u>Secretary Report</u> (Craig Turner) 		<p><i>back to Bruce Harshbarger.</i></p>
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	<ul style="list-style-type: none"> i. <u>AAUP Redbooks</u> uncovered and determined to be University Senate property. It was decided by unanimous acclamation that they would be made available first to committee officers and second (if any left) to elected faculty senators. All available copies were distributed to committee officers. ii. <u>Professional Leave</u> Committee was alerted that the elected faculty senator of the Department of Biology and Environmental Sciences would be taking a Professional Leave for the Spring 2015 semester. Arrangements must be made for the Department's representation. Task given to Chair of ScoN. iii. <u>Service Recognition</u> A check on progress on implementation of Service Recognition Policy is needed with Human Resources. The Presiding Officer was tasked with follow-up. iv. <u>Communication</u> A request was made to determine if the President and Provost are amenable to having their reports to the university senate. distributed to the campus before the official minutes are posted. A general observation noted that some campus communications are lagging behind the less reliable "grapevine" and that perhaps there should be ongoing efforts to ensure 		
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that important bits of information be officially distributed in a timely manner to nip the grapevine in the bud.

- b. **Library Senator Report** (Ben Davis)
Ben reported as the university senate representative on the Technology Infrastructure Advising Committee.
 - i. **MyPassword** The password consolidation (email, computer, Unify) moves forward – still some question as to whether or not it sufficiently integrates the PAWS passwords.
 - ii. **Office 365** is available with **One Drive** (a terabyte of memory available for each user)
 - iii. **Wireless Network** on campus is temporarily open (requires no authentication) pending upgrades. Will be a closed environment again when upgrades are complete. Density approach to wireless being implemented.
 - iv. **Innovation Station** is open.
 - v. **WebEx** (electronic meetings) is available for students and faculty as is **Kaltura** (media storage).
- c. **USGFC** (USG Faculty Council) No additional action since the report given at the 24 Oct 2014 meeting of the University Senate by Susan Steele. Susan Steele attended the 11 Oct 2014 USGFC meeting for John R. Swinton.
- d. **SoCC Bylaws** report to come in ECUS meeting with Standing Committee Chairs.

	<p>e. <u>University Senate Electronic Presence</u> Work on this has taken a back seat to other pressing matters such as IRB (finishing software) and the FIFs (Faculty Information Forms). Online Senator Database data has been migrated and the file repository is done. Server space has been requested.</p> <p>f. <u>Internal Audit</u> Julia Hann has scheduled a meeting for 1:00 pm on Fri 12 Dec 2014 with Provost Brown, Associate Provost Ormond, Matthew Buchanan and the current university senate officers to make suggestions concerning the university senate online motion database, tracking implementation of university senate actions, and the Policies, Procedures and Practices manual. More information on the details to be shared by university senate officers following this meeting.</p>		
V. Information Items Actions/Recommendations			
Designate an Implementor Susan Steele	Susan Steele requested that standing committee chairs offer a recommended implementor with any motions they submit as President Dorman has requested such a recommendation.		
Standing Committee Operating Procedures Susan Steele	Susan Steele requested that standing committee chairs send her a copy of their committee operating procedures for 2014-2015 if they had not already done so.		
Front Page Digests (Concerns)	Concerns from the floor emerged regarding the Front Page Digests presently in use to communicate information via email regarding		

	<p>campus events and campus announcements and included the following.</p> <ul style="list-style-type: none"> • A concern regarding the denial of some of the information submitted for consideration of inclusion in the events digest or announcement digest. While no illustrative examples were offered, the speaker indicated that in her/his judgment the proposed items should have been accepted for distribution via the digests. • A concern about the limitation on the number of times an item can be posted to the digests – the limit that was reported by the speaker was at most three times. In the context of a grant application, the speaker found the three post limit to be unreasonably low. • A concern about the limitations on the inclusion of events or announcements submitted by students where the speaker indicated that few if any such requests were accepted for inclusion. • A further concern about the denial of submissions was expressed along with a rhetorical question of where else can we post to get the information out as there is no faculty email listserv to which faculty can post directly. <p>It was noted that this item is one of the future items to receive consideration by RPIPC.</p>		
<p>Extend Meeting Time Susan Steele</p>	<p>As it was 4:44pm, Susan Steele noted that there was a need to adjourn the meeting at 4:45pm in the absence of a motion to extend the meeting time. A MOTION <i>To postpone adjournment and extend the meeting time to</i></p>		

	<i>complete the remaining business was made, seconded and approved.</i>		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
SoCC Bylaws Susan Steele (22 Aug 2014) Susan Steele (3 Oct 2014) Julia Metzker (14 Nov 2014)	<p><u>22 Aug 2014</u> <i>Susan Steele noted that at the 24 Apr 2014 meeting of the University Senate, revisions to the university bylaws pertaining to the Subcommittee on the Core Curriculum (SoCC) were recommended to President Dorman by the University Senate. This recommendation has not yet received action (approval, veto) by President Dorman as he desires additional information on a couple of the details: in particular the definition of the term teaching representative. As President Dorman had extended regrets and was unable to attend this meeting, consideration of this matter was postponed to a future meeting of ECUS or ECUS-SCC.</i></p> <p><u>3 Oct 2014</u> 1. <u>President</u> <i>I met with Dr. Dorman regarding Motion 1314.EC.001.B that proposed revisions to the university senate bylaws affecting the Subcommittee on the Core Curriculum (SoCC). He has not approved this motion due to concerns about two areas of the proposed language. He requested revisions to these two areas or he feels he needs to veto the motion.</i> 2. <u>SoCC</u> <i>I had a telephone meeting with SoCC Chair Julia Metzker to brief her on</i></p>		

my meeting with President Dorman. I asked Julia to facilitate a discussion with SoCC members to see if revisions to address President Dorman's concerns could be identified. SoCC discussed this matter at its weekly meeting on 26 Sep 2014, and Craig Turner and I were asked to be present at the SoCC meeting on 3 Oct 2014 to inform the SoCC deliberation on this matter.

14 Nov 2014

The Subcommittee on Core Curriculum (SoCC) has consulted with the University President to formulate a compromise regarding the proposed revisions to the university senate bylaws found in Motion 1314.EC.001.B.

The following excerpt from the 03 Oct 14 meeting of the Executive Committee of the University Senate with Standing Committee Chairs (ECUS-SCC) provides context for the issue.

“Susan Steele noted that at the 24 Apr 2014 meeting of the University Senate, revisions to the university bylaws pertaining to the Subcommittee on the Core Curriculum (SoCC) were recommended to President Dorman by the University Senate. This recommendation has not yet received action (approval, veto) by President Dorman as he desires additional information on a couple of the details: in particular the definition of the term teaching representative.”

The specific issues and proposed compromise are detailed below:

1. **Teaching Representative**

	<p>a. <u>Issue</u> The term teaching representative isn't clearly defined and could be subject to interpretation.</p> <p>b. <u>Solution</u> The following definition is acceptable to Dr. Dorman and was endorsed by SoCC. “A teaching representative is defined as a full-time member of the Corps of Instruction who has taught a course in the represented area within two calendars years prior to the date of appointment to the subcommittee.” [NOTE: We realize that all members of the Corps of Instruction are full-time but we felt the emphasis was important.]</p> <p>2. <u>SoCC Chair Eligibility</u></p> <p>a. <u>Issue</u> The proposed bylaw change allows for non-senator members of SoCC to hold the chair position. This is not common practice in University Senate standing committees. However, restricting the chair to the elected faculty senator members would limit the potential candidates to three members, which could be as little as 20% of the members of the committee.</p> <p>b. <u>Solution</u> The following process for electing the SoCC chair was acceptable to Dr. Dorman and was endorsed by SoCC. “During the organizational meetings for the committees, SoCC and CAPC will convene together. At this meeting, SoCC will elect their chair from the body. Any member of SoCC is eligible for chair. During the same meeting, the SoCC chair will be presented to CAPC</p>		
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for an approval vote. If the chair is not approved by CAPC then SoCC will elect another chair and repeat the process.”

3. **Discussion at 14 Nov 2014 ECUS-SCC**

a. **Parliamentary Procedure** There was some discussion primarily seeking clarification on the parliamentary procedure relevant to this discussion on the floor of the university senate. Susan Steele indicated that she had consulted with university senate parliamentarian John Sirmans who noted that one possibility was for a member who had been a proponent (voted in favor) of Motion 1314.ECUS.001.B make a *Motion to Reconsider* which requires a second and then allows discussion. In the spirit of the first and second reading bylaws revision process for non-editorial revisions, the vote on this *Motion to Reconsider* could be postponed to the next meeting at the conclusion of the discussion.

b. **Next Steps** In consultation with Stephen Wills and Craig Turner, Julia Metzker will prepare a supporting document that will include the aforementioned compromise language prepared by SoCC to address the concerns of President Dorman. The hope is that this document will facilitate the deliberation on the floor of the university senate. If this new supporting document can be prepared soon enough to meet the ten day prior

	<p>to the meeting submission deadline, the <i>Motion to Reconsider</i> might be offered at the 5 Dec 2014 meeting of the University Senate.</p> <p>c. <u>Post Meeting Paliamentary</u> <i>During the preparation of these minutes, it was noted that a Motion to Reconsider is applied within the same meeting as the disposition of the main motion. Thus, a Motion to Amend Something Previously Adopted would be the more appropriate motion to apply in this context.</i></p>		
VII. New Business Actions/Recommendations			
University Senate Agenda and Minutes Review	<p>1. <u>Tentative Agenda 24 Oct 2014</u>: Based on the committee reports at this meeting,</p> <p>a. <u>Motions</u> There will be four motions on the agenda of the 05 Dec 2014 meeting of the University Senate, specifically</p> <p>i. CAPC (2)</p> <p>(1) A proposed name change for a program in Special Education</p> <p>(2) A proposed non-degree certification in the area of Education Technology</p> <p>ii. RPIPC (1) Proposed Technology Policy</p> <p>iii. SAPC (1) Resolution seeking endorsement of an LGBT coordinator in support of an SGA resolution specifically increasing this coordinator position from part-time to full-time.</p>	The motion (circulate minutes) was approved.	<p>1. Susan Steele to draft the tentative agenda of the 05 Dec 2014 meeting of the University Senate.</p> <p>2. Motions to be entered into the online motion database by CAPC (2), RPIPC (1), SAPC (1).</p> <p>3. Craig Turner to circulate the DRAFT minutes of the 24 Oct 2014 meeting of the University Senate to university senators for review.</p>

	<p>b. Reports Administrative reports and committee reports will also be agenda items.</p> <p>2. University Senate Minutes Review: A MOTION that the <i>DRAFT</i> minutes of the 24 Oct 2014 University Senate meeting be circulated for university senator review was made and seconded.</p>		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>5 Dec 2014 @ 3:30pm Univ. Senate A&S 2-72</p> <p>23 Jan 2015 @ 2:00pm Univ. Senate committees</p> <p>23 Jan 2015 @ 3:30pm ECUS/SCC Parks 301</p>		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Susan Steele will ensure that such items (if any) are added to agendas of the appropriate ECUS 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 4:55 pm.	

Distribution:

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: SUSAN STEELE (CHAIR), JOHN R. SWINTON (VICE-CHAIR), CRAIG TURNER (SECRETARY)

ACADEMIC YEAR: 2014-2015

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	08-22-14	10-03-14	11-14-14	01-23-15	02-27-15	04-03-15	Present	Regrets	Absent
Kelli Brown <i>Provost</i>	P	R	P					2	1	0
Ben Davis <i>EFS; Library</i>	P	P	P					3	0	0
Steve Dorman <i>University President</i>	R	R	R					0	3	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P					3	0	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	P					3	0	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P					3	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P					3	0	0
Howard Woodard <i>EFS; CoB; APC Chair</i>	P	P	R					2	1	0
Stephen Wills <i>EFS; CoE; CAPC Chair</i>	P	P	P					3	0	0
Tom Toney <i>EFS; CoAS; FAPC Chair</i>	P	P	R					2	1	0
Ben McMillan <i>EFS; CoB, RPIPC Chair</i>	P	P	P					3	0	0
Macon McGinley <i>EFS; CoAS, SAPC Chair</i>	P	P	P					3	0	0

CHAIRPERSON SIGNATURE _____

DATE _____-(Including this Approval by chair at committee discretion