

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

MEETING DATE & TIME: 23 JANUARY 2015; 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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R	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)	P	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)	P	Howard Woodard (CoB, APC Chair)

GUESTS: Carter Shadden (Graduate Assistant of the 2014-2015 University Senate)
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<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 3:35 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 strike the provost’s report as Provost Brown had extended regrets and was unable to attend this meeting. The second was to add an	The agenda was approved as amended at the meeting.	

	AAC&U (American Association of Colleges and Universities) Survey report as an information item. Both amendments were acceptable to those present.		
III. Approval of Minutes	A <u>MOTION</u> to approve the minutes of the 14 Nov 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 14 Nov 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	As Provost Brown had extended regrets and was unable to attend this meeting, there was no Provost's Report.		
Subcommittee on Nominations (SCoN) John R. Swinton	<ol style="list-style-type: none"> <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. <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 		<p><u>14 Nov 2014</u> 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><u>23 Jan 2015</u> Susan Steele did ensure that the academic deans of the colleges and the library received the elected faculty senator election letters (with appendices).</p>

made for this Department's representation on the University Senate.

3. **Discussion** *Two other positions soon to be needing replacements were identified from the floor.*

a. **Selected Student Senator** *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.*

b. **FAPC Presidential Appointee** *Bill Fisher has emailed Susan Steele to submit his resignation from the 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. II. Section 1.A.5. Presidential Appointees. 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.*

<p><u>23 Jan 2015</u></p> <ol style="list-style-type: none"> 1. <u>Motions</u> SCoN has one motion to submit for University Senate consideration at its 13 Feb 2015 meeting. This motion nominates three replacements to the university senate committees. 2. <u>Officers</u> The 2014-15 SCoN officers are John R. Swinton (Chair), and Craig Turner (Secretary). There is no Vice-Chair position on SCoN. 3. The following actions have been taken by the subcommittee since our last gathering: <ol style="list-style-type: none"> a. <u>Motion</u> A motion for three university senator replacements has been entered into the online motion database - this item shall be presented to the entire university senate for a vote at its next meeting. b. <u>Elected University Senators</u> All academic units have reported on their elected faculty senator election procedures Results for these elections should be received by the 1 Feb 2015. c. <u>Selected University Senators</u> Craig Turner reminded the SCoN Chair that selected university senator results are due from Staff Council and Student Government Association by 1 Mar 2015 and 31 Mar 2015, respectively. d. <u>At-Large University Senator</u> The at-large university senator election process has been drafted, anticipating nominations from 2 Feb to 13 Feb of 2015. A FrontPage announcement has been made with reminders to follow. 		
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<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 13 Feb 2015 meeting. 2. <u>Officers</u> The 2014-15 APC officers are Howard Woodard (Chair), Donovan Domingue (Vice-Chair) and John Sirmans (Secretary) 3. <u>Meeting</u> The APC met on Fri 23 Jan 2015 and discussed the following items. <ol style="list-style-type: none"> a. <u>Academic Calendar/Exam Schedule</u> deferred until work group reports back b. <u>Grade Appeal/Grievance Policy</u> <ol style="list-style-type: none"> i. difficult to locate for students ii. recommend to academic affairs to include on list of statements required for all course syllabi c. <u>Priority Registration</u> APC to consult with the Priority Registration Task Force and determine the process by which a group of students can request approval for priority registration. This process will be reported back to the student group that submitted a request for priority registration. 		
<p>Curriculum and Assessment Policy Committee (CAPC)</p> <p>Stephen Wills</p>	<ol style="list-style-type: none"> 1. <u>Motions</u> CAPC has one motion to submit for University Senate consideration at its 13 Feb 2015 meeting. This motion is a proposed name change for a program in Nursing. See item 3 below for details. 2. <u>Officers</u> The 2014-15 CAPC officers are Stephen Wills (Chair), Bill Miller (Vice-Chair) and Juan Ling (Secretary). 3. <u>Name Change in Nursing Program</u> The 23 Jan 2015 CAPC meeting was largely spent discussing the motion to change the name of an MSN program in Nursing from 		

	<p>“Adult Health Nurse/Nursing” to “Nurse Educator”. Kay Anderson had emailed to confirm that the motion was a name change and not a new major and asked to see documentation that all curricular changes to the existing program had been approved. Dr. Deborah McMillan, Interim Director of the School of Nursing, attended the CAPC meeting and provided documentation that all curricula changes had been approved and that the current motion was simply a name change. The name change to “Nurse Educator” was approved unanimously and will be entered into the online motion databases for university senate consideration at its 13 Feb 2015.</p> <p>4. <u>Domestic Diversity Overlay</u> CAPC also discussed the current SoCC pilot of domestic diversity overlay course requirements and rubrics taking place in the College of Education. The requirements, rubrics and survey documents and results were reviewed.</p>		
<p>Faculty Affairs Policy Committee (FAPC)</p> <p>Tom Toney</p>	<p>1. <u>Motions</u> FAPC has no motions to submit for University Senate consideration at its 13 Feb 2015 meeting.</p> <p>2. <u>Officers</u> The 2014-15 FAPC officers are Tom Toney (Chair), Barbara Roquemore (Vice-Chair) and Carol Sapp (Secretary).</p> <p>3. <u>Meeting</u> The Faculty Affairs Policy Committee of the University Senate met on 23 Jan 2015 from 2:00pm to 3:15pm. The following topics were discussed.</p> <p>a. <u>Student Opinion Surveys</u></p> <p>i. Concern was raised about being able to survey small classes,</p>		

	<p>cross-listed classes, graduate sections of 4000/5000 level classes, etc. Many feel a statement needs to be inserted along the lines of “Exceptions being allowed for some classes to be surveyed when under ten students if agreed between the faculty member and the departmental chair” and then to give some examples such as the ones listed above.</p> <p>ii. NOTE: At this joint meeting of the Executive Committee with Standing Committee Chairs, someone brought up the issue of “student rights” as a potential problem with implementing the student opinion surveys for small classes. In the case of these small classes, it might be easier for a faculty member to identify the student than is the case for larger classes.</p> <p>b. <u>Emeritus Faculty</u></p> <p>i. Both the process of awarding this status and the rights, authorities, and responsibilities of having this status are under consideration.</p> <p>ii. The person who was going to look into this could not attend the meeting, so any further consideration of this matter was postponed to the next meeting.</p> <p>c. <u>Faculty Contract Conversion</u></p>		
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	<ul style="list-style-type: none"> i. The conversion factors for fiscal to academic year and vice versa are under consideration. ii. Is percolating and a continuing topic of deliberation iii. Consensus among the members of the Faculty Affairs Policy Committee: it's problematic if a faculty member goes from 0.75 EFT to 1.0 EFT and a base pay conversion factor of 12/10 is used rather than 12/9. d. <u>Academic Year Faculty (12-month Pay Option)</u> <ul style="list-style-type: none"> i. According to USG leadership, this option will be provided when ADP is replaced, which is anticipated soon (within two years). e. <u>Contingent Faculty Participation in Shared Governance</u> Email list has been secured, survey in preparation, survey likely to be implemented soon. f. <u>Post Tenure Review</u> Chair of the committee will finalize shortly now that he has a document in a format he can work with that does not have embedded track changes codes. 		
<p>Student Affairs Policy Committee (SAPC) Macon McGinley</p>	<p><u>14 Nov 2014</u> <i>1. <u>Motions</u> SAPC has one motion to submit for University Senate consideration at its 05 Dec 2014 meeting.</i> <ul style="list-style-type: none"> a. <i>A resolution for an LGTB coordinator in support of a recent SGA resolution, specifically increasing this coordinator position from part-time to full-time.</i> </p>		<p><u>14 Nov 2014</u> <i>Susan Steele to steer the grade appeals policy, including the concerns that were discussed at this meeting, to the Academic Policy Committee for review.</i></p>

	<p>2. <u>Officers</u> <i>The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary).</i></p> <p>3. <u>No Quorum</u> <i>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.</i></p> <p>4. <u>Grade Appeals</u></p> <p>a. <u>Anecdotal Information</u> <i>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 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</i></p>		<p><u>23 Jan 2015</u></p> <p>Susan Steele did steer the grade appeals policy, including the concerns that were discussed at the 14 Nov 2014 ECUS/SCC meeting, to the Academic Policy Committee for review.</p>
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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.

- b. **Steered to APC** 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.

23 Jan 2015

1. **Motions** SAPC has no motions to submit for University Senate consideration at its 13 Feb 2015 meeting.
2. **Officers** The 2014-15 SAPC officers are Macon McGinley (Chair), Amy Pinney (Vice-Chair) and Nicole DeClouette (Secretary).
3. **Informational Items**
 - a. **Cancelled Meeting** Update from November 2014: meeting of SAPC was cancelled due to no quorum.
 - b. **New SAPC Member** Welcome Tyler Bragg who has joined us to complete the 2014-2015 term of Moriah Thomas as Selected Student Senator.
 - c. **Grade Appeals** Update on grade appeal policy (grievance) and process being steered to APC for possibility of clarifying language, title, location, and syllabus location.
4. **Old Business**
 - a. **Student Housing Concern** Housing policy on displacing upperclassmen from residence halls in order to accommodate freshmen. Reviewing information from Chief Student Affairs Officer Dr. Bruce Harshbarger.
5. **New Business**
 - a. **Student Rights** Student Academic Bill of Rights and Responsibilities to be sent to ECUS for steering: to APC.
 - b. **Space Reservation Concern** This item was steered to RPIPC. Suggest

	<p>amending policy as necessary so that priority given to academic units for academic spaces before end of drop-add and priority given to non-academic units for non-academic spaces before end of drop-add.</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 13 Feb 2015 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>Old Business</u> <ol style="list-style-type: none"> a. <u>Update Banner to Allow Student Access to Classes with No Prerequisites</u> RPIPC is working with Division of Information Technology (DoIT) staff to expand capabilities to offer students access information for available classes that do not have prerequisites during registration periods. The committee will survey faculty and students to define parameters of need and give to DoIT. Functionality exists now. Purpose would be to allow student to enroll in classes that meet their scheduling needs as well as fill under-utilized section offerings. b. <u>Common Meeting Time</u> will be reviewed at next committee meeting. 		

	<ul style="list-style-type: none"> c. <u>Faculty Club</u> will be reviewed at next committee meeting. d. <u>Terrell Hall ADA Improvements</u> Terrell is subject to design review in 2017 and potential renovations that will provide increased accessibility. Renovations tentatively planned for 2019 provided funding is approved. e. <u>Front Page</u> issues related to delayed publication of events in Front Page email digests appear to be of timing. University Communications requires a 9:00 am deadline on the prior day for inclusion. f. <u>Approval of IT Policy</u> (adoption of USG Policy) – has been approved by RPIPC and placed in the online motion database for vote at next university senate meeting. <p>4. <u>New Business:</u></p> <ul style="list-style-type: none"> a. <u>OIED Civility</u> Jennifer Birch of the Office of Institutional Equity and Diversity (OIED) met with the committee to discuss the spring campaign. It will based on civility and will have activities and promotions throughout the semester. Faculty are encouraged to participate. b. <u>6-Hour Minimum Tuition Payment Requirement</u> Undergraduate tuition payments require at least a six hour payment even if the student is enrolled in fewer hours (e.g. one three hour section) under the USG tuition schedule approved for GCSU. Internships taken as an elective for students off campus require payments 		
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	<p>for six hours for a three hour course. The Accounting Department in the College of Business will now offer these internships as a six hour elective.</p> <p>c. <u>Replacement</u> The resignation of committee member Cassie Napier with expected replacement from support services.</p> <p>5. <u>New Business Assigned:</u></p> <p>a. <u>Space Utilization Policy</u> does not match what is in practice: during drop week. The desired practice would be that academic programs get priority over non-academic programs in academic facilities and non-academic programs get priority for non-academic facilities during drop week. This is excluded from policy and will be discussed in next RPIPC meeting.</p>		
<p>Executive Committee of the University Senate (ECUS)</p> <p>Susan Steele (3 Oct 2014)</p> <p>John R. Swinton for Susan Steele (14 Nov 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>2. <u>Officers</u> <i>The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary).</i></p> <p>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></p> <p>4. <u>Fraud Awareness</u> <i>Bruce Harshbarger has requested a volunteer to serve on a Fraud Prevention Awareness Week task force.</i></p> <p>a. <i>Ben McMillan nominated an elected faculty senator, David McIntyre, to serve as the university senate</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 back to Bruce Harshbarger.</i></p> <p><u>23 Jan 2014</u></p> <p><i>Susan Steele did follow-up and Ben McMillan was willing to serve on the Fraud Awareness Task Force.</i></p>

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.

5. **University Senate Budget** 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.

14 Nov 2014

1. **Motions** ECUS has no motions to submit for University Senate consideration at its 05 Dec 2014 meeting.
2. **Officers** The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary).
3. **Reports**
 - a. **Secretary Report** (Craig Turner)
 - i. **AAUP Redbooks** 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. **Professional Leave** Committee was alerted that the elected faculty senator of the Department of Biology and Environmental

	<p><i>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.</i></p> <p>iii. <u>Service Recognition</u> <i>A check on progress on implementation of Service Recognition Policy is needed with Human Resources. The Presiding Officer was tasked with follow-up.</i></p> <p>iv. <u>Communication</u> <i>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.</i> <i>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 that important bits of information be officially distributed in a timely manner to nip the grapevine in the bud.</i></p> <p>b. <u>Library Senator Report</u> <i>(Ben Davis)</i> <i>Ben reported as the university senate representative on the Technology Infrastructure Advising Committee.</i></p> <p>i. <u>MyPassword</u> <i>The password consolidation (email, computer, Unify) moves forward – still some question as to whether or not it</i></p>		
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	<p>sufficiently integrates the PAWS passwords.</p> <p>ii. <u>Office 365</u> is available with One Drive (a terabyte of memory available for each user)</p> <p>iii. <u>Wireless Network</u> 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.</p> <p>iv. <u>Innovation Station</u> is open.</p> <p>v. <u>WebEx</u> (electronic meetings) is available for students and faculty as is Kaltura (media storage).</p> <p>c. <u>USGFC</u> (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.</p> <p>d. <u>SoCC Bylaws</u> report to come in ECUS meeting with Standing Committee Chairs.</p> <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,</p>		
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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.

23 Jan 2015

1. **Motions** ECUS has no motions to submit for University Senate consideration at its 13 Feb 2015 meeting.
2. **Officers** The 2014-15 ECUS officers are Susan Steele (Chair), John Swinton (Vice-Chair) and Craig Turner (Secretary).
3. **Meeting** ECUS met at 2:00 today (1/23/15). Actions taken:
 - a. **Election Procedures** Received from academic units elected faculty senator election procedures and adopted procedures for the at-large elected faculty senator election.
 - b. **Governance Calendar (2015-2016)** Appointed Craig Turner as point person to draft the 2015-2016 governance calendar for ECUS review.
 - c. **Governance Retreat** Appointed John Swinton as Chairperson for the 2015 Governance Retreat Planning Committee
 - d. **State of University Address 2016** Recommended retention of the

	<p>February time frame for the President's State of the University address in 2016</p> <p>e. <u>Committee Annual Reports</u> Chose Wed 22 Apr 2015 as a candidate for the due date for the annual reports from standing committees and subcommittees to allow sufficient time to prepare for the transitional process according to the governance calendar. Also recommended the same template for the reports at used for the 2013-14 report. These proposals are subject to change in consultation with standing committee chairs.</p> <p>f. <u>Tokens for Governance Service</u> Appointed presiding officer Susan Steele to informally poll and investigate wishes of Senate volunteers regarding some type of token of recognition for service.</p> <p>g. <u>Editorial Revisions to Bylaws</u> Approved editorial revisions to the university senate bylaws as prepared by Craig Turner, Secretary. According to the provisions of the current bylaws, these editorial changes shall become effective following announcement at the 13 Feb 2015 university senate meeting.</p> <p>h. <u>Announcements from ECUS.</u></p> <ul style="list-style-type: none"> • Risk Assessment process has been completed and actions assigned to various Vice Presidents. • University System has announced a number of changes and documents were made available for interested 		
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	<p>parties. These documents are also available on USG websites.</p> <ol style="list-style-type: none"> (1) Oneusg designed to expand Shared Services (2) Affordable Learning Georgia (3) Changes in retiree healthcare benefits <ul style="list-style-type: none"> • The university senate electronic presence revisions continue, and final changes are still several months in the future. 		
V. Information Items Actions/Recommendations			
<p>Annual Reports of Standing Committees (Due Date and Template)</p> <p>Susan Steele</p>	<p>Susan Steele noted that the committee annual report template and due date are to be determined by the executive committee in consultation with the standing committee chairs. It was noted that in 2013-14, the due date for these annual report was the Wednesday prior to the organizational meeting of the university senate. Susan Steele noted that at the executive committee meeting immediately preceding this meeting, a proposal to back that up a week and select a due date of Wed 22 Apr 2015 was made and she shared this as the proposed due date for consideration by the standing committee chairs. During the discussion, it was noted that the final meeting of the 2014-15 university senate was Fri 24 Apr 2015 and that committees may need to document and include activity from that meeting into their annual reports. In light of this, the due date for committee annual reports was set as Mon 27 Apr 2015. There were no recommendations</p>		

	for modifications to the committee annual report template.		
AAC&U Survey Susan Steele	Susan Steele provided a handout detailing the findings of two recent surveys commissioned by the AAC&U (American Association of Colleges and Universities) as part of its Liberal Education and America's Promise (LEAP) initiative. The survey results handout is attached as a supporting document to these minutes.		
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) Susan Steele (23 Jan 2015)	<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 met with Dr. Dorman regarding Motion 1314.EC.001.B that proposed revisions to the university senate bylaws affecting the Subcommittee on the</p>		

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.

2. **SoCC** *I had a telephone meeting with SoCC Chair Julia Metzker to brief her on 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**

a. **Issue** The term teaching representative isn't clearly defined and could be subject to interpretation.

b. **Solution** 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.]

2. **SoCC Chair Eligibility**

a. **Issue** 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.

b. **Solution** 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 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*

	<p><i>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 to the meeting submission deadline, the Motion to Reconsider might be offered at the 5 Dec 2014 meeting of the University Senate.</i></p> <p>c. <u>Post Meeting Paliamentary</u> 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.</p> <p><u>23 Jan 2015</u> It was noted that the contextual information on the compromise positions to address the concerns of President Dorman on motion 1314.EC.001.B. The motion to amend something previously adopted, specifically motion 1314.EC.001.B, will be offered for university senate consideration at its 13 Feb 2015 meeting.</p>		
<p>VII. New Business Actions/Recommendations</p>			
<p>University Senate Agenda and Minutes Review</p>	<p>1. <u>Tentative Agenda 13 Feb 2015</u>: Based on the committee reports at this meeting, a. <u>Motions</u> There will be up to four motions on the agenda of the 23 Feb</p>	<p>The motion (circulate minutes <i>as amended</i>) was approved.</p>	<p>1. Susan Steele to draft the tentative agenda of the 13 Feb 2015 meeting of the University Senate.</p>

	<p>2015 meeting of the University Senate, specifically</p> <ol style="list-style-type: none"> i. CAPC (1) A proposed name change for a program in Nursing ii. RPIPC (1) Proposed Information Technology Policy iii. SCoN (1) Replacements to the university senate and committees iv. Motion to amend something previously adopted applied to motion 1314.EC.001.B (proposed bylaws revisions of language that pertains to SoCC) <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 5 Dec 2014 University Senate meeting be circulated for university senator review was made and seconded. One amendment to the minutes had been received during email review by executive committee and standing committee chairs which was to insert the phrase <i>and by other students</i> into a sentence in the SAPC report. Adoption of this amendment was agreeable to all present.</p>		<ol style="list-style-type: none"> 2. Motions to be entered into the online motion database by CAPC (1), RPIPC (1), SCoN (1). 3. Craig Turner to circulate the DRAFT minutes of the 5 Dec 2014 meeting of the University Senate to university senators for review.
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>13 Feb 2015 @ 2:00pm Univ. Senate A&S 2-72</p> <p>27 Feb 2015 @ 2:00pm Univ. Senate committees</p> <p>27 Feb 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 4:48 pm.	
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Distribution:

First; To Committee Membership for Review

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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	R				2	2	0
Ben Davis <i>EFS; Library</i>	P	P	P	P				4	0	0
Steve Dorman <i>University President</i>	R	R	R	R				0	4	0
Lyndall Muschell <i>EFS; CoE; ECUS Chair Emeritus</i>	P	P	P	P				4	0	0
Susan Steele <i>EFS; CoHS; ECUS Chair</i>	P	P	P	P				4	0	0
John Swinton <i>EFS; CoB; ECUS Vice-Chair</i>	P	P	P	P				4	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P				4	0	0
Howard Woodard <i>EFS; CoB; APC Chair</i>	P	P	R	P				3	1	0
Stephen Wills <i>EFS; CoE; CAPC Chair</i>	P	P	P	P				4	0	0
Tom Toney <i>EFS; CoAS; FAPC Chair</i>	P	P	R	P				3	1	0
Ben McMillan <i>EFS; CoB, RPIPC Chair</i>	P	P	P	P				4	0	0
Macon McGinley <i>EFS; CoAS, SAPC Chair</i>	P	P	P	P				4	0	0

CHAIRPERSON SIGNATURE _____

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